

SNP Administrative Review Findings

MSD of Shakamak (2960)

Program Year 2022

MSD of Shakamak (2960)

9233 Shakamak School Road
Jasonville, IN 47438-7043

Food Service Contact

Mrs. Tammy R Street
Food Service Director
(812) 665-3550

Executive Contact

Mr. Jeff Gambill
Superintendent
(812) 665-3550

No. of Sites / Reviewed: 2 / 2
Month of Review: December 2021

Commendations

- * This year the SFA has restructured the Food Service Director position allowing for daily office time to complete reports, plan menus, work with vendors, attend training, etc. The Food Service Director was hands-on during the review, was well prepared for the review, and was eager to learn during the process. It was noticed that the FSD has a greater knowledge of the program requirements and has completed several pieces of training since being given daily office time outside the cafeteria.

Resource Management Comprehensive Review - MSD of Shakamak (2960)

750. Year-End Available Balance

Finding 9000: Annual Financial Reporting

After reviewing the documentation of the revenue and expenses for the nonprofit food service account, it was noted that payment was recorded twice but only paid to the vendor once. As a result, the reported expenses on the annual financial report were \$360.03 higher. This results in the ending balance being more than submitted on the Annual Financial Report.

Corrective Action:

The Food Service Director revised the Annual Financial Report submitted for the program year 2021 using the corrected amounts for expenses and year-end balances. Therefore, additional corrective action is not required.

757. Allowable Costs Test

Technical Assistance- Outside Purchases

During the review of receipts, it was noted that the cafeteria purchases items for a teacher's business unrelated to any school function or activity. It was also determined that none of these purchases included any food price mark-up when billed to the teacher. Therefore, purchasing food items for personal use from the cafeteria is a practice that should not occur. It would be acceptable for the teacher to work directly with the school's vendor for purchasing, including a separate invoice that is not paid with any school funds where the teacher can directly pay the vendor.

General Program Compliance - MSD of Shakamak (2960)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 9000: Local School Wellness Policy

The wellness policy does not address all the minimum requirements that include but are not limited to guidelines for foods and beverages sold during the school day, USDA meal requirements for school meals, food and beverage marketing, evaluation tool, etc.

Corrective Action:

Please provide a written timeline for the wellness policy update for corrective action.

Technical Assistance:

The finding and requirements were discussed with the Superintendent and Food Service Director. The SFA uses a policy template from a company that allows customization. When outsourcing with a company to provide language and policy suggestions, SFAs must ensure that the wellness committee is involved. In addition, the reviewer provided wellness policy templates and minimum requirements fact sheet for the LSWP during the on-site review.

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*Program Year 2022***MSD of Shakamak (2960)**

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Beverage Options in Vending Machines

Although the Elementary vending machine was out of stock of several items, the beverage options do not meet the smart snack compliance for beverages. If the vending machine is turned on throughout the day, all items must comply with the corresponding lowest grade grouping. Working with the vendor to fill the machine with K-5 compliant beverage options or place the vending machine on a timer to allow for purchases 30 minutes after the school day is suggested.

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

Technical Assistance- Food Safety Plan

The Food Service Director has recently created the written food safety plan. Once the food safety is complete, the staff should be trained on using the food safety plan, including all standard operating procedures listed plan.

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MSD of Shakamak (2960)

Program Year 2022

Shakamak Elementary School (2449)

South Fry Street
Jasonville, IN 47438-7043

Food Service Contact

Tammy R Street
Food Service Director
(812) 665-3550

Month of Review: December 2021

Date of Onsite Review: January 25, 2022

Commendations

- * On the day of review, the teacher who was passing out snacks and taking the snack count did a wonderful job. Each student was handed a snack then the teacher marked the snack count. The teacher should be commended for implementing the program requirements correctly.

No Findings during Site 2449 Review

SNP Administrative Review Findings**MSD of Shakamak (2960)****Program Year 2022****Shakamak High School (2445)**South Fry Street
Jasonville, IN 47438-7043**Food Service Contact**Tammy R Street
Food Service Director
(812) 665-3550

Month of Review: December 2021

Date of Onsite Review: January 26, 2022

Meal Components & Quantities - Shakamak High School (2445)*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served***Technical Assistance- Menu Planning and Portion Sizes (Lunch)**

The 9-12 grade meal pattern requires a planned portion of 1 cup of fruit. The Food Service Director has planned the menu with one fruit option, a 1/2 cup, with the intention that 9-12 grade students may take two servings of the fruit option. This is allowable, but signs should be posted for students to know that two servings of the same fruit can be taken.

On the day of review, it was observed that students did not understand that two servings could be taken. The reviewer provided on-site technical assistance with the Food Service Director and Head Cook for signage. It was also discussed that offering two types of fruit might be easier for students to understand while also increasing the consumption of fruit.

*410. Review Period- planned menu quantities meet the meal pattern requirements***Technical Assistance- Production Records**

It was observed that production records are not completed daily. The staff takes notes and tries to complete the record as time permits. After reviewing the notes, there is not enough information to fully complete the production record. Production records are a vital element of the meal service operation and must be completed daily, ideally after each meal service.

*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.**

Planned menus for breakfast and lunch were reviewed for one week in the month of review. The meal pattern is broken into different requirements for lunch by the grade groupings. The report provided that grades 7-12 were insufficient for daily and weekly compliance in some components. Meals served with insufficient portion size, or insufficient quantities of meal components are incomplete and are not reimbursable. If this error is found on subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

Lunch 7-8

- Vegetables - Insufficient daily compliance for one day 1/2 cup instead of 3/4 cup

Lunch 9-12

- Vegetables - Insufficient daily compliance for one day (1/2 cup instead of 1 cup), resulting in insufficient weekly compliance.
- Fruit - Insufficient daily compliance for four days (1/2 cup instead of 1 cup), resulting in insufficient weekly compliance.

Corrective Action:

The reviewer provided on-site technical assistance with the food service director regarding menu planning, grade group requirements, and crediting. As a result, the food service director implemented the following menu pattern changes:

- The food service director has changed that two vegetables need to be served daily instead of one to increase vegetable servings. This will allow for more variety throughout the week and increase portions of all the subgroups. In addition, on days where only one vegetable is planned, signs will be posted, allowing students to know that two servings can be taken.
- The FSD required that two fruits be offered daily to increase the fruit serving.

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Please explain any additional changes to the menu plans made to other menu cycles for corrective action. The Food Service Director is required to complete the Crediting Series training located online in inTEAM. In addition, please submit the post-test and training certificate completion.

General Program Compliance - Shakamak High School (2445)

1408. Temperature logs are available

Technical Assistance- Recording Temperatures

It was observed that temperatures were not consistently recorded. Temperatures are sometimes directly recorded after temping the food, and other times the staff will try to recall the temperatures to complete the records later. Food temperatures need to be recorded at the time the temperature is taken. FNS requires each site in the SFA to maintain temperature logs for six months.