

SNP Administrative Review Findings

Northwestern Consolidated School Dist of
Shelby County (7350)

Program Year 2023

**Northwestern Consolidated School Dist of
Shelby County (7350)**
4920 W 600 N
Fairland, IN 46126-9463

Food Service Contact
Mrs. Tammy Achenbach
District Treasurer
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FSMC: Chartwells

Executive Contact
Mr. Chris Hoke
Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: September 2022

Commendations

- * The state agency appreciated Northwestern Consolidated School District of Shelby County agreeing to be the first full administrative review for the school year in this specific area of the state. Staff were accommodating, organized, and well-prepared. The menus offer variety within components. The new direct certification system is being mastered very well by the SFA.

Verification - Northwestern Consolidated School Dist of Shelby County (7350)

211. SFA's verification notification letter included all required information

Retaining Copies of Verification Documentation Technical Assistance

Technical Assistance:

When conducting the verification process, copies of all documents sent and received must be kept on files for each household verified.

211. SFA's verification notification letter included all required information

Verifying Self Employed Household Technical Assistance

Technical Assistance:

When verifying self-employed households, farming households are to submit a Schedule F and other self-employed households are to submit a 1099 for their proof of income.

215. SFA completed verification by November 15

Finding 9048: Verification not completed by November 15.

For the previous school year the local educational agency (LEA) did not select and verify a sample of applications approved for benefits as of October 1.

Corrective Action:

By November 15 each year, the local educational agency (LEA) must have selected and verified a sample of applications approved for benefits as of October 1. While on-site the staff confirmed with the field specialist that this will be completed on time in the future. No further action is required,

Technical Assistance:

Technical assistance was conducted on this specific finding.

Program Year 2023

General Program Compliance - Northwestern Consolidated School Dist of Shelby County (7350)

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

Finding 9000: Making Past Assessment Results

The public has not been made known about the results of the past assessment results on the implementation of the Local School Wellness Policy.

Corrective Action:

During the onsite review process the staff confirmed that the public will be notified on the school website about the results of the assessment on the implementation of the Local School Wellness Policy. No further action is required.

Technical Assistance:

Technical assistance was conducted on this finding.

1213. *New School Nutrition Programs Director met food safety certification training requirements*

Finding 9000: School Nutrition Program Director Food Safety Training

The newly hired School Nutrition Program Director had not completed food safety training at the time of the on-site review.

Corrective Action:

The ICN Food Safety Training was completed during the on-site review on 11/2/2022. No further action is required.

1217. *SFA's process and frequency for tracking training hours is sufficient*

Technical Assistance Professional Standards Training Tracking Tool

Technical Assistance:

Technical assistance was conducted on utilizing a Professional Standards Training Tracking Tool of some kind for better recordkeeping purposes.

Program Year 2023

Triton Middle School (7697)
4920 W 600 N
Fairland, IN 46126-9463

Food Service Contact
Mr. Blake E Rourke
Director of Dining Services
(317) 835-3000

Month of Review: September 2022
Date of Onsite Review: October 25, 2022

Meal Components & Quantities - Triton Middle School (7697)

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

Finding 9000: Production Records Were Not Fully Completed for Previous School Day.

On the day of the onsite lunch observation the previous day's production records were not fully completed.

Corrective Action:

The reviewer confirmed while onsite that a process is in place to train all food service staff on the importance of completing the daily production records each day. No further action is required.

Technical Assistance:

A technical assistance was conducted on this requirement.

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

Finding 9000: Daily Production Records

The documentation of product serving sizes on the daily production record is not always specific making it difficult to determine whether the serving size is meeting the requirements according to the crediting documentation.

Corrective Action:

The reviewer confirmed during the onsite observation that all daily production records will be specific on serving sizes. The serving sizes will be specific especially when there is a certain number of items like nuggets, mini corndogs, etc. that need to be served according to the Child Nutrition Label or Product Formulation Statement. No further action is required.

Technical Assistance:

A technical assistance was conducted on this specific finding.

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

Finding 9000: Insufficient Grain Ounces for the Lunch Menu Certification Week

An insufficient serving of grains was served with the chef salad entrée.. This was due to serving only one ounce of grain with a chef salad served daily.

Corrective Action:

While onsite, this was corrected by serving rolls of 2.5 ounces of grain instead of the saltine crackers with the chef salad. As a reminder, K-8 grades are to receive at least eight ounces of grain each week, so even if the daily requirement is met, the weekly requirement could be insufficient. If the practice of adding grains to the chef salad continue, no further action is required.

Technical Assistance:

A technical assistance was conducted on this specific finding.

Program Year 2023

1405. Two food safety inspections are received each school year from the local health department

Finding 9000: No health inspections were requested during school year 2021-22.

Corrective Action:

The staff demonstrated this will be done by providing proof of this school year's letter sent to the health dept. requesting two inspections. Therefore, no further action is required.

Technical Assistance:

Technical assistance outlining the SFA's responsibility to request the annual inspections and to keep a copy of the request on file. Whether the inspections occur or not is up to the local health department.