

SNP Administrative Review Findings**Merrillville Community School Corp (4600)****Program Year 2022****Merrillville Community School Corp (4600)**

6701 Delaware St.
Merrillville, IN 46410-3579

Food Service Contact

Mrs. Angelica J Claiborne
Food Service Director
(219) 650-5300

Executive Contact

Mr. Nick Brown
Superintendent
(219) 650-5300

No. of Sites / Reviewed: 9 / 2
Month of Review: November 2021

Commendations

- * - All meals served were reimbursable and meals looked terrific.
- Record keeping and documentation was very well organized and easily accessible for review.
- Kitchens were clean and staff seemed knowledgeable of program requirements.

Resource Management Comprehensive Review - Merrillville Community School Corp (4600)**770. Correct Rate/Base Calculation****Finding 9000: Annual Financial Report**

It is impossible to tell if the SFA's direct cost base is correct since the Annual Financial Report is incorrect. The total food costs for program year 2021 are \$80,334.06, according to your AFR. After conversations with the food service director, it appears this is incorrect.

Corrective Action:

The SFA will adjust their AFR to correctly reflect their expenses during the 2021 program year.
The SFA corrected the AFR on 1/24/2022 and no further action is necessary.

General Program Compliance - Merrillville Community School Corp (4600)**808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements****Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The incorrect short non-discrimination statement is being used.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The SFA will include the correct non-discrimination statement on program materials "This institution is an equal opportunity provider." The SFA provided proof that their short nondiscrimination statement has been updated; therefore no further action is necessary.

810. The USDA non-discrimination statement is on appropriate Program materials**Technical Assistance - Non-discrimination statement****Technical Assistance:**

The long version of the non-discrimination statement is not found on the SFA's food service website, and the SFA's website contains information about applications and program information. The long version of the USDA's non-discrimination statement is required to be included on this webpage. Please find the most updated version on our website - <https://www.in.gov/doe/nutrition/civil-rights-requirements/>.

SNP Administrative Review Findings

Merrillville Community School Corp (4600)

Program Year 2022

Homer Iddings School (3822)

6701 Delaware St.
Merrillville, IN 46410-3579

Food Service Contact

Mrs. Angelica J Claiborne
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(219) 650-5300

Month of Review: November 2021

Date of Onsite Review: December 13, 2021

General Program Compliance - Homer Iddings School (3822)

811. *The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits*

Technical Assistance - "And Justice for All" Poster

Technical Assistance:

The USDA "And Justice for All" was displayed but it is outdated. Each school is required to have the most recent poster in or near their cafeteria. The reviewer requested updated posters for the SFA.

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

Most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

The state agency and SFA discussed this requirement and it's understood that the health inspection must be displayed in a publicly visible location. The SFA has posted the latest food safety inspection report as of December 14, 2021; no further action is necessary.

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. There were products in the kitchen of Homer Iddings school that were removed from their original packaging and not date marked afterwards.

Corrective Action:

The state agency and SFA have discussed that all items must be date marked if removed from the original packaging. This is understood and no further action is necessary.

SNP Administrative Review Findings

Merrillville Community School Corp (4600)

Program Year 2022

Merrillville Intermediate School (3813) Food Service Contact

6701 Delaware St.
Merrillville, IN 46410-3579

Mrs. Angelica J Claiborne
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(219) 650-5300

Month of Review: November 2021

Date of Onsite Review: December 13, 2021

Meal Components & Quantities - Merrillville Intermediate School (3813)

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

The SFA will obtain signage explaining what constitutes a reimbursable breakfast and place it at the beginning of the meal service line.

The SFA has updated their OVS signage on 12/14/2021. No further action is necessary.

Technical Assistance:

The school was provided technical assistance during the on-site visit.