

SNP Administrative Review Findings

Lafayette School Corporation (7855)

Program Year 2023

Lafayette School Corporation (7855)

2300 Cason St
Lafayette, IN 47904-2614

Food Service Contact

Mr. Eric Rody
Chief Financial Officer
(765) 771-6019
erody@lsc.k12.in.us
FSMC: Chartwells

Executive Contact

Mr. Les Huddle
Superintendent
(765) 771-6000
lhuddle@lsc.k12.in.us

No. of Sites / Reviewed: 13 / 3
Month of Review: March 2023

Commendations

- * Benefit issuance documentation was orderly and documentation was maintained when a school official spoke with household members regarding benefits or changing information on an income application.
- * Menu certification for the week of review was very organized. All documentation pertaining to the week of review was available upon the SA's arrival and was determined to be compliant for all schools reviewed.

Technical Assistance

- * The SFA should strive to offer a nutritionally balanced breakfast, full of flavor and variety. Schools have only offered cold breakfasts (cereal bars), an apple, juice, and milk the entire year. Incorporating hot food options for breakfast not only provides students with a more satisfying meal, it would likely help increase participation. At a minimum, the school must offer something other than a whole apple every day of the week for part of the fruit offering.
- * At some of the schools that were observed, the cashiers manually enter student names to find their account. This is very time consuming for all students and the staff. It makes breakfast a daunting task and slows down the line greatly. One school observed had to staff three cashiers to move students through the line. The school should explore the option of investing in scan cards, PIN numbers, finger scans, etc. that would quickly enable cashiers to access student accounts quickly.
- * "Fun lunches" provide a great menu option for students but can be misleading in the titles. Some fun lunch options list only a portion of the items served, appearing that the meal pattern is not being met. The SFA should be mindful of phrasing used on menus.
- * If students are allowed to visit any service line and select additional vegetable options, the SFA should make this known to students and staff. Posting signs would be one way. Students should not be charged extra for visiting another service line and selecting additional vegetable options.

Resource Management Comprehensive Review - Lafayette School Corporation (7855)

768. Unique Situations

Finding 9000: Personal charges using Food Service credit card

Upon reviewing invoices and accounting ledgers for the month of review, it was observed a personal charge in the amount of \$83.90 was made using the Food Service credit card (P-card used by Food Service Management Company). Non-food service related charges are not allowed.

Corrective Action:

Funds must be restored to the food service account for unauthorized purchases. Documentation that the funds have been restored to the non-profit food service account must be submitted as corrective action.

Technical Assistance:

The school corporation is reminded to review all charges made by FSMC and other staff that may have access to food service funds to ensure compliance with all purchases.

SNP Administrative Review Findings

Lafayette School Corporation (7855)

Program Year 2023

Amelia Earhart School (8119)

2300 Cason St
Lafayette, IN 47904-2614

Food Service Contact

Mr. Jimmy Whited
Manager
(765) 772-4740

Month of Review: March 2023

Date of Onsite Review: April 20, 2023

Meal Counting & Claiming - Amelia Earhart School (8119)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9000: Adult lunch aid eating student meal

On the day of review, the state agency reviewer observed a student purchasing a reimbursable meal that also brought a lunch from home. An adult lunch aid was observed eating the student's reimbursable meal while the student ate the food they had brought from home.

Adults must not be permitted to eat from a student's plate for many reasons:

1. food safety concerns
2. the opportunity for a student to eat the nutritious foods is eliminated
3. the meal was claimed for reimbursement but the meal was not consumed by a student
4. adult meals must be purchased at a higher cost.

Corrective Action:

The SFA must show documented proof that they have remedied this issue with all parties involved at Earhart School directly and that they have discussed this issue with all other schools in the corporation. Submit documentation that all staff have been trained to understand that meals are for students and adult meals must be paid for individually as proof of corrective action.

Meal Components & Quantities - Amelia Earhart School (8119)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Incomplete Meals

On the day of review, lunch meals were tracked as reimbursable that did not contain at least 1/2 c fruit or vegetable component.

Corrective Action:

The SFA will review Offer vs. Serve requirements with staff to ensure a clear understanding of all requirements. The SA provided technical assistance after meal service was completed. If implemented as discussed, no further action is needed.

General Program Compliance - Amelia Earhart School (8119)

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Expired foods were found in the freezer and dry storage areas.

Corrective Action:

The SFA was provided technical assistance regarding expired foods and all foods in question were discarded while the SA was on-site. No further action required.

Technical Assistance:

Best practice for proper food rotation should include routine review of all storage areas to ensure all foods are within expiration date.

SNP Administrative Review Findings

Lafayette School Corporation (7855)

Program Year 2023

Sunnyside Intermediate School (8073) Food Service Contact

2300 Cason St
Lafayette, IN 47904-2614

Mrs. Lisa Killey
Cafeteria Manager
(765) 771-6112

Month of Review: March 2023

Date of Onsite Review: April 18, 2023

General Program Compliance - Sunnyside Intermediate School (8073)

1409. On-site or off-site storage violations were observed

Finding 9000: Food Safety

Mold observed in ice machine.

Corrective Action:

SFA immediately had employee clean ice machine thoroughly. Since the sponsor corrected the issue while the SA was on-site, no further action is required. However, overall proper management of equipment should take place regularly, including proper safety and sanitation procedures.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Temperature was not appropriately maintained for foods. Kitchen staff were batch cooking chicken drumsticks and French fries for meal service but the rolling rack was left out of the cooler, near the ovens. Foods quickly reached unsafe temperatures of 56 and 52 degrees, respectfully.

Corrective Action:

The SFA will retrain staff on food safety standards including critical control points and temperature danger zone. They will submit their training materials and sign in sheet as corrective action.

SNP Administrative Review Findings

Lafayette School Corporation (7855)

Program Year 2023

**Thomas Miller Elementary School
(8104)**
2300 Cason St
Lafayette, IN 47904-2614

Food Service Contact
Ms. Jennifer Riccius
Unit Lead
(765) 476-2930

Month of Review: March 2023

Date of Onsite Review: April 19, 2023

General Program Compliance - Thomas Miller Elementary School (8104)

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Open bags of food are not stored in containers with tight-fitting lids. Open containers of sugar and flour were found in dry storage area. Non-food item was found in sugar and both foods were discarded.

Corrective Action:

The SFA will retrain all staff on food safety standards including proper food storage after items have been opened. The SFA will submit training materials used to retrain staff and the training sign-in sheet as corrective action.