

SNP Administrative Review Findings

Monroe Co Community School Corp (5740)

Program Year 2023

Monroe Co Community School Corp (5740)

MCCSC Food Service
560 E Miller Drive
Bloomington, IN 47401-6570

Food Service Contact

Mr. Matthew Tomrell
Food Service Director
(812) 349-4762
mtomrell@mccsc.edu

Executive Contact

Dr. Jeff Hauswald
Superintendent
(812) 330-7700
jhauswald@mccsc.edu

No. of Sites / Reviewed: 21 / 4
Month of Review: January 2023

Commendations

- * Radishes and Brussel sprouts were observed in the storage areas. It's great to see different food options for students so they can be exposed to new vegetables.
- * One of the employees at Grandview Elementary was very knowledgeable about the difference between weight and volume. They measured everything correctly and could be a great person for other staff members to come to for training regarding weights vs. volume.
- * The share table signage was a nice poster designed with colors and a great message to students. The location was also perfect, as it was away from the trash and the condiment table. Overall, it was displayed well and appealing.
- * The signage in all the cafeterias looks so nice and appealing. It provides a uniform look and shows the professionalism of the food service.
- * Serving lines were colorful and the variety of fresh fruits and vegetables offerings is noteworthy.
- * The efforts made on behalf of the food service staff and administration to strengthen employee salaries are to be commended and exemplary for other corporations to follow. This helps with employee retention and that only assists in continuing to provide stellar meals to MCCSC students.
- * Learning the ins and outs of USDA School Nutrition Programs is like learning a new language. The food service director is to be commended for participating in the learning opportunities provided by DOE, ISNA, and weekly check-ins, as well as requesting individual assistance. This shows a desire to learn the requirements to run a compliant, successful program.
- * The EarthKeepers compost program initiated to reduce the amount of raw food products going into the landfill is impressive.
- * It was observed that a lot of adults participate in the lunch program at Bloomington Graduation School.

Technical Assistance

- * While the Administrative Review for School Nutrition programs has been conducted, the 2022 Annual Financial Report will be reviewed and approved separately. This report could be amended if corrective action is required for the AFR.
- * The school corporation enrollment is large enough to support a food service director and additional staff who can assist with the day-to-day meal pattern requirements. With over a 4-million-dollar budget and only a small administrative staff, the office could use additional support for menu planning, staff training, menu certification worksheets (for ensuring compliance), and product and recipe development.

Certification and Benefit Issuance - Monroe Co Community School Corp (5740)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Application Distribution

Technical Assistance:

The school corporation participates in the Community Eligibility Provision in some locations but not all. The free and reduced application should be distributed to all schools to determine meal or textbook assistance. Since the school is not a CEP district-wide, the school corporation should discontinue the Curricular Material Assistance and Other Assistance application so that households with children at multiple schools are required only to complete one application. If the corporation decides to implement CEP corporation-wide, then the use of the curricular assistance application would be appropriate.

SNP Administrative Review Findings**Monroe Co Community School Corp (5740)****Program Year 2023**

126. *Certification: selected applications correctly approved*

Finding 9901: Selected applications correctly approved

Multiple applications were processed using the income option but were missing the last four digits of the social security number, or the "no SSN" box was not checked.

Corrective Action:

During the onsite review, the food service administration contacted the households to obtain the missing information resulting in all applications requiring correction. Therefore, additional corrective action is not required.

131. *Applications denied correctly*

Finding 9022: Applications incorrectly denied

One application was denied; however, it should have been approved at face value using the case number provided since it met the correct format. Verification for cause can take place if the case number is not found in DC.

Corrective Action:

The determining official immediately extended the benefit. Additionally, a notification letter was mailed to the household explaining the change of benefit found during the review. Therefore, additional corrective action is not required.

Verification - Monroe Co Community School Corp (5740)

208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

Finding 9037: Confirmation review not conducted as required.

Documentation demonstrating that a confirmation review took place was not on file at the SFA for manually approved applications.

Corrective Action:

The confirmation official will sign the manually approved applications for corrective action, once the confirmation review is complete. Therefore, additional corrective action is not required.

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

Finding 9000: Verification

One household did not respond to verification efforts resulting in the SFA sending an adverse action. However, benefits were not decreased because the household provided income documentation but did not submit a new application after receiving the letter.

Corrective Action:

The reviewer provided technical assistance to the verification official regarding the process for verification, confirmation reviews, follow-up requirements, and benefit updates. The verification official worked with the household to complete the application for the remaining months of the school year. Therefore, additional corrective action is not required.

Technical Assistance:

A helpful resource for Verification How-to can be found here: https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirTEN5nvrF_bOM/edit

211. *SFA's verification notification letter included all required information*

Finding 9000: Technical Assistance- Non-Discrimination Statement**Technical Assistance:**

USDA updated the non-discrimination recently in 2022. While the SFA has updated some of the letters, the food service administration was reminded to check all notes to ensure the new statement has been updated. Some of the letters that need the NDS changed are the verification results and second notice.

Resource Management - Monroe Co Community School Corp (5740)

705. SFA have internal controls to ensure only allowable costs charged?

Finding 9000: Internal Controls/Separation of Duties

Each step in the cash flow at Bloomington Graduation School, from receipt to deposit, did not have a clear separation of duty. The site manager accepting and inputting cash into student accounts also closes the point-of-sale without another person verifying. This provides a potential opportunity for theft.

Corrective Action:

For corrective action, please provide written internal control procedures to ensure each step in the cash flow at the school level contains a separation of duties.

General Program Compliance - Monroe Co Community School Corp (5740)

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 Triennial Assessment

Technical Assistance:

As the Wellness Committee reconvenes after the COVID break, please use the assessment to evaluate the policy and post the results to the Wellness webpage. USDA requires a minimum of 2 goals for nutrition education, promotion, physical activity, and other activities. However, it is up to each LEA to determine the content of the goals. LEAs are required to review and consider evidence-based strategies in determining these goals.

1401. SFA-contracted and/or self-operated warehouses are storing all foods (commercial and USDA) properly

Technical Assistance- Storage Requirements

Technical Assistance:

Items located in the warehouse need to be dated as they are received. Additionally, expired tomato sauce from 2021 was also found. Please discard expired items. SFAs may refer to the USDA Foods fact sheets for specific storage requirements.

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- Outreach for School Breakfast Program

Technical Assistance:

The outreach for the school breakfast program should be conducted multiple times a year outside of menu distribution. The school can use the standard methods for outreach and should include the location and time breakfast is served, including the price.

SNP Administrative Review Findings**Monroe Co Community School Corp (5740)****Program Year 2023****Bloomington Graduation School (6220) Food Service Contact**

MCCSC Food Service
560 E Miller Drive
Bloomington, IN 47401-6570

Mrs. Ruth Amos
Assistant Supervisor
(812) 330-7714

Month of Review: January 2023

Date of Onsite Review: February 7, 2023

Meal Components & Quantities - Bloomington Graduation School (6220)

401. *Day of Review- all meals observed and counted for reimbursement contained all of the required meal components*

Technical Assistance- Cafeteria Environment and Efficiency**Technical Assistance:**

The lunchroom atmosphere behavioral economics has benefits in improving student satisfaction, engaging school nutrition staff, increasing participation, and being easy to implement. To learn more about smarter lunchroom strategies, please visit <https://healthy-food-choices-in-schools.extension.org/the-60-strategies-of-the-smarter-lunchrooms-scorecard/>. On days that require many items to be served out (such as walking taco) instead of pre-bagging or cupping fresh produce and canned fruit, place the items in a shotgun pan with an appropriate serving utensil to have the students portion themselves. This option will provide extra time for kitchen staff during preparation. However, please check with the local health department to see if this would be allowed before implementation. On the day of review, it was observed that the last students served had eight minutes left to eat. It is highly recommended the last students served have twenty minutes.

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

Corrective Action:

The grain for the chicken/beef tacos did not meet the 2 oz. equivalent requirement. As corrective action, the SFA must purchase a 2 oz. whole grain tortilla shell.

General Program Compliance - Bloomington Graduation School (6220)

1105. *Foods and beverages sold to students during the school day meet Smart Snacks standards*

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Two snacks offered to students for purchase during the school day did not meet Smart Snacks standards.

Corrective Action:

For corrective action, please explain what procedures have been implemented at the local school level to ensure daily compliance with smart snack requirements.

Technical Assistance:

Technical assistance was provided on the day of review. More information on Smart Snacks requirements can be found here:

[DOE: Smart Snacks in Schools](#)

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Monroe Co Community School Corp (5740)

Program Year 2023

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for six months. Temperature logs were unavailable for milk coolers.

Corrective Action:

For corrective action, the staff must record temperatures for coolers and warmers using a HACCP log. In addition, please submit temperature logs for supporting documentation.

Technical Assistance:

Technical Assistance was provided on the day of review

SNP Administrative Review Findings

Monroe Co Community School Corp (5740)

Program Year 2023

Fairview Elementary School (6197)

MCCSC Food Service
560 E Miller Drive
Bloomington, IN 47401-6570

Food Service Contact

Mrs. Sokhueon Sayles
Food Service Manager
(812) 330-7732

Month of Review: January 2023

Date of Onsite Review: February 8, 2023

Meal Counting & Claiming - Fairview Elementary School (6197)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9000: Meal Counting and Claiming

Meals for breakfast are not counted at the point of service.

Corrective Action:

For corrective action, meal counts must be taken as the student receives the meal. Please explain how the meal counting system has been updated.

Technical Assistance:

Technical Assistance was provided on the day of review.

Meal Components & Quantities - Fairview Elementary School (6197)

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

Finding 9081: Review of Productions records expanded to the entire Review Period.

Based on a review of production records and other supporting food crediting documentation for the entire Review Period, some breakfast meals served during the Review Period did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. A grain was not planned with a meal option served for two days; it was thought that a meat/meat alternate could substitute for the grain. As a result, 388 meals were disallowed.

Corrective Action:

For corrective action, the menu planner must complete the Meal Patterns course in ICN Learn. Please submit the post-tests and training certificates to show the completion of the training. Additionally, the menu planner will need to supply updated planned menus showing a grain has been planned with each menu option.

Technical Assistance:

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

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

Corrective Action:

The potato crunch fish sticks do not meet the grain requirements. As corrective action, the SFA must plan an additional grain with product that is 2 oz equivalent.

Technical Assistance:

Technical assistance was provided on the day of review.

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Program Year 2023

Monroe Co Community School Corp (5740)

General Program Compliance - Fairview Elementary School (6197)

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for six months. Temperature logs were unavailable for milk coolers and pass-thru refrigerators/warmers.

Corrective Action:

For corrective action, the staff must record temperatures for coolers and warmers using a HACCP log. In addition, please submit temperature logs for supporting documentation.

Technical Assistance:

Technical Assistance was provided on the day of review.

Other Federal Programs - Fairview Elementary School (6197)

1905. *FFVP: Widely publicized within the school?*

Technical Assistance- FFVP Outreach

Technical Assistance:

FFVP should be widely publicized in the school. This can be completed in various ways, such as announcements, flyers, demonstrations, incorporating the fruit or vegetable into a lesson plan, and bulletin boards, to name a few.

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Monroe Co Community School Corp (5740)

Program Year 2023

Grandview Elementary School (6157)

MCCSC Food Service
560 E Miller Drive
Bloomington, IN 47401-6570

Food Service Contact

Ms. Sheena Tate
Manager
(812) 825-3009

Month of Review: January 2023

Date of Onsite Review: February 7, 2023

Other Federal Programs - Grandview Elementary School (6157)

0. On-site Date/Time, Snack Reduced/Paid charges

Technical Assistance- Snack Service Time

Technical Assistance:

The school was reminded to serve snacks after the school day ends at 4:15 pm and to discontinue the service during dismissal, which occurs during the regularly scheduled school day.

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

Technical Assistance- Meal Counting and Claiming

Technical Assistance:

Point-of-service snack counts are currently only being retained for the program year. Since these are the original meal count documents, the point-of-service rosters should be kept for three years plus the current operating year.

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance- Detailed ASSP Menu

Technical Assistance:

The After School Snack Program menus are to be commended for offering a full of a variety of foods each week, including servings of fresh fruits and vegetables. The serving size of the items should be included in the snack production records found here: <https://www.in.gov/doe/files/snack-pr-and-count-sheet.pdf>.

Meal Components & Quantities - Grandview Elementary School (6157)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding 9002: Meal components missing on Day of Review.

As observed on the Day of Review, required meal components were unavailable to all participating students on every reimbursable meal service line. The queso tachos meal option nor the chef salad had a planned grain component.

Corrective Action:

The reviewer provided technical assistance during the onsite review regarding the meal pattern for lunch. Before meal service, the staff added tortilla chips with the queso tachos and snack crackers with the chef salad. In addition, the food service updated the recipes for queso tachos and chef salads to include a grain component and sent all schools the update by email since these options are part of planned cycle menus. Therefore, additional corrective action is not required.

Technical Assistance:

Technical Assistance was provided on the day of review.

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Reimbursable Meals

Two meals at breakfast consisted of an insufficient fruit component. If the student selects a meal that does not meet all the necessary components to make a meal, the student should be provided the choice to get a reimbursable meal or charged a la carte.

Corrective Action:

The reviewer provided on-site technical assistance to the site staff and food service director on the review day. Site staff must complete Offer Vs. Serve training (Moodle or ICN) for corrective action. Please submit the post-tests and training certificates to show the completion of the training.

Technical Assistance:

Findings were discussed with the food service staff and FSD on the day of the review. Additionally, the FSD is encouraged to provide continual feedback to the site staff by conducting ongoing monitoring to ensure compliance.

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

Technical Assistance- Creditable Portions

Technical Assistance:

The reviewers provided onsite technical assistance regarding crediting of clementines and how to determine the weight for a ½ serving of bell peppers. Some resources that can be helpful can be found here:
<https://docs.google.com/document/d/1VG7MQlssW4ReH48qQqxnuunWQIAqWOQpERLZUIfomel/edit>.

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

Finding 9081: Review of Productions records expanded to the entire Review Period.

Based on a review of production records and other supporting food crediting documentation for the entire Review Period, some breakfast meals served during the Review Period did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. A grain was not planned with a meal option served for one day. As a result, 240 meals were disallowed.

Corrective Action:

For corrective action, the menu planner must complete the Meal Patterns course in ICN Learn. Please submit the post-tests and training certificates to show the completion of the training. Additionally, the menu planner will need to supply updated planned menus showing a grain has been planned with each menu option.

Technical Assistance:

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

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Meals were served with insufficient quantities of meal components at Grandview Elementary School and University Elementary School. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. There are insufficient grain quantities for the mac and cheese, crispy fillet sandwich bun, and French toast sticks for lunch.

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Program Year 2023

Corrective Action:

The grain requirements were not met for the week for lunch. As corrective action, additional grain needs to be added to the menu to meet the weekly grain requirements. Please explain how the minimum grain requirements will be met.

Technical Assistance:

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

General Program Compliance - Grandview Elementary School (6157)

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance- Water Availability

Technical Assistance:

As a reminder, free water access during meal service is required daily.

SNP Administrative Review Findings

Monroe Co Community School Corp (5740)

Program Year 2023

University Elementary School (6226)

MCCSC Food Service
560 E Miller Drive
Bloomington, IN 47401-6570

Food Service Contact

Mrs. Stephanie Jachim
Manager
(812) 330-7753

Month of Review: January 2023

Date of Onsite Review: February 8, 2023

Meal Components & Quantities - University Elementary School (6226)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding 9002: Meal components missing on Day of Review.

As observed on the Day of Review, required meal components were not planned with every reimbursable meal option. A meat alternate was not planned with the spaghetti meal.

Corrective Action:

The sponsor corrected the meal prior to service by adding a one-ounce equivalent of Parmesan cheese to the spaghetti meal. For corrective action, the recipe must be updated to reflect that the cheese must be served on the side. Please submit a copy of the updated recipe.

Technical Assistance:

The school was advised and given the opportunity to add missing meal component(s) before the meal service started.

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

Finding 9052: Day of Review portion sizes insufficient.

The chicken smackers entree did not meet the minimum grain portion as planned.

Corrective Action:

The portion size of the chicken was increased before meal service, allowing students to select a full grain serving and a reimbursable meal. The chicken smackers were a substitution for the chicken produce typically purchased. During the review, the food service administration learned that substitution procedures needed to be implemented to ensure proper meal crediting to meet the daily requirements. Therefore, additional corrective action is not required.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of the grain meal component before the meal service started.

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

Finding 9081: Review of Productions records expanded to the entire Review Period.

Based on a review of production records and other supporting food crediting documentation for the entire Review Period, some meals served during the Review Period did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Grain was not planned, with a meal option for breakfast served six days.

Corrective Action:

For corrective action, the menu planner must complete the Meal Patterns course in ICN Learn. Please submit the post-tests and training certificates to show the completion of the training. Additionally, the menu planner will need to supply updated planned menus showing a grain has been planned with each menu option.

Technical Assistance:

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

General Program Compliance - University Elementary School (6226)

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for six months. Temperature logs were unavailable for milk coolers and pass-thru refrigerators/warmers.

Corrective Action:

For corrective action, the staff must record temperatures for coolers and warmers using a HACCP log. In addition, please submit temperature logs for supporting documentation.

Technical Assistance:

Technical Assistance was provided on the day of review

1411. *Review of agricultural food components indicates violations of the Buy American provision*

Technical Assistance- Buy American**Technical Assistance:**

Three products (Mexico, Guatemala, France) violated the Buy American Provision at University Elementary School, and supporting documentation was not available to support the non-domestic products at the time of the review. The State Agency recognizes that many food products are difficult to acquire currently; however, please remember that federal tax dollars are used to purchase these products. Please make every effort to purchase products that are from the United States. Here is a resource that can help determine seasonal produce in the USA. <https://snaped.fns.usda.gov/seasonal-produce-guide>