

**SNP Administrative Review Findings**

**MSD of North Posey County (6600)**

*Program Year 2022*

**MSD of North Posey County (6600)**

101 North Church Street  
Poseyville, IN 47633-9026

**Food Service Contact**

Mrs. Stacy Newman - Smith  
School Food Service Director  
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FSMC: Aramark

**Executive Contact**

Mr. Michael Galvin  
Superintendent  
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No. of Sites / Reviewed: 4 / 1

Month of Review: April 2022

**Commendations**

- \* The cafeteria atmosphere was electric on the day of review! It was observed that students enjoyed the cafeteria setup, music selection, and staff friendliness.
- \* The directors did a great job organizing and preparing for the Administrative Review. In addition, they were available to learn throughout the day while the review was being conducted. This allowed the review to be completed quickly.

**Technical Assistance**

- \* The sponsor Food Service Director has a strong working knowledge of USDA programs and therefore has the skills to provide detailed oversight of the FSMC contract. It is imperative that the School Food Authority (SFA) continue to review all documentation related to services provided by the FSMC, including but not limited to the following: reviewing the itemized monthly statements to ensure there are no questionable or unallowable charges billed to the food service account, reviewing the SFA available commodities for use in menus to ensure the corporation is getting full value from the use of commodities in reimbursable meals and not used for other activities, inspecting all kitchens regularly to ensure foods are stored properly, rotated on FIFO, and secured from theft and spoilage.

**Resource Management Comprehensive Review - MSD of North Posey County (6600)**

*766. Assessing Compliance with the Non-program Foods Revenue/Cost Ratio*

**Finding 9000: Assessment of Non-Program Foods Revenue/Cost Ratio**

Support documentation of the non-program revenue tool was unavailable during the review period to validate the non-program revenue and cost ratio.

**Corrective Action:**

The sponsor will complete a 5-day (reference period) tracking tool during the first of September in the new program year. Additionally, the sponsor will complete the reference period annually as a standard operating procedure to ensure compliance with an assessment of the revenue and cost ratio from non-program foods. All support documentation will be retained locally. Therefore, additional corrective action is not required.

**General Program Compliance - MSD of North Posey County (6600)**

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

**Technical Assistance- Local School Wellness Policy**

Some changes have occurred since the written policy was implemented regarding communication of the policy (outreach) and evaluation tools to assess the policy once every three years. Maintaining wellness committee meeting minutes as part of the documentation is recommended. The next revision of the policy should outline the new evaluation tool and communication methods used for the LSWP. The reviewer discussed what is required, at a minimum, for the LSWP. More information on the minimum requirements can be found here: <https://www.in.gov/doe/files/minimum-requirements.pdf>.

**SNP Administrative Review Findings**

**MSD of North Posey County (6600)**

**Program Year 2022**

**North Posey High School (6975)**

101 North Church Street  
Poseyville, IN 47633-9026

**Food Service Contact**

Mrs. Mindy Brandenstein  
Kitchen Manager  
(812) 673-4247

Month of Review: April 2022

Date of Onsite Review: May 5, 2022

**Meal Components & Quantities - North Posey High School (6975)**

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Technical Assistance- Batch Cooking and Crediting**

On the review day, the standardized recipe for the turkey sandwich called for 2.5oz of sliced turkey by weight. However, the staff put less than 2.5oz because the next slice causes the weight to be over 2.5oz. The reviewer provided onsite technical assistance regarding weights of meat/meat alternate with deli meats and the importance of following standardized recipes.

Additional technical assistance was provided onsite for food quality focusing on batch cooking. The reviewer observed sandwiches being cooked, wrapped, and held for an extended time before serving. It is suggested that the Food Service Director work with staff on the length of time items should be prepared and held for service to provide excellent quality.

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

**Finding 9000: Food Production Records**

Production records are not completed thoroughly. As a result, the total purchase unit column is not completed for all items prepared and served.

**Corrective Action:**

During the onsite review, the reviewer provided technical assistance regarding completing production records. After the onsite review, the sponsor Food Service Director provided a written corrective action regarding production records on June 3, 2022. Food service staff will be trained on production records on July 28, 2022. The training will include the importance of each field on the production record to be completed. Therefore, additional corrective action is not 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.

The grains planned with the salad option are insufficient for the 9-12 grade grouping. The goldfish serving in bulk is 1.25 oz grain equivalent and the package of goldfish is 1oz grain equivalent. The grade grouping for the school is 9-12 and should provide 2oz grain with each meal option.

**Corrective Action:**

After the onsite review, the sponsor Food Service Director provided a written corrective action on May 31, 2022, regarding the grains served with salads. The FSD realized the salad grains were insufficient with the 9-12 equivalent ounces. The recipe has been updated by providing two packages of goldfish with the salads to satisfy the grain requirements. Therefore, additional corrective action is not required.

**Technical Assistance:**

The FSMC uses a menu team to create the local menus served at the schools. It is highly recommended that the Food Service Director work with the menu team to understand how the menu is being planned to assist in training staff. This will help the local foodservice staff understand how the menu is planned to determine compliance with grade groupings. In addition, this will help local food service staff with what can be counted for a reimbursable meal.

General Program Compliance - North Posey High School (6975)

901. Onsite monitoring review(s) were completed prior to February 1

**Technical Assistance- Onsite Monitoring**

The sponsor Food Service Director conducted monitoring of the FSMC but did not conduct onsite monitoring for NSLP or SBP. The reviewer provided onsite technical assistance and the forms to use when completing onsite monitoring. After the review, the FSD completed the onsite monitoring for the program year. It is a best practice to complete onsite monitoring for the schools at the start of each school year, but it must be completed annually by February 1st.

1106. Food or beverages sold to students during fundraisers meet Smart Snacks standards or fall within Indiana's limit on fundraisers

**Finding 9162: The school is not observing the State-defined limit on fundraisers to determine exempt/non-exempt fundraiser status.**

For fundraisers determined to be non-exempt under the State-defined limit on fundraisers (not including fundraisers on weekends, off-site, or during non-school hours), the school is not meeting the smart snack standards for complying with smart snacks requirements.

**Corrective Action:**

The SFA held an administrative cabinet meeting once the onsite review was completed. As a result, a written standard operating procedure (policy) will be written, and the Food Service Director will begin determining compliance for the district for fundraisers and food sold outside the cafeteria throughout the instructional day. Therefore, additional corrective action is not required.

1406. The most recent food safety inspection report is posted in a publicly visible location

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

**Corrective Action:**

At the time of the review, staff moved the health inspection to a visible location in the cafeteria where the public has access. Therefore, additional corrective action is not required.

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

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

The SFA must ensure that all facilities for the handling, storing, and distributing of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Although the products received from the vendor have a date sticker, no date is transferred to the items when the school locally removes the products from the package. Therefore, date marking products helps the staff properly execute first-in-first-out and first-expired-first-out methods.

**Corrective Action:**

After the onsite review, the food service staff started to transfer the dates from the packages to items already removed from the packaging. The food service directors will regularly check during monitoring visits to ensure dates are transferred when removed from the box. Therefore, additional corrective action is not required.