

SNP Administrative Review Findings**New Castle Community School Corp (3445)****Program Year 2020****New Castle Community School Corp (3445)**

322 Elliott Avenue
New Castle, IN 47362-2954

Food Service Contact

Ms. Dee A Orick
Director
(765) 521-7240

Executive Contact

Mr. Matthew Shoemaker
Superintendent
(765) 521-7201

No. of Sites / Reviewed: 8 / 2
Month of Review: December 2019

Commendations

- * The food service staff is extremely conscientious about meeting program requirements. Examples confirming this are: 1) Nutrient analysis are completed but are not required. 2) Because of being thoroughly trained, the selected school staff members demonstrate understanding the requirements. Since the last few administrative reviews, it is important to note that the food service staff morale has dramatically improved regarding their job responsibilities. With this morale boost, the staff desire to be their best. The field specialist acknowledged this during the exit meeting and commended the food service director for her efforts.

Certification and Benefit Issuance - New Castle Community School Corp (3445)*128. Correct conversion factors used for applications with more than one income frequency***Household Applications Stating Only One Income Frequency Technical Assistance****Technical Assistance:**

Whenever a household free or reduced application only has one income frequency documented, the total household income should not be converted into an annual income. It is only when more than one income frequency is listed should the total household income be converted into an annual income.

Resource Management Comprehensive Review - New Castle Community School Corp (3445)*766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio***Finding: Nonprogram Foods Revenue/Cost Ratio**

The SFA's nonprogram food revenue was less than the nonprogram food cost. Since the food cost ratio is higher than the revenue ratio, the non-profit school food service account is subsidizing the cost of non-program foods.

Corrective Action:

Beginning this school year some a la carte food items and all adult meal prices were increased. A 5-day nonprogram revenue tool will need to be completed to demonstrate this finding has been resolved.

Technical Assistance:

A technical assistance was conducted regarding this finding was conducted during the onsite visit.

*769. Indirect Cost Rate Agreement***Finding: Annual Financial Report**

Indirect Costs charged to the SFA for the 2018-2019 were not recorded in the 2018-2019 Annual Financial Report.

Corrective Action:

Please revise your 2018-2019 AFR to include the \$10,622.00 in Indirect Costs that were charged to the SFA.

General Program Compliance - New Castle Community School Corp (3445)

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

Finding: Smart Snack

On the day of the lunch review at the middle school, items were found to be in a vending machine that were not Smart Snack approved. As discussed during the exit meeting, effective July 1, 2014 all food items sold to students must all food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under programs authorized by the CNPs. See the definitions of school campus and school day per this specific scenario.

School Campus

All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

School Day

The period from the midnight before to 30 minutes after the end of the official school day.

Corrective Action:

Since the exit meeting on February 7, 2020, the SFA has emailed the field specialist stating the immediate changes and the list of Smart Snack approved items that are now available in the vending machine. In your corrective action letter, confirm that only smart snack approved food items will be sold on campus during the school hours. A follow-up visit will be conducted confirming only smart snack approved food items are being sold in the vending meals.

Technical Assistance:

A technical assistance was conducted regarding this finding during the exit meeting.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Enforcement of the SFA Charge Policy Technical Assistance**Technical Assistance:**

As a sponsor participating in the USDA Child Nutrition Programs, your SFA's charge policy must be fully enforced.

SNP Administrative Review Findings

New Castle Community School Corp (3445)

Program Year 2020

New Castle Middle School (2829)

322 Elliott Avenue
New Castle, IN 47362-2954

Food Service Contact

Mrs. Teresa Sowers
Manager
(765) 521-7251

Month of Review: December 2019

Date of Onsite Review: February 3, 2020

Meal Components & Quantities - New Castle Middle School (2829)

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

Offering the Same Daily Entrée Five Days a Week Technical Assistance

Technical Assistance:

Whenever the same entrée option is offered five days a week, the grain and meat/meat alternates must be more than one ounce each. While the daily requirement is being met, the weekly minimum is eight grain equivalency ounces and nine ounces of meat/meat alternate ounces.

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

Finding: Nutrition Information Documentation

For the week reviewed, the lunch production records, product formulation statements standardized recipes, and Child Nutrition Labels information do not always match throughout for the same food item.

Corrective Action:

Confirm that in the future all nutrition documentation has each food items' crediting and serving size information the same throughout.

Technical Assistance:

A technical assistance was conducted regarding this finding during the exit meeting.

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

Finding: 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, an insufficient amount of grain (6 ounces) was found for the review week.

Corrective Action:

Confirm that in the future the minimum grain ounce equivalency will be referenced during the menu planning process. This practice will help ensure the requirements will be met for each grade group.

Technical Assistance:

The school was provided technical assistance during the onsite visit.

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

Finding: Serving Cookies for a Breakfast Food Item Choice

Cookies are being served for a breakfast food item choice. Cookies are not an allowable for item for breakfast.

Corrective Action:

Confirm that in the future no cookies will be offered as a breakfast food item choice.

Technical Assistance:

A technical assistance was conducted regarding this finding while onsite.

SNP Administrative Review Findings

New Castle Community School Corp (3445)

Program Year 2020

501. *Cafeteria staff have been trained on OVS*

Finding: Offer vs. Serve Recommendation

It is highly recommended that cashiers have individually wrapped fruits and/or vegetables food items with them at the register to help assist applicable students complete their reimbursable meal versus sending them back through the serving line and not verifying that it was obtained.



SNP Administrative Review Findings

New Castle Community School Corp (3445)

Program Year 2020

Sunnyside Elementary School (2853)

322 Elliott Avenue
New Castle, IN 47362-2954

Food Service Contact

Mrs. Misty Murphy
Head Cook
(765) 521-7247

Month of Review: December 2019

Date of Onsite Review: February 5, 2020

No Findings during Site 2853 Review