

SNP Administrative Review Findings

Oregon-Davis School Corp (7495)

Program Year 2024

Oregon-Davis School Corp (7495)

5998 N 750 E
Hamlet, IN 46532-9524

Food Service Contact

Ms. Jami McDaniel
Food Service Director
(574) 867-4561
jmcdaniel@od.k12.in.us

Executive Contact

Mr. William Bennett
Superintendent
(574) 867-2111
wbennett@od.k12.in.us

No. of Sites / Reviewed: 2 / 1
Month of Review: November 2023

Commendations

- * - Record keeping and documentation was very well organized and easily accessible for review.
- Kitchens were clean and staff seemed knowledgeable of program requirements.

Resource Management Comprehensive Review - Oregon-Davis School Corp (7495)

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Non Program Food Revenue Tool

The SFA incorrectly completed the non program revenue tool. The total non program food revenue and total revenue was the same exact amount.

Corrective Action:

The SFA will complete the nonprogram revenue tool correctly and submit it to the state agency as a part of corrective action. Once the tool is submitted it will be reviewed and additional corrective action could be required.

Technical Assistance:

The reviewer provided technical assistance as to how to complete the nonprogram revenue tool.

General Program Compliance - Oregon-Davis School Corp (7495)

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 needs to be assessed and update to current standards. The wellness policy is not posted on the website.

Corrective Action:

The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements. Please provide an updated Wellness Policy or a timeline for when the policy committee will review the policy and make updates, as required.

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>

SNP Administrative Review Findings

Oregon-Davis School Corp (7495)

Program Year 2024

Oregon-Davis Elementary (7818)

5998 N 750 E
Hamlet, IN 46532-9524

Food Service Contact

Ms. Jami McDaniel
Food Service Director
(574) 867-4561

Month of Review: November 2023

Date of Onsite Review: December 5, 2023

Other Federal Programs - Oregon-Davis Elementary (7818)

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated. Snack meals were not being counted at the point of service and daily meal count sheets were not being used and maintained.

Corrective Action:

The SFA will not claim snack meals for the day of review. Additionally, snack meals for August and September will be disallowed. Snack claims for October and November were voluntarily edited to zero by the SFA while the reviewer was on site. The disallowances for August and September are included in the cover letter of this report. The SFA must provide written corrective action for a procedure for accurately recording the menu and serving sizes, instructions as to how a point of service count will be recorded, how staff will be trained, and additionally how the documentation will be maintained.

6. *Day of review Menu, Meal Patterns, Production records.*

Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.

Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. Day of Review Snack menu missing creditable component: There were two fruit options provide on December 5, 2023. This only counts as one component and two must be provided.

Corrective Action:

The meals for December 5, 2023, are considered unallowable. Do not claim these meals for reimbursement. Additionally, submit planned snack menus for a month, including components and serving sizes, to the reviewer as corrective action.

7. *Site monitored in first 4 weeks of operation, date, deficiencies/CA?*

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

Corrective Action:

The SFA is required to monitor the snack program twice during the next thirty days. Document both visits on the ASSP monitoring form and upload them to the review tool.

General Program Compliance - Oregon-Davis Elementary (7818)

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. All food is not stored at least 6 inches off the floor - there were boxes in

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Program Year 2024

the walk in freezer and walk in refrigerator that are stored directly on the ground. Additionally, there is some water accumulation in the walk in freezer from the defrost cycle that has dripped down on some stored food and refroze.

Corrective Action:

The food on the floor must be moved at least six inches off of the floor. The water and ice must be kept off of food that is stored in the walk in refrigerator.