

SNP Administrative Review Findings

School Town of Munster (4740)

Program Year 2023

School Town of Munster (4740)

8616 Columbia Avenue
Munster, IN 46321-2520

Food Service Contact

Mr. Sean Begley
Director of Operations
(219) 863-9111
spbegley@munster.us
FSMC: Chartwells

Executive Contact

Mr. Brett Heller
Superintendent
(219) 836-9111
bsheller@munster.us

No. of Sites / Reviewed: 6 / 2
Month of Review: January 2023

Certification and Benefit Issuance - School Town of Munster (4740)

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for reduced meals when they should have been certified for free meals based on Medicaid.

Corrective Action:

The SFA will notify students of their change in meal benefits via letter and refund all charges to the households for the reimbursable meals. Provide the letters to the state agency as corrective action.

Verification - School Town of Munster (4740)

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

Finding 9042: Selected applications not verified correctly.

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. Application number 41 was not verified correctly. The paystub provided for verification shows too much income for the household to stay on free/reduced benefits.

Corrective Action:

The SFA will send a letter to the household to inform them they will be removed from meal benefits. Provide this letter to the state agency for corrective action.

SNP Administrative Review Findings**School Town of Munster (4740)****Program Year 2023****James B. Eads Elementary School
(4337)**8616 Columbia Avenue
Munster, IN 46321-2520**Food Service Contact**Mrs. Wendy Dorabialski
Kitchen Supervisor
(219) 836-8635

Month of Review: January 2023

General Program Compliance - James B. Eads Elementary School (4337)*901. On-site monitoring review(s) were completed prior to February 1***Technical Assistance - On site monitoring****Technical Assistance:**

Site monitoring was completed, however, the incorrect form was used. The SFA used the SFSP on site monitoring form instead of the NSLP forms. The programs have different monitoring requirements. Here is a link to the correct forms for future use - <https://www.in.gov/doe/nutrition/site-reviews/>

*1411. Review of agricultural food components indicates violations of the Buy American provision***Technical Assistance - Buy American Provision****Technical Assistance:**

The school had cucumbers that were a product of Canada. The state agency recognizes that many food products are difficult to acquire at this time, however, please keep in mind that you are using federal tax dollars to purchase these products. Please make every effort to purchase products that are from the United States.

SNP Administrative Review Findings

School Town of Munster (4740)

Program Year 2023

Wilbur Wright Middle School (4333)

8616 Columbia Avenue
Munster, IN 46321-2520

Food Service Contact

Mr. Richard Soto
Kitchen Supervisor
(219) 836-6260

Month of Review: January 2023

Meal Components & Quantities - Wilbur Wright Middle School (4333)

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

Technical Assistance - Production Record Keeping

Technical Assistance:

At Wright Middle School, the number of individual servings does not always match with the purchase units of food prepared. There were some days when the production record states that eighty servings of fruit were served, but only two cans of fruit was used. Two cans of fruit only provides about fifty 1/2 cup servings. During meal service, I did not notice any shortcoming of canned fruit being served. Please ensure that you are accurately documenting everything on your production records.

General Program Compliance - Wilbur Wright Middle School (4333)

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

Technical Assistance - Date Marking Products

Technical Assistance:

In the dry storage room Wright Middle School, cans were not being date marked consistently. When cans are pulled from their original case, please ensure you transfer the date mark from the original case to each individual can.