

SNP Administrative Review Findings**North Gibson School Corp (2735)****Program Year 2020****North Gibson School Corp (2735)**

1104 N. Embree Street
Princeton, IN 47670-8321

Food Service Contact

Mrs. Joyce M Ellis
Food Service Director
(812) 385-2592

Executive Contact

Dr. Brian Harmon
Superintendent
(812) 385-4851

No. of Sites / Reviewed: 11 / 2
Month of Review: January 2020

Commendations

- * The cafeteria was well lit, full of bright marketing signage and clean. The students enjoy the homemade items on the salad bar.

Verification - North Gibson School Corp (2735)

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. One application was miscalculated when validating income documentation resulting in lesser benefits.

Corrective Action:

During the onsite review, the SFA sent the household a notice of adverse action. Additional response is not required.

Technical Assistance:

The reviewer provided onsite technical assistance for income documentation. Often when households receive the notice that their benefits are changing to paid because they did not respond to verification requests, they will try to submit documentation. Because verification is considered complete once the notification letter has been mailed, it is too late to use this verification documentation. Instead, the household will need to fill out a new application and provide documentation to back-up their information reported on the new application.

Resource Management Comprehensive Review - North Gibson School Corp (2735)

765. *Adult Meals*

Finding 9000: Other Finding

It was observed on the day of the review that the school resource officer not directly involved in the meal service received meals "free of charge" at Princeton Community High School. These meals are not being documented electronically or manually.

Corrective Action:

The food service director created an SRO account in the electronic software on February 13, 2020, for all meals to be charged in the corporation. At the end of each month, the transaction history of the SRO account will be pulled and the FSD will create an invoice for all meals charged in the SRO account to be paid for by non-federal dollars. The FSD sent the transfer of funds report for all SRO meals since the account was created to the reviewer on April 8, 2020. Additional response is not required.

Technical Assistance:

This finding and requirements were discussed with the assistant superintendent and the food service director on the day of review.

767. *Nonprogram Revenue and Food Cost Ratio*

Finding 9000: Non-program Assessment Results

After the SFA completed the nonprogram foods revenue assessment, it was determined that the revenue ratio was less than the food ratio resulting in ala carte prices being priced too low.

Corrective Action:

The food service director has identified several items that need a price increase. Prior to the next school year, all ala carte

SNP Administrative Review Findings**North Gibson School Corp (2735)****Program Year 2020**

items will be reviewed and prices will be raised to comply with nonprogram revenue requirements. Additional response is not required.

Technical Assistance:

The reviewer provided technical assistance on how to complete the nonprogram revenue tool. It is suggested that multiplying the raw food cost paid for an item by two and one-half to three times provides a reasonable sales price.

General Program Compliance - North Gibson School Corp (2735)

1007. Onsite observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during onsite observations. Discrepancies or deficiencies found onsite:

-current local wellness policy does not contain all the elements for the final rule, including at least a minimum of 2 measurable goals for physical activity, and other activities.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

-Using the evaluation tool found on our website, evaluate the current policy with the wellness committee. Please develop a written timeline for any updates to the wellness policy to contain all elements, including the measurable goals for nutrition education, nutrition promotion, physical activity, and other activities. For corrective action, please provide the completed evaluation tool and the written timeline for updates to be implemented.

Technical Assistance:

For more information, go to: <https://www.doe.in.gov/nutrition/school-wellness-policy>

Evaluation tool- <https://www.doe.in.gov/sites/default/files/nutrition/triennial-assessment-template.pdf>

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

Technical Assistance- Summer Food Service Outreach

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the Summer Food Service Program (SFSP). Please visit <https://www.doe.in.gov/nutrition/summer-food-service-program> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability.

SNP Administrative Review Findings**North Gibson School Corp (2735)****Program Year 2020**

**Princeton Community High School
(2249)**
1104 N. Embree Street
Princeton, IN 47670-8321

Food Service Contact
Mrs. Joyce M Ellis
Director of Food Service
(812) 385-2592

Month of Review: January 2020

Date of Onsite Review: February 12, 2020

Meal Components & Quantities - Princeton Community High School (2249)*410. Review Period- planned menu quantities meet the meal pattern requirements***Technical Assistance- Production Records**

The reviewer provided technical assistance on production records on the day of review. The reviewer explained how to record ala carte items, total purchase units column, and recording the items actually being served. The food service director had the staff update the production record after technical assistance was provided

*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.**

Production records were analyzed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period met 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.

Breakfast:

-The daily minimum portion size of grain was insufficient for five days-Select portions of cereal were .75oz.equivalent and no other grain paired with this meal option. This also results in the weekly minimum requirement for grain to be insufficient. If this error is found on subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

Lunch:

-The daily minimum portion size of meat/meat alternate was insufficient for one day-Grilled Cheese, Chicken and Noodles. This also results in the weekly minimum requirement for meat/meat alternate to be insufficient. If this error is found on subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

-The daily minimum portion size of grain was insufficient for one day- Buns for cheeseburger. This also results in the weekly minimum requirement for grain to be insufficient. If this error is found on subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

Corrective Action:

The food service director increased the amount of cheese for the grilled option to provide 2oz. equivalent meat/meat alternate. The chicken in the chicken and noodles options was also increased for a 2oz. equivalent meat/meat alternate portion. Since the FSD cannot receive larger buns in the area, the current change is to add grain-based chips with the meal option. The FSD is also switching to a name brand cereal vendor that packages cereal bowl packs to include at a minimum of 1oz. equivalent grain. Additional response is not required.

Technical Assistance:

The school was provided technical assistance during the onsite visit. This finding and requirements were discussed with the food service director on the day of review.

*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, one or more cashiers did not demonstrate a clear understanding of OVS and its

SNP Administrative Review Findings**North Gibson School Corp (2735)****Program Year 2020**

requirements. Students who selected a reimbursable meal were required to select an additional item(s). Staff was requiring students to take the full portion size of fruit and vegetable at both breakfast and lunch when not needed.

Corrective Action:

For corrective action, the foodservice employees are required to complete offer vs. serve training. InTEAM blackboard has many trainings that will help staff with everyday operations. All staff is required to complete the Offer vs. Serve- Breakfast Pattern and Offer vs. Serve- Lunch Pattern in the inTEAM blackboard. Please submit the sign-in sheet for attendance and the certificate of completion. Due to the closure of the school, if some employees have not completed training, please provide a written timeline for when foodservice employees will complete these trainings.

Technical Assistance:

The reviewer provided the food service director, site staff, and kitchen manager onsite technical assistance regarding offer vs. serve.

General Program Compliance - Princeton Community High School (2249)*1105. Foods and beverages sold to students during the school day meet Smart Snacks standards***Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Some foods and beverages sold to students during the school day, including a la carte foods and beverages sold during meal services, do not meet Smart Snacks standards. Some condiment product is being sold in addition to the meal. These products do not meet smart snack standards.

Corrective Action:

The food service director no longer sells individual servings of condiments. The condiments are now planned with the meal options. Additional response is not required.

Technical Assistance:

The food service director makes scratch cookies and has updated the recipe since the last review to contain ingredients with no trans-fat and whole grain flour. The FSD needs to complete the nutrition values of the cookies to determine if the cookie is in compliance with smart snacks. The reviewer has provided technical assistance on programs that will help the FSD complete the recipe with nutrition facts.

SNP Administrative Review Findings**North Gibson School Corp (2735)****Program Year 2020**

Princeton Community Primary School (2257) 1104 N. Embree Street Princeton, IN 47670-8321	Food Service Contact Mrs. Penny G Mason Manager (812) 385-1221
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Month of Review: January 2020

Date of Onsite Review: February 12, 2020

Other Federal Programs - Princeton Community Primary School (2257)*4. Validate snack counts – snacks properly counted and claimed? Enter data.***Finding 9000: Meal Counting and Claiming ASSP**

The after school program is located in the Princeton Community Primary school instead of each school location. However, the SFA is claiming the snacks at where the student is enrolled instead of where the snack is served.

Corrective Action:

During the onsite review, the food service director was able to amend the January claim to reflect all snacks being claimed at the Princeton Community Primary school only. The food service director revised the CNPweb site applications to show that the Princeton Primary School is the only school participating in the after school snack program. The cafeteria manager has also started recording the snacks under the Princeton Community Primary school in the software system, which is where the snacks are served. Additional response is not required.

Technical Assistance:

On the day of the review, the reviewer provided technical assistance with the food service director on the process to revise claims and updating site applications.