

SNP Administrative Review Findings

**North Central Parke Community Schools
Corporation (6375)**

Program Year 2022

**North Central Parke Community Schools
Corporation (6375)**
602 Howard Avenue
Rockville, IN 47872-4647

Food Service Contact
Ms. Tammy Breedlove
Food Service Director
(765) 569-4181
breedlovet@ncp.k12.in.us

Executive Contact
Mr. Michael Schimpf
Superintendent
(765) 569-4191
schimpfm@ncp.k12.in.us

No. of Sites / Reviewed: 4 / 1
Month of Review: March 2022

Commendations

- * The food service director has not been in the position long and was eager to learn from the review.

Technical Assistance

- * The food service director is new to the position and needs to set aside time to get organized. There are multiple copies of the same documents in various places.
The food service program would benefit from more staff training and leadership training.

General Program Compliance - North Central Parke Community Schools Corporation (6375)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: the incorrect non-discrimination statement was used on program materials.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: SFA was able to modify the non-discrimination statement on program materials to the correct verbiage while the SA was on-site during the review. No further action required.

SNP Administrative Review Findings

North Central Parke Community Schools
Corporation (6375)

Program Year 2022

Parke Heritage Middle School (6652)

602 Howard Avenue
Rockville, IN 47872-4647

Food Service Contact

Mrs. Chris R Crum
Site Manager
(765) 597-2744

Month of Review: March 2022

Date of Onsite Review: April 5, 2022

Meal Components & Quantities - Parke Heritage Middle School (6652)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Incomplete meals

The SFA did not utilize OVS, therefore each student must select a food option from each component to comprise a full reimbursable meal. During breakfast and lunch observation, a few students (less than 5 per meal service) did not select a full reimbursable meal.

Corrective Action:

The SFA will retrain their staff on meal pattern requirements. The SA provided technical assistance while on-site. No further action required.

Technical Assistance:

The SFA is reminded that training on meal pattern requirements should be completed regularly and any time a new employee is hired.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9000: Milk Substitutions

No milk substitute on hand for students that had a milk intolerance.

Corrective Action:

The SFA placed an order with their vendor for a compliant milk substitute while the SA reviewer was on-site. The milk substitute will be delivered and utilized within three days. The SFA will ensure they keep a compliant milk substitute on hand at all schools where it is needed. No further action required.

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

Finding 9000: Crediting Documentation

Crediting documentation was not available for foods served during the week of review.

Corrective Action:

The SFA was able to obtain crediting documentation while the SA was on-site during the review. All foods served met meal pattern requirements for the age/grade level being served. No further action required.

Technical Assistance:

The SFA is reminded to obtain crediting documentation for all foods before they are purchased to ensure they are compliant with meal pattern requirements.

Program Year 2022

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

Finding 9000: Standardized Recipes

Standardized recipes were not being utilized. When preparing foods for Child Nutrition Programs, standardized recipes must be used to ensure each serving yields the required amount per meal pattern requirements.

Corrective Action:

The SA reviewer provided technical assistance while on-site and provided resources to locate USDA standardized recipes to use in their kitchens. The SFA will begin utilizing these recipes and others from the USDA site and other reputable sites for all future needs. No further action required.

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

Finding 9000: Fruit served during breakfast

During the week of review, the SFA served more than 50% of the fruit at breakfast in juice form. Per program requirements, juice cannot comprise more than half of the total fruit offered for the week.

Corrective Action:

The SFA was able to add whole fruit options to the breakfast menu while the SA was on-site during the review. The planned breakfast menu is now compliant and ensures no more than 50% of the fruit offered for the week is in the form of juice. No further action required.

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.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. During the week of review, breakfast fruit component was insufficient. Only 1/2c fruit was served. One cup is required to be served.

Corrective Action:

The SFA was able to add 1/2 c of fruit to all future breakfasts while the SA was on-site during the review. No further action is required.

General Program Compliance - Parke Heritage Middle School (6652)

1407. *SFA written food safety plan is implemented*

Finding 9000: Food safety

School staff were observed collecting unopened foods from students at the end of meal service and keeping them for their personal consumption. Any unopened foods that are factory sealed can be utilized on a share table for students. Adults are not permitted to remove items from a share table for their personal consumption. Any foods consumed by adults must be purchased.

Corrective Action:

All foods were removed from the storage location and the superintendent spoke with staff members regarding the situation. Foods are no longer gathered for adult consumption. No further action required.

Program Year 2022

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles observed: food service areas unclean. Equipment that stores foods must be maintained and cleaned regularly. During meal observation, the milk cooler was found to have old food spilled inside and the rubber seal was molded.

Corrective Action:

The SFA was able to have a staff member clean the milk cooler after the meal service concluded. No further action required.

Technical Assistance:

The SFA is reminded to train all employees on standard cleaning practices and food safety. Also, maintaining a cleaning schedule is essential to keep equipment operating at an optimal level.