

SNP Administrative Review Findings

Middlebury Community Schools (2275)

Program Year 2023

Middlebury Community Schools (2275)

56853 Northridge Dr
Middlebury, IN 46540-9408

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 7 / 2
Month of Review: November 2022

Commendations

- * Staff were willing to work with reviewers to correct some of the issues immediately.
- * Staff were personable, well-trained, and performed their duties with a great attitude. Batch cooking was taking place, which allows for a fresher meal for students.
- * Each school offered a variety of fruits and vegetables allowing students to choose something they more likely would eat. They also had at least 3 different entrée selections for the students. It was encouraging to see staff use real bowls to serve their fruit and vegetables selections. This helps students to participate in a learning laboratory for healthy meal selections.
- * Middlebury Elementary had very organized storage areas and inventory was kept low. The share table of using a refrigerator to keep food cold and available for students who wanted more to eat is a great practice.
- * Orchard View job sharing concept is a great way to allow parents to work without committing to a full-time job.

Technical Assistance

- * The reviewer discussed with the Food Service Director that the date written on the verification request letter as the deadline to return documentation must be used for denying those who do not meet this deadline. The response letter is to be sent stating they did not respond by the date requested; thus, the student's benefit will be changed to denied with in the 10-day appeal period. If implementation of this procedure is followed during the next verification process no further action is required.
- * Freezers and coolers in public access areas do not have locks to secure against theft and other potential tampering with food. Staff should be tracking inventory regularly to ensure no food has been removed. The plans to add new walk-in cooler and freezer will resolve this issue next year.
- * It was observed that not all staff members were restraining hair during meal service. It is recommended that they wear hair nets, hair spray or pull the hair back during meal preparation and service.
- * Bad Debt recovering may be completed by using an Angel Fund or donations. However, the corporation needs to be sure the policy includes procedures for donations and receipts documented when donations are received. These donations need to be entered into the 8400 hundred account and not co-mingled with Federal funds in the school nutrition accounts.

Certification and Benefit Issuance - Middlebury Community Schools (2275)

126. Certification: selected applications correctly approved

Finding 9901: Selected applications correctly approved

Multiple applications were certified incorrectly utilizing Medicaid number not found on DC list. This contributed toward fiscal action calculations.

Corrective Action:

It was determined that these were on-line applications, and the parents were reporting Medicaid numbers and not SNAP or TANF. The applicants were notified, and correct information was gathered, and corrections have been made to certification errors. The sponsor is to notify the software company to ensure the on-line application only request a SNAP or TANF number to ensure this does not happen on future on-line applications. If implemented as discussed, no further action is required.

Note: On January 13, 2023, the Software company assisted the foodservice director on how to resolve the issue and the Medicaid option is not available on the on-line application.

Technical Assistance:

The reviewer discussed with the food service director that the on-line application process needs to ensure that Medicaid

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Program Year 2023

numbers are not allowed to be used for approving applications. If the student is not found on the DC list, the application should be verified for cause to ensure that a Medicaid number is not being used.

Resource Management Comprehensive Review - Middlebury Community Schools (2275)

750. Year End Available Balance

Finding 9000: Corrections to the AFR

The Annual Financial Report did not accurately record the financial information.

Corrective Action:

The Food Service Director updated the Annual Financial Report during the review. The report has been validated and approved. No further action is required.

Technical Assistance:

The reviewer discussed with the food service director on how to gather and report the financial information on the Annual Financial Report. The food service director updated the AFR to accurately reflect the financial records.

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Non-Program Revenue does not sufficiently cover the cost

The current assessment of the non-program revenue shows that more revenue is needed to cover the cost of non-program food.

Corrective Action:

During the on-site review, the reviewer provided a non-program revenue interactive tool to help the sponsor accurately determine the revenue/cost ratio. The food service director re-assessed the pricing for a la carte items and with adjustments was able to show that the new prices would cover the required revenue. The updated price list was sent out to students on January 9, 2022. No further action is required.

Technical Assistance:

The requirements for the calculation were discussed with the director the day of review. The SFA should continue to be mindful of increasing food costs and the potential need to increase non-program food prices as a result.

General Program Compliance - Middlebury Community Schools (2275)

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 9000: Job Specific Training not completed by bookkeepers

All bookkeepers who are responsible for recording meals in the POS need to have completed Civil Rights and OVS training.

Corrective Action:

The sponsor is to ensure all bookkeepers receive civil rights and offer versus serve training. A copy of the training agenda and sign in sheets are to be emailed to the Field Specialist.

Technical Assistance:

The reviewer discussed with the food service director that all non-employees need to have job specific training completed annually.

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Program Year 2023

Middlebury Elementary School (1732)

56853 Northridge Dr
Middlebury, IN 46540-9408

Food Service Contact

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Month of Review: November 2022

Date of Onsite Review: December 15, 2022

General Program Compliance - Middlebury Elementary School (1732)

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.

The current food safety inspection report was not posted.

Corrective Action:

The manager immediately posted the food safety inspection report. No further action required.

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Middlebury Community Schools (2275)

Program Year 2023

Orchard View Elementary School
(1734)

56853 Northridge Dr
Middlebury, IN 46540-9408

Food Service Contact

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Month of Review: November 2022

Date of Onsite Review: December 14, 2022

Meal Components & Quantities - Orchard View Elementary School (1734)

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 November 14-18, crediting documentation did not reflect what was happening in the cafeteria.

Corrective Action:

The recipe was updated to accurately reflect the correct crediting information and cooking times. No further action is required.

Technical Assistance:

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

General Program Compliance - Orchard View Elementary School (1734)

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. The food storage facility is disorderly due to not having large enough storage units. Food is placed on top of each other in the reach in cooler.

Corrective Action:

The staff members immediately adjusted the items in the reach-in cooler. It was discussed that extra shelving would be added to the cooler to reduce the need to stack food on top of each other. The food service director will check periodically on this issue until the new walk-in freezers and coolers are installed. If implemented as discussed, no further action is required.

Technical Assistance:

The reviewer discussed with the food service director and superintendent the chances of food contamination happening when food is stacked on top of each other. The school is being remodeled this summer to have a new walk-in freezer and cooler.