

SNP Administrative Review Findings
Program Year 2024

North Harrison Comm School Corp (3180)

North Harrison Comm School Corp (3180)
1070 Highway 64 NW
Ramsey, IN 47166-8540

Food Service Contact
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Executive Contact
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Superintendent
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No. of Sites / Reviewed: 4 / 1
Month of Review: January 2024

Commendations

- * The SFA was well prepared for the review. All benefits reviewed for households receiving free or reduced meals were issued correctly and the menu certification was without error for the week of review. The SFA should be commended for a job well done.

Verification - North Harrison Comm School Corp (3180)

Summary of Verification Reviewed for SBOA

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Standard

Number of applications on file as of October 1: 136

Number of applications selected for verification: 5

Number of additional applications verified for cause: 0

Number of applications with no response: 0

Number of applications with changes: 1

Number of verified applications reviewed by state agency staff during the review: 5

Corrective Action:

Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

Technical Assistance:

For more information on verification please go to: <https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/>

General Program Compliance - North Harrison Comm School Corp (3180)

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

Technical Assistance - Wellness Policy Assessment

The SFA is reminded to use the most recent evaluation tool when reviewing the local Wellness Policy. The Triennial Assessment can be found at <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

SNP Administrative Review Findings

North Harrison Comm School Corp (3180)

Program Year 2024

**North Harrison Elementary School
(2633)**
1070 Highway 64 NW
Ramsey, IN 47166-8540

Food Service Contact
Mrs. Natalie Schmelz
Manager
(812) 347-3933

Month of Review: January 2024

Date of Onsite Review: February 28, 2024

Other Federal Programs - North Harrison Elementary School (2633)

11. DOR and Review Period Snacks missing components. Enter data

Technical Assistance - After School Snack Program Menu

To simplify the After School Snack Program and ensure students receive a complete reimbursable snack, best practice is to menu only two compliant components in the required portion size.

Meal Components & Quantities - North Harrison Elementary School (2633)

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

Finding 9000: Planned Menu

The menu, as written, does not mention fruit or milk for breakfast or lunch. Additionally, all entree options offered daily at lunch are not mentioned on the planned menu. The planned menu must meet all meal pattern requirements. Production records did show fruit and milk were available and served for each meal; therefore, no meals were disallowed.

Corrective Action:

The SFA will modify the menu to show that fruit and milk are planned and available with all meals daily for breakfast and lunch. Additionally, they will add all daily entree options offered to the menu. Submit the modified menu as corrective action.

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

Finding 10139: Production Records

The following issues were noted with production records: the production record did not detail all choices offered within all meal components. Fruit offered daily was only recorded as 'fresh fruit' or 'canned fruit'. The components must be specifically recorded (i.e. pineapple tidbits, fresh whole apple, etc.). Additionally, milk was not tracked separately on production records to show that two varieties were available during the entire meal service.

Corrective Action:

As corrective action, completed breakfast and lunch production records for one week must be submitted to the State Agency showing the fruit and milk components are accurately recorded.

Technical Assistance:

Extra items served at lunch should always be tracked under the "other" section of production records, as they do not contribute to meal pattern requirements.

SNP Administrative Review Findings**North Harrison Comm School Corp (3180)****Program Year 2024**

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

Finding 9000: Share Table

As observed on the day of review, teachers collected all share table items then took them to the teachers' lounge. Only students are allowed access to share table items. Adults must always purchase items and are not permitted to consume share table items.

Corrective Action:

The cafeteria staff must ensure teachers are not collecting share table items and that they are utilized during the meal service for students only. The SFA will submit, as corrective action, their written standard operating procedures for ensuring student-only access to share table items and how they will implement food safety measures for perishable items.

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, the school was not utilizing OVS as noted on their site information sheet in CNPweb. After discussing with staff members, there was a misunderstanding of OVS requirements.

Corrective Action:

As corrective action, the SFA will decide to utilize OVS or not and make necessary adjustments to CNPweb as needed. If the SFA decides to utilize OVS at breakfast, they will retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet of attendees.

Technical Assistance:

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