

SNP Administrative Review Findings**Manchester Community Schools (8045)****Program Year 2022****Manchester Community Schools (8045)**

404 W 9th St
North Manchester, IN 46962-1107

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: January 2022

Commendations

- * Becky & staff at Manchester Jr/Sr High school were very friendly and accommodating during my visit. Even under the current conditions of the pandemic & supply chain issues, they were laughing & seemed to be enjoying each other & their work. The kitchen was very clean & organized.
- * Becky did an excellent job in responding to & completing all off-site Administrative Review tasks. Though Becky is actively working in the High School kitchen daily, she completed everything in a timely manner & had all menu documentation well-organized when I arrived on site.
- * The build your own burrito concept at lunch looked great and tasted even better! Staff did a great job identifying reimbursable meals.

General Program Compliance - Manchester Community Schools (8045)

1400. *The written food safety plan contains required elements and a copy is available at each school*

Technical Assistance: Food Safety Plan**Technical Assistance:**

Menu items should be categorized by the HACCP process they belong to; ensure an updated copy with site-specific list of equipment is accessible in each kitchen.

SNP Administrative Review Findings**Manchester Community Schools (8045)****Program Year 2022****Manchester High School (8625)**

404 W 9th St
North Manchester, IN 46962-1107

Food Service Contact

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Month of Review: January 2022

Date of Onsite Review: March 15, 2022

Other Federal Programs - Manchester High School (8625)

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

Technical Assistance: ASSP Point of Service**Technical Assistance:**

Students signed-in to after school enrichment & marked off their snacks themselves. To ensure compliance, we would like to see that the teacher overseeing the tutoring/enrichment club ensures that meals are marked at the point of service, meaning when students actually pick up the pre-bundled snack. Four students were in attendance on the day of observation, and all four had a snack in hand, but only 3 meals had been marked off on the sign-in/meat count sheet. The teacher stated she always double checks the information, but it is recommended that this occurs as the snacks are being picked up, not afterwards. Discussed solution with Food Service Operation Manager while onsite.

Meal Components & Quantities - Manchester High School (8625)

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

Technical Assistance: Production Records**Technical Assistance:**

The "Total Purchase Units of Food Prepared" column on production records was not consistently filled out. This information must be recorded daily. Discussed the issue with Food Service Operation Manager while onsite.

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

Technical Assistance: Grain-Based Desserts**Technical Assistance:**

There is a 2 oz equivalent limit on grain-based desserts in the NSLP, which includes sweet crackers such as grahams and animal crackers. The Dick & Jane brand educational snacks are considered a sweet cracker. During the week of review, the Winter Fruit salad was served with a 2 oz breakfast bar, which is considered a grain-based dessert at lunch. The BBQ Corn Chip Salad was served with a 1 oz package of Dick & Jane snacks. Over the course of the week, these grain offerings exceeded the 2 oz equivalent max for grain-based desserts. Acceptable non-grain-based dessert options to pair with the salads were discussed with the Food Service Operation Manager to ensure continued meal pattern compliance.

Exhibit A Grains Chart: <https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:94921275-688c-48f5-80c6-15a2fdb4b526>