

SNP Administrative Review Findings

Marion Community Schools (2865)

Program Year 2022

Marion Community Schools (2865)

750 W. 26th Street  
Marion, IN 46953-2929

Food Service Contact

Mrs. Teal Keenan  
Food Service Coordinator  
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Executive Contact

Mr. Keith Burke  
Superintendent  
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No. of Sites / Reviewed: 7 / 2  
Month of Review: January 2022

Commendations

- \* Aurelia & staff at Riverview Elementary were very friendly and accommodating during my visit. Even under the current conditions of the pandemic & supply chain issues, it's great to see that the younger students are given entrée choices daily.
- \* Josie & staff at High School were also very friendly & accommodating during my visit. The kitchen was very clean & organized. The fresh fruit choices looked very nice on the serving lines. The number of students choosing both a fruit and vegetable option with their meals was outstanding!
- \* Teal did an excellent job in responding to & completing all off-site Administrative Review tasks. She completed everything in a timely manner & had all menu documentation well-organized when the reviewer arrived on site.

Meal Counting & Claiming - Marion Community Schools (2865)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

**Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.**

At Riverview Elementary, it was noted that the anticipated number of lunch meals being ordered by the students/classrooms in the morning was being recorded as the actual meal counts during lunch. Meal counts must still be verified once a student has actually received the meal that was ordered for them. This is considered the point-of-service and must be documented at that time. Documentation records of the point-of-service must be retained accordingly.

**Corrective Action:**

Options for correcting the point-of-service documentation was discussed with Food Service Coordinator while onsite. The forms used to record the lunch meal orders were updated to allow managers a space to verify that the meals ordered for each student are actually served to the students in the cafeteria. Staff will be trained on the updated form & new process for documenting the point-of-service immediately following review. No further corrective action is needed.

Resource Management Comprehensive Review - Marion Community Schools (2865)

755. Allowable Costs

**Technical Assistance-Bad Debt Policy**

**Technical Assistance:**

Even when operating CEP, the school district needs to have a written policy that addresses bad debt & how it will ensure that only allowable non-Federal revenues will be used to restore operating losses. This information can be included with the charging policy.

**SNP Administrative Review Findings**

**Marion Community Schools (2865)**

*Program Year 2022*

**Marion High School (2351)**

750 W. 26th Street  
Marion, IN 46953-2929

**Food Service Contact**

Mrs. Josephine McClung  
Food Service Supervisor  
(765) 664-9051

Month of Review: January 2022

Date of Onsite Review: March 8, 2022

**Meal Components & Quantities - Marion High School (2351)**

411. *Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions*

**Finding 9077: School did not comply with planned menu for the Review Period**

One week of planned menus from the Review Period, 1/24/22-1/28/22, was compared to production records for the same week. The school substituted some items on the planned menus. While substitutions are allowed, the daily meal pattern minimums and maximums for each meal service line, menu type, and age/grade group were not met for one or more of the substituted menus.

There is a 2 oz equivalent limit on grain-based desserts in the NSLP, which includes sweet crackers such as grahams and animal crackers. While the planned menu met the limit for grain-based desserts over the course of the week, production records indicate that substitutions had to be made for some required whole grain rich grain items, which included emoji grahams and elf grahams. Due to supply chain issues, the grahams were used to meet the daily grain requirement, but over the course of the week, this exceeded the 2 oz equivalent max for grain-based desserts.

**Corrective Action:**

Options for acceptable grain substitutions when out of stocks/supply chain issues prevent the planned grains from being offered were discussed with the Food Service Coordinator. Non-grain-based dessert substitution options include crackers, pretzels, dinner rolls, slices of bread, corn muffins, tortillas, etc. No further corrective action is needed.

**Technical Assistance:**

In the event the SFA cannot meet the meal pattern due to the pandemic and accompanying supply chain issues, the field specialist should be notified as soon as possible in order to approve a meal pattern waiver request for the specific date that the meal pattern cannot be met.

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

**SNP Administrative Review Findings**

**Marion Community Schools (2865)**

**Program Year 2022**

**Riverview Elementary School (2405)**

750 W. 26th Street  
Marion, IN 46953-2929

**Food Service Contact**

Ms. Aurelia Martinez  
Supervisor  
(765) 662-2427

Month of Review: January 2022

Date of Onsite Review: March 8, 2022

**Meal Components & Quantities - Riverview Elementary School (2405)**

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

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period, 1/24/22-1/28/22, some preschool breakfast meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements. Since the preschoolers are not comingled with the other students, the preschool meal pattern must be followed. The preschool breakfast menu included Nutri-Grain Bars and Benefit Bars, which are considered grain-based desserts, and are not allowed under the preschool meal pattern.

**Corrective Action:**

The preschool menu for the remainder of February was updated immediately by the Food Service Coordinator and approved by the field specialist while onsite. No further corrective action is needed.

**Technical Assistance:**

The Food Service Coordinator was provided with preschool meal pattern resources during the on-site visit.

**General Program Compliance - Riverview Elementary School (2405)**

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

**Technical Assistance: Date-Marking and FIFO Inventory Management**

**Technical Assistance:**

The First In, First Out (FIFO) inventory management method is not being followed consistently. Some items are date-marked, while others are not. Technical Assistance was provided to ensure all staff are date-marking products consistently in the same manner.