

SNP Administrative Review Findings

North Judson-San Pierre Schools (7515)

Program Year 2022

North Judson-San Pierre Schools (7515)

801 Campbell Dr
North Judson, IN 46366-1359

Food Service Contact

Mrs. Nancy Fort
Food Service Director
(574) 896-2158

Executive Contact

Dr. Annette Zupin
Superintendent
(574) 896-2155

No. of Sites / Reviewed: 3 / 1
Month of Review: November 2021

Commendations

- * The food service director runs a nice program and is very knowledgeable of program requirements. They strive for excellence.

Meal Counting & Claiming - North Judson-San Pierre Schools (7515)

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

Technical Assistance

Charge policy should be developed further to state how unpaid meal charges will be recovered and how often unpaid charges will be addressed. It is recommended that unpaid meal charges are reviewed and recouped annually.

General Program Compliance - North Judson-San Pierre Schools (7515)

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: After school snack staff have not received civil rights training in the last 12 months. As a reminder, anyone with duties involving child nutrition programs should receive civil rights training a minimum of once every 12 months.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: After school snack staff members must receive civil rights training. The SFA will submit the training sign in sheet as corrective action.

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

Finding 9000: Smart Snacks

The SFA did not maintain documentation for two items sold a la carte to show they met Smart Snack requirements. All items sold to students during the school day must meet Smart Snacks requirements. This is shown by maintaining written documentation that the nutritional content of each item sold meets certain criteria.

Corrective Action:

The SFA was able to obtain the written documentation necessary to show the two items were Smart Snack compliant while the SA was on-site. No further action required.

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1400. The written food safety plan contains required elements and a copy is available at each school

Technical Assistance

The SFA should add standard operating procedures within their food safety manual for calibrating thermometers and completing daily temperature logs.

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

Technical Assistance

The SFA maintained documentation showing they notified households of the availability of breakfast, but the flyer should include more detail as to where and when breakfast is offered.

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**North Judson-San Pierre Elementary
(7851)**

801 Campbell Dr
North Judson, IN 46366-1359

Food Service Contact

Mrs. Nancy Fort
Food Service Director
(574) 896-2158

Month of Review: November 2021

Date of Onsite Review: December 14, 2021

Other Federal Programs - North Judson-San Pierre Elementary (7851)

4. *Validate snack counts – snacks properly counted and claimed?*

Finding 9000: After School Snack Meal Count Sheets

After school snack meal count sheets are being taken off-site and scanned back to the SFA by the organization that operates the after-school program. These scanned count sheets do not show accurate meal counting tally marks therefore potentially leading to inaccurate meals being claimed. The original meal count sheets must always stay on-site.

Corrective Action:

The organization that operates the after-school program will now leave the completed meal count sheet in a designated location each day for the SFA to collect the following morning, therefore eliminating the issue of taking the original document off-site and the need to scan it. Corrected while reviewer was on-site. No further action required.

4. *Validate snack counts – snacks properly counted and claimed?*

Finding 9224: Snacks counted and claimed for reimbursement that do not meet Program requirements.

Snacks were counted as reimbursable but did not meet the 2 component per snack requirement.

Corrective Action:

SA provided technical assistance to the staff members distributing after school snack to students to explain the requirement that all snacks must contain both components to be reimbursable. All staff members understand the requirements. No further action required.

6. *Day of review Menu, Meal Patterns, Production records.*

Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.

For the after-school snack program, portion sizes are not listed on the production records to show that the minimum portion sizes are met for the components being served. This is a program requirement each day snacks are claimed, regardless of whether it is a review month or year.

Corrective Action:

The SFA will submit one month of after school snack production records that contain serving sizes for all components served.

Meal Components & Quantities - North Judson-San Pierre Elementary (7851)

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

Finding 9000: Production Records

Production records were missing required information: crediting and vegetable sub-group columns.

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Corrective Action:

The SFA will submit a five-day sample of completed lunch production records as corrective action.

Technical Assistance:

Each section of the production record is required to be completed each day for all items served, including milk. The SFA must have internal procedures in place to ensure accurate totals are recorded daily.