

**SNP Administrative Review Findings**

**Liberty-Perry Community Schools (1895)**

**Program Year 2024**

**Liberty-Perry Community Schools (1895)**

105 S CR 650 East  
Selma, IN 47383-9516

**Food Service Contact**

Mrs. Brenda Layne  
Food Service Director  
(765) 289-7323  
[blayne@libertyperry.org](mailto:blayne@libertyperry.org)

**Executive Contact**

Mr. Bryan Rausch  
Superintendent  
(765) 282-5615  
[brausch@libertyperry.org](mailto:brausch@libertyperry.org)

No. of Sites / Reviewed: 3 / 1  
Month of Review: November 2023

**Commendations**

\* Review documents were well organized. Staff were friendly and eager to learn.

**General Program Compliance - Liberty-Perry Community Schools (1895)**

*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance- Wellness Policy**

The wellness policy should always include the date it was last updated or revised.

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance- School Breakfast Program Outreach**

For the SBP outreach, the menu is posted on the website and printed in the monthly newsletter, and parents are told at the time of enrollment. Studies show that eating breakfast is vital to helping students learn and be successful. In November, on average only 265 out of 1205 students ate school breakfast each day. Eating breakfast at school or home should be promoted in every way possible. Since the first week of March is National Breakfast Week, consider this a time to promote the importance of eating breakfast.

**SNP Administrative Review Findings**

**Liberty-Perry Community Schools (1895)**

*Program Year 2024*

**Selma Middle School (1377)**

105 S CR 650 East  
Selma, IN 47383-9516

**Food Service Contact**

Mrs. Cynthia Yingst  
Head Cook  
(765) 288-7242

Month of Review: November 2023

Date of Onsite Review: December 13, 2023

**Meal Components & Quantities - Selma Middle School (1377)**

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Finding: Daily Production Record**

During the meal services the daily production record is not completed. The only documentation completed is the amount prepared, any extra food added, and the amount leftover. The remainder of the daily production record is completed the following day.

**Corrective Action:**

The daily production record for both breakfast and lunch must be completed on the day of service. The daily production record was completed beginning the following day with breakfast on December 13, 2023. **If the practice continues as demonstrated, no further action is required.**

**Technical Assistance:**

A technical assistance was provided during the onsite. The field specialist introduced the kitchen manager to the state agency interactive Daily Production Record. According to the kitchen manager, these will be used for their five-week cycle menus as soon as they can be typed.

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding: Insufficient servings of Fruits were planned or served during the Breakfast Menu Certification week**

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned breakfast menus for the menu certification week, there was an insufficient serving size of fruit, fruit juice, and/or vegetable on Monday.

**Corrective Action:**

**As corrective action, provide revised menus and/or production records showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.**

**Technical Assistance:**

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding: Crediting Documentation \*Repeat Finding**

Prior to serving, the Child Nutrition Labels (CN) or Product Formulation Statements (PFS) are not always obtained for all applicable food items. When serving commercially prepared, combination food items and processed meats, CN labels or PFS need to be obtained to know how or if the item contributes to the meal pattern. In the future, if this finding is noted meals may be disallowed since this is a repeat finding.

**Corrective Action:**

Confirm that in the future Child Nutrition (CN) labels or Product Formulation Statements (PFS) will always be obtained and kept on file prior serving. Complete the Moodle training on Crediting at <https://moodle.doe.in.gov/enrol/index.php?id=401> and upload the certificate into the review tool.

**Technical Assistance:**

A technical assistance was conducted on this specific finding.

*410. Review Period- planned menu quantities meet the meal pattern requirements***Finding: Incomplete Standardized Recipes**

All standardized recipes do not contain the information to validate sufficient ingredients were used for the number of students served.

**Corrective Action:**

To be confident a recipe contributes to the meal pattern as written, the amount of all the ingredients must be listed on the standardized recipe. To evaluate recipes use this document "Is This Recipe Properly Standardized?" found on our website located at [https://drive.google.com/file/d/1jykI0RxdzcY3p8oDJL\\_7v7kcRF-4OnID/view](https://drive.google.com/file/d/1jykI0RxdzcY3p8oDJL_7v7kcRF-4OnID/view). Upload into the CNPweb review tool your top five most used recipes with the checklist completed for each recipe. Complete and attach the checklist for all your Standardized recipes going forward.

**Technical Assistance:**

A technical assistance was completed specifically for this finding while onsite.

**General Program Compliance - Selma Middle School (1377)***1300. Potable water is free and available to all students during lunch and breakfast***Technical Assistance- Potable Water**

Having free potable water is required during both breakfast and lunch meal services. Currently, the water fountain is outside the eating area in the hallway. Therefore, it is recommended that a large sign be posted to point out toward the hallway drinking fountain. Possibly even a sign that teaches students how regular drinking of water helps promotes healthier bodies. Also, this practice would reinforce the wellness policy in how it promotes the importance of drinking water.