

SNP Administrative Review Findings

North White School Corp (8515)

Program Year 2022

North White School Corp (8515)

305 E. Broadway Street
Monon, IN 47959-8128

Food Service Contact

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Executive Contact

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

Meal Counting & Claiming - North White School Corp (8515)

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

Finding 9000: Charge Policy

School corporation does not have any documented charge policy on file. As a program requirement, every school corporation must have a written charge policy in place that discusses unpaid meal charges and how they are handled.

Corrective Action:

SFA must create and implement a charging policy. They will submit the policy to the State Agency as corrective action.

General Program Compliance - North White School Corp (8515)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9000: Civil Rights

SFA did not retain training documentation for staff's Civil Rights training. As a reminder, program staff must be trained in Civil Rights at least once every calendar year and documentation must be retained on what was covered during training and who attended the training.

Corrective Action:

SFA will submit training documentation used for staff Civil Rights training and sign in sheet of those that attended training 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 9010: Smart Snacks 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 Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site: No smart snack documentation was on file for items sold a la carte. As a reminder, any foods sold during the school day must be smart snack compliant and must have documentation showing compliance (smart snacks calculator print out).

Corrective Action:

SFA will use the smart snack calculator and print out proof the item is compliant for each a la carte items sold during the school day. The SFA will submit all smart snack calculator print outs as corrective action.

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North White School Corp (8515)

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: Standard Operating Procedures.

Corrective Action:

The SFA will submit to the State Agency all Standard Operating Procedures as necessary for their facility. These SOP's will be added to the Food Safety Manual and retained on site.

1500. Reports are submitted to the Indiana Department of Education as required

Finding 9151: SFA does not submit reports as required to the State agency.

The School Nutrition Program Annual Financial Report (AFR) was not submitted to IDOE on time. The due date is normally August 31 each year.

Corrective Action:

Reporting requirements were discussed with and understood by Program administrators. No further action required.

Technical Assistance:

IDOE's Calendar of Due Dates can be found at

https://docs.google.com/document/d/1HAb1GyAEIaMhMwHi6LEpkgnOugGc2ypCPpIY-_J8eU0/edit

SNP Administrative Review Findings

North White School Corp (8515)

Program Year 2022

North White Elementary (9119)

305 E. Broadway Street
Monon, IN 47959-8128

Food Service Contact

Ms. Aleta M Clark
Food Service Director
(219) 253-7512

Month of Review: December 2021

Date of Onsite Review: January 11, 2022

Meal Counting & Claiming - North White Elementary (9119)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9000: Inaccurate Meal Count - Breakfast in the Classroom

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. During breakfast in the classroom, if a student selected one item from the breakfast cart, the teachers counted that as a reimbursable meal. This practice was found in all four classrooms observed by the State Agency reviewer. For a meal to be counted as a reimbursable meal, the student must select at least three items, one of which must be at least 1/2 cup fruit.

Corrective Action:

The SFA has discontinued breakfast in the classroom. Students now pick up their breakfast in the cafeteria as they arrive at school. Meals are documented at the POS by food service staff. Students then take their meals to their classrooms to consume. If the SFA continues to implement this serving practice, all corrective action requirements will be fulfilled and no further action is required.

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9000: Inaccurate Meal Count - Lunch

On the day of review, the cafeteria had two serving lines but only one cashier. On the serving line without the cashier, the students were to leave their lunch card in a basket at the end of the line after receiving their tray. No one was ensuring each student was leaving their lunch card or that the student had a complete reimbursable meal.

Corrective Action:

The SA provided technical assistance while on-site. In the event the cafeteria is short staffed in the future, all students will be directed through one point of sale location so that all meals are checked to ensure they are complete and that they are tracked. No further action required.

Meal Components & Quantities - North White Elementary (9119)

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

Finding 9000: Crediting Documents

Crediting documents were not readily available for items served during the week of review. As a reminder, before an item is menued, the SFA must secure crediting documentation to ensure the product is compliant and all requirements are met for the age/grade group being served.

Corrective Action:

The food service director was able to obtain all required CN labels / Product Formulation Statements that were needed for the week of review while the State Agency was on-site. All items documentation was compliant. No further action required.

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Program Year 2022

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

Finding 9000: Production Records

Production records for the week of review were not fully completed and did not contain all required information. Missing information: total purchase units, number served for students, adult, and a la carte, milk usage, crediting. Total purchase units and number served columns were left blank with no information. Milk usage is calculated incorrectly on numerous production records. Crediting columns have an "x" instead of the serving size.

Corrective Action:

All cafeteria staff will take the production record training on Moodle training website. SFA will submit training sign in sheet as corrective action. The SFA will also submit five days of completed breakfast and lunch productions records as corrective action.

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period December 6-10, 2021, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: Wednesday no vegetable was offered.

Wednesday- no vegetable offered Monday, Tuesday, Thursday, Friday- no grain offered with one of the entrée choices

Corrective Action:

The SFA must provide documentation outlining how all required meal components will be offered each day to all students. The SFA will also submit corrected cycle menu to State Agency for recertification.

Technical Assistance:

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

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. During the week of review, the planned menu was insufficient for MMA and grains at lunch.

Corrective Action:

The SFA will modify the cycle menu to include the required amounts of MMA and grains for the age/grade group being served for lunch and submit to the State Agency as corrective action.

General Program Compliance - North White Elementary (9119)

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, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. On the day of observation, the SA noted expired foods in the cooler and foods located in the freezer and dry storage area had been taken out of their original packaging and had not been labeled or dated.

Corrective Action:

The SFA corrected all storage violations while the SA was on-site. No further action required.