

SNP Administrative Review Findings

North Putnam Community School (6715)

Program Year 2022

North Putnam Community School (6715)

300 N Washington Street
Bainbridge, IN 46105-0169

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 4 / 1
Month of Review: March 2022

Commendations

- * Review documents were available and ready during the on-site review. The new FSD has worked hard to become familiar with program requirements. Staff at the reviewed school were very knowledgeable of the meal pattern and had great interaction with students.

Resource Management Comprehensive Review - North Putnam Community School (6715)

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Non-Program Food Revenue

After completing an analysis of the non-program foods revenue, results show a la carte pricing is not sufficient to cover the cost of non-program foods. A la carte pricing must be increased to become compliant.

Corrective Action:

The SFA will evaluate all a la carte pricing and increase as needed for the start of the 2022-2023 school year. No further action required.

General Program Compliance - North Putnam Community School (6715)

1007. On-site 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. *Repeat Finding

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Outdated information regarding Smart Snacks. This is a repeat finding from the last Administrative Review.

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: The SFA currently has a Wellness Committee meeting scheduled for the end of the month. All required changes have been outlined by the SA. SFA will implement those changes and ensure they are board approved before the beginning of school year 2022-2023. No further action required.

1212. New School Nutrition Programs Director met hiring requirements

Technical Assistance:

New FSD has been given 30 days to complete food safety training course. They will submit training certificate to SA after completion.

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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Critical Control Points for foods served. Also, information that does not pertain to food service should be removed.

Corrective Action:

SFA will revise food safety plan over the summer and make plan specific to each kitchen. They will remove any unnecessary information that does not pertain to food service. No further action required.

SNP Administrative Review Findings

North Putnam Community School (6715)

Program Year 2022

Roachdale Elementary School (7045)

300 N Washington Street
Bainbridge, IN 46105-0169

Food Service Contact

Mrs. Andrea Doss
Director of Dining Services
(765) 522-2900

Month of Review: March 2022

Date of Onsite Review: May 10, 2022

Meal Components & Quantities - Roachdale Elementary School (7045)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Sack Lunches

When sack lunches are requested for field trips, class celebrations, etc., all meal components must be served with each meal in the required portion size. OVS would not be utilized for sack lunches; therefore, all components must be included with each meal. During the day of observation, sack lunches were provided for a class field trip that did not contain all required meal components and did not contain the correct portion size of vegetables for the age/grade group being served.

Corrective Action:

The SA provided technical assistance to the FSD and kitchen staff responsible for preparing sack lunches. All staff were instructed as to what must be included for a sack lunch to be reimbursable and how to instruct the teachers to take accurate meal counts at the point of service. No further action required.

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

Finding 9000: Production Records

Foods served must be listed specifically on production records. Generic terms such as 'assorted fruit' should not be used. Menus can use generic terms, but production records must be specific to what was actually served.

Corrective Action:

SFA has corrected production records and notified staff to list specific food served when completing production records. No further action required.

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

Technical Assistance:

The SFA is challenged to explore options to try and increase breakfast participation. Try offering additional entrée options at breakfast to allow students choices.

General Program Compliance - Roachdale Elementary School (7045)

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

Finding 9150: Storage violations were observed.

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

Corrective Action:

All expired foods were discarded while the SA was on-site. No further action required.

Technical Assistance:

The SFA is reminded to train staff to routinely check all food storage areas for close dated/expired foods. Foods that are close to expiring can be substituted on the menu so foods can be utilized before expiring.