

SNP Administrative Review Findings**Muncie Community Schools (1970)***Program Year 2023***Muncie Community Schools (1970)**

4301 S. Cowan Rd.
Muncie, IN 47302-9448

Food Service Contact

Mr. Brad DeRome
Chief Financial Officer
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FSMC: Chartwells

Executive Contact

Mrs. Lee Ann Kwaitkowski
Chief Education Officer
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No. of Sites / Reviewed: 9 / 2
Month of Review: March 2023

Commendations

- * Muncie Community Schools Food Service Staff are doing a wonderful job following the USDA Child Nutrition Program requirements. The meals look great and meet the requirements and program records are well organized. The FSMC and the school work together to make a successful program!

Resource Management Comprehensive Review - Muncie Community Schools (1970)*757. Allowable Costs Test***Technical Assistance-Allowable Costs**

The SFA FSD must review closely the itemized monthly bill to ensure that only allowable expenses are charged to and paid out of the food service account. Charges invoiced that cannot be paid from the food service account should be documented and paid using nonfederal funds. The FSMC should not be billing items unrelated to meal service without prior approval from the SFA. As a reminder, always review all FSMC itemized invoices each month and do not reimburse the FSMC unallowable expenditures. When in doubt about an expense, refer to the USDA Indirect Costs Guidance for State Agencies & School Food Authorities and/or contact your field specialist.

General Program Compliance - Muncie Community Schools (1970)

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-WP Policy Assessment

An assessment of your school wellness policy must be conducted a minimum of once every three years, per federal regulations. Sponsors may use this template to organize their assessment and post [publicly https://www.in.gov/doe/files/triennial-assessment-template.pdf](https://www.in.gov/doe/files/triennial-assessment-template.pdf).

SNP Administrative Review Findings**Muncie Community Schools (1970)*****Program Year 2023*****Longfellow Elementary School (1485)**

4301 S. Cowan Rd.
Muncie, IN 47302-9448

Food Service Contact

Ms. Wilma Underhill
Cafeteria Manager
(765) 747-5410

Month of Review: March 2023

Date of Onsite Review: April 25, 2023

Meal Counting & Claiming - Longfellow Elementary School (1485)

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

Finding: Documenting Lunch Counts

The cashier would sometimes fill water cups while students went through the serving line and then later would enter several students into the POS system at one time. These students were not counted individually as they went through the line.

Corrective Action:

While onsite, the field specialist instructed the Chartwell's FSD to immediately re-train the manager on the requirement of counting the students individually for an accurate count. This training was conducted the same day and uploaded onto the CNPweb. No further action is required.

Technical Assistance:

A technical assistance was conducted with the cashier and the food service director separately during the onsite review.

SNP Administrative Review Findings

Muncie Community Schools (1970)

Program Year 2023

West View Elementary School (1517)

4301 S. Cowan Rd.
Muncie, IN 47302-9448

Food Service Contact

Patricia Sutton
Cafeteria Manager
(765) 747-5437

Month of Review: March 2023

Date of Onsite Review: April 27, 2023

General Program Compliance - West View Elementary School (1517)

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

Technical Assistance-Potable Water

While the requirement is being met of having free potable water available to all students, requiring students to ask for a water cup could present an obstacle for some students to get water. Having cups on the line or at the water fountain, might be a better option. This way they would not have to ask anyone for a cup to receive water. However, as a reminder water cannot compete with milk on the serving line.

1407. SFA written food safety plan is implemented

Finding: Temperature Logs for Cooling Units

Temperature logs for all units either had not been completed at all or not completed for most of April 2023 for most cooling units. One cooling unit did not have a temperature log, but one was added during the onsite observation.

Corrective Action:

Staff have been trained on this finding and know that moving forward that the importance of keeping the temperature logs current and up to date. Staff training has been uploaded onto the CNPweb. No further action is required.

Technical Assistance:

A technical assistance has been conducted on this finding along with the repercussions if the cooling units were to completely quit and food was to be lost.