

SNP Administrative Review Findings

Northern Wells Community Schools (8435)

Program Year 2023

Northern Wells Community Schools (8435)

312 North Jefferson Street
Ossian, IN 46777-9704

Food Service Contact

Ms. Raina P Sisson
Director of Food Service
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Executive Contact

Mr. Mike Springer
Superintendent
(260) 622-4125
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No. of Sites / Reviewed: 6 / 3
Month of Review: February 2023

General Program Compliance - Northern Wells Community Schools (8435)

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

Technical Assistance: Civil Rights Training Templates

It was recommended to update the Civil Rights training agenda template and Complaint Procedure to the most updated versions found on our Civil Rights webpage: <https://www.in.gov/doe/nutrition/civil-rights-requirements/>

Civil Rights Training Agenda Template: <https://docs.google.com/document/d/1sDPkPrBkuNOrC6hd8zBBJ1reciB-s3mZNmGd0feBRik/edit?usp=sharing>

Complaint Procedure Template: https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

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.

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: the Wellness Policy provided is a basic model template that needs to be tailored more to meet the goals of the corporation.

Corrective Action:

The SFA is required to review the resources provided below to help ensure the policy meets all requirements. No further corrective action needed.

Technical Assistance:

Wellness Policy webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

Triennial Assessment template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

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). Plan provided only contained SOPs. The full plan needs site specific info, a list of equipment at each site, and menu items categorized by HACCP process.

Corrective Action:

The SFA is required to review the resources provided below to help ensure their plan meets all requirements. No further corrective action needed.

Technical Assistance:

IDOE School Nutrition Programs Food Safety webpage: <https://www.in.gov/doi/nutrition/food-safety/>

Writing a HACCP-based Food Safety Plan: <https://theicn.org/resources/1532/writing-a-haccp-based-food-safety-plan-for-schools-workshop/117824/writing-a-haccp-based-food-safety-plan-for-schools-workshop-participants-workbook.pdf>

Food Safety Plan Template: <https://iastate.app.box.com/s/vcs46ct6wczzfmrmsa67g8tj1s8ox70m>



SNP Administrative Review Findings

Northern Wells Community Schools (8435)

Program Year 2023

Norwell Middle School (9088)

312 North Jefferson Street
Ossian, IN 46777-9704

Food Service Contact

Mrs. Deb Filler
Food Service Manager
(260) 543-2213

Month of Review: February 2023

Date of Onsite Review: March 29, 2023

No Findings during Site 9088 Review



SNP Administrative Review Findings

Northern Wells Community Schools (8435)

Program Year 2023

Ossian Elementary School (9081)

312 North Jefferson Street
Ossian, IN 46777-9704

Food Service Contact

Mrs. Megan Simerman
Food Service Manager
(260) 622-4178

Month of Review: February 2023

Date of Onsite Review: March 28, 2023

No Findings during Site 9081 Review

SNP Administrative Review Findings

Northern Wells Community Schools (8435)

Program Year 2023

St. Aloysius Catholic School (A270)

312 North Jefferson Street
Ossian, IN 46777-9704

Food Service Contact

Ms. Megan Simerman
Cafeteria Manger
(260) 622-4179

Month of Review: February 2023

Date of Onsite Review: March 30, 2023

Meal Counting & Claiming - St. Aloysius Catholic School (A270)

325. *Review Period- meal counts by category were correctly used in the claim for reimbursement*

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed. As the meal counts are manually recorded at St. Aloysius, a second review of the monthly consolidated meal counts is warranted to ensure meal counts are accurate prior to submitting the claim.

Corrective Action:

The difference between the SFA Count and the State agency validated count, by category, was documented but was within the state agency fiscal action waiver guidelines. As corrective action, the Director of Food Service agreed to have a second individual check the meal counts for accuracy before the monthly claim is submitted. If implemented as agreed upon, no further corrective action is needed.

Meal Components & Quantities - St. Aloysius Catholic School (A270)

500. *Day of Review- Offer vs. Serve was properly implemented*

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, the server & meal counter did not demonstrate a clear understanding of OVS and its requirements. Students were each asked if they wanted juice or milk. Fruit juice should be credited as a fruit component and must not compete with the milk component. Students must be given the opportunity to take both the fruit juice and milk if they choose.

Corrective Action:

Technical assistance was provided to the food service staff while onsite. Both ladies acknowledged that they understood that fruit juice is a fruit component and cannot compete with the milk component. The issue was shared with the Director of Food Service as well. She agreed that staff will be retrained on Offer vs. Serve immediately. If implemented as agreed upon, no further corrective action is needed.

General Program Compliance - St. Aloysius Catholic School (A270)

1404. *A copy of the written food safety plan is site-specific and available on-site*

Technical Assistance: Food Safety Plan

The current food safety plan in use is from Fort Wayne Community Schools. The Director of Food Service was reminded to provide St. Aloysius with a copy of Northern Wells' food safety plan once it has been updated.