



**SNP Administrative Review Findings**

**MSD of New Durham Township (4860)**

*Program Year 2022*

**MSD of New Durham Township (4860)**

207 E. Valparaiso St.  
Westville, IN 46391-9712

**Food Service Contact**

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Food Service Director  
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**Executive Contact**

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Superintendent  
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No. of Sites / Reviewed: 2 / 1  
Month of Review: February 2022

**Commendations**

- \* - All meals served on day of review were reimbursable.
- Record keeping and documentation was very well organized and easily accessible for review.
- Staff members are knowledgeable of program requirements and have a great rapport with students.

**No Administrative Findings during Review**

**SNP Administrative Review Findings**

**MSD of New Durham Township (4860)**

*Program Year 2022*

**Westville Elementary (4699)**

207 E. Valparaiso St.  
Westville, IN 46391-9712

**Food Service Contact**

Mrs. Karen M Hagenow  
Food Service Director  
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Month of Review: February 2022

Date of Onsite Review: March 28, 2022

**Meal Counting & Claiming - Westville Elementary (4699)**

*325. Review Period- meal counts by category were correctly used in the claim for reimbursement*

**Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results. On February 11th the daily meal count sheets recorded 189 reimbursable meals, but the SFA claimed 187. On February 14, the daily meal count sheets recorded 186 reimbursable meals, but the SFA claimed 182. This resulted in an underclaim of six breakfast meals for the month of February.

**Corrective Action:**

The reviewer discussed the importance of reviewing meal counts for accuracy prior to submitting the claim for reimbursement. If the appropriate steps are taken as discussed, no further action is necessary.

**Meal Components & Quantities - Westville Elementary (4699)**

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

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: On February 11th, there was only a 1/2 cup of vegetable offered to all students.

**Corrective Action:**

The SFA and State Agency have discussed that the full amount of all components must be offered for meals to be considered reimbursable. This is understood and no further action is necessary. This is not a repeat finding.

**Technical Assistance:**

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

*500. Day of Review- Offer vs. Serve was properly implemented*

**Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, where a student selected a reimbursable meal, the student was made to select an additional item(s).

**Corrective Action:**

The FSD and state agency discussed proper OVS procedures on the day of review. This is understood and no further action is necessary.

**Technical Assistance:**

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