

SNP Administrative Review Findings**Oak Hill United School Corp (5625)****Program Year 2022****Oak Hill United School Corp (5625)**

1474 N 800 W 27
Converse, IN 46919-9519

Food Service Contact

Mrs. Dana South
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Executive Contact

Mr. Chad Cripe
Superintendent
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No. of Sites / Reviewed: 5 / 1
Month of Review: December 2021

Commendations

- * Converse Elementary had a very clean and organized kitchen. The cashier, Sharon, had great rapport with the students. She knows each student by name & they all seem to love interacting with her! It was also nice to see the school's principal helping supervise the breakfast and lunch periods.
- * Dana did an excellent job in responding to & completing all off-site Administrative Review tasks. She completed everything in a timely manner & had all menu documentation and additional records well-organized when I arrived on site. She does a great job tracking all food expenditures by building & category.

No Findings during Review

SNP Administrative Review Findings**Oak Hill United School Corp (5625)****Program Year 2022****Converse Elementary School (6073)**1474 N 800 W 27
Converse, IN 46919-9519**Food Service Contact**Jackie Foltz
Head Cook
(765) 395-3341

Month of Review: December 2021

Date of Onsite Review: January 26, 2022

Meal Counting & Claiming - Converse Elementary School (6073)*318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service***Technical Assistance: Using Manual Roster Sheet at POS****Technical Assistance:**

It was observed that the school is using laminated roster sheets with student names & PINs on it to record breakfast meals using a dry erase marker. After the meal service, the cashier then enters the meals into the Skyward POS system before the end of the day. The laminated roster sheets are then wiped clean for use the next day. Since the laminated roster sheets are the original documentation of the breakfast point of service, a copy of them should be maintained daily. This can be accomplished by simply making photocopies of the original roster sheets with the date of service clearly indicated. Electronic copies of the dated roster sheets may also be used if the pictures are clear, and all student names can be easily read.

Meal Components & Quantities - Converse Elementary School (6073)*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students***Technical Assistance: Grain-Based Desserts****Technical Assistance:**

Whole grain Rice Krispie treats are not an acceptable grain for use as a breakfast entrée. Unlike items such as sweet pastries, cinnamon rolls, pancakes, etc., which are typically perceived as "breakfast foods," a Rice Krispie treat is not. It can be sold a la carte or even included on the lunch menu as a WG grain-based dessert, if the overall grain-based desserts are limited to 2 oz. eq. per week.

*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.**

Production 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. Production records for breakfast on 12/16 & 12/17 indicate that only a 1/2 cup of fruit was offered each day. One cup of fruit must be offered daily at breakfast.

Corrective Action:

Technical assistance was provided onsite and no further corrective action is needed.

Technical Assistance:

On the day of the onsite breakfast observation, all required components were offered in the appropriate portion sizes. A review of the day's breakfast production record did not have juice written down, though it was served to all students. This could account for the missing fruit component on production records from 12/16 & 12/17. The kitchen manager & FSD were provided technical assistance to ensure production records are filled out correctly & that all components & their serving sizes are listed daily.

General Program Compliance - Converse Elementary School (6073)

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

Technical Assistance: Share Bins & Reuse of Foods

Technical Assistance:

Food items that students have been served but do not want that have been placed in the share bins should not be saved for reuse as part of a reimbursable breakfast or lunch on any subsequent day. Discussed potential uses for the share bin items w/site staff & FSD, including using the items for non-reimbursable snacks for kids that are hungry between meals, etc.

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. Canned goods were observed with severe dents, including 2 Royal applesauce cans and 1 Del Monte diced pears can.

The First In, First Out (FIFO) inventory management method was not being followed consistently. There was a case of brown-box commodity shredded cheese dated 5/2019 still in the deep chest freezer. This product should have been used by now.

Corrective Action:

Technical assistance was provided while onsite and the dented cans were discarded. The case of cheese was also going to be discarded properly. No further corrective action is needed.

Technical Assistance:

Discussed the importance of the First In, First Out (FIFO) inventory management method with FSD to ensure food & commodity supply is properly date-marked and is being utilized in a timely manner. Discussed possible menu ideas to help use the additional cases of cheese in the freezer, as well as donating/transferring the cheese to other nearby school districts who might be able to use it.

USDA Foods Transfer Form: <https://www.in.gov/doe/files/transfers-commodities-002.pdf>