



**SNP Administrative Review Findings**  
*Program Year 2022*

**North Montgomery Community Schools (5835)**

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(5835)**  
480 W 580 N  
Crawfordsville, IN 47933-7306

**Food Service Contact**  
Ms. Karyn Elder  
Food Service Director  
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**Executive Contact**  
Dr. Colleen Moran  
Superintendent  
(765) 359-2112  
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No. of Sites / Reviewed: 5 / 1  
Month of Review: March 2022

**Commendations**

- \*The SFA is very organized. All documents for the review were available when the field specialist arrived for the on-site review.
- \*Meal observation at Sugar Creek Elementary - the staff showed a great understanding of OVS. Very fun atmosphere!

**No Administrative Findings during Review**

SNP Administrative Review Findings

North Montgomery Community Schools (5835)

Program Year 2022

**Sugar Creek Elementary (6246)**

480 W 580 N  
Crawfordsville, IN 47933-7306

**Food Service Contact**

Ms. Dee Brooks  
Kitchen Supervisor  
(765) 794-4855

Month of Review: March 2022

Date of Onsite Review: April 11, 2022

**Meal Components & Quantities - Sugar Creek Elementary (6246)**

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 substitution needed**

On the day of observation, more than one student presented with a milk intolerance. No milk substitute was available. All components of a reimbursable meal must be offered to each student to be compliant, therefore a milk substitute must be offered to those students that have a milk intolerance.

**Corrective Action:**

The SFA was able to locate an approved milk substitute from their vendor's online ordering system. They will have the substitute available within the next three days. The substitute will be offered to each student with a milk intolerance. 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. For the week of review, the menu was found to be insufficient for grains offered at lunch. The menu met daily requirements but not the weekly requirement.

**Corrective Action:**

The SFA made the correction to the cycle menu while the SA was on-site to add additional grains throughout the course of the week to make the menu compliant. No further action required.

**Technical Assistance:**

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

**General Program Compliance - Sugar Creek Elementary (6246)**

1408. *Temperature logs are available*

**Technical Assistance:** The SFA is reminded that in addition to temperature logs for coolers and freezers, logs must also be retained for milk coolers.

1409. *On-site or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Canned goods were observed with dents. Expired/outdated foods were observed in the cooler and dry storage areas.

**Corrective Action:**

The SFA discarded the dented cans and outdated foods while the SA was on-site. The SA provided technical assistance while on-site regarding rotating foods and checking for dented cans during receiving of shipments. No further action required.