



**INDIANA  
DEPARTMENT of  
EDUCATION**

**SNP Administrative Review Findings**

**Orleans Community Schools  
(6145)**

**Program Year 2024**

**Orleans Community Schools (6145)**

173 West Marley Street  
Orleans, IN 47452-9767

**Food Service Contact**

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Food Service Director  
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FSMC: Opaal

**Executive Contact**

Mr. James Ellis  
Superintendent  
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No. of Sites / Reviewed: 2 / 1  
Month of Review: December 2023

**Technical Assistance**

- \* The open-air display case was not utilized well. The display was very bare and unattractive. The upper portion was used for bulk storage. The SFA should make every attempt to attractively display foods, whether part of the reimbursable meal or a la carte items. The area could be used for grab and go options, fruits/juices, etc. Displays should always be well-stocked and eye appealing.

**Resource Management - Orleans Community Schools (6145)**

709. SFA sell nonprogram foods?

**Finding 9000: Non-Program Foods**

It was observed that non-program foods are being given out for free instead of being charged. These are not being planned into the meal pattern; therefore, if someone wants seconds or more of one item (extra entrée), they must be charged a la carte prices.

**Corrective Action:**

**As corrective action, explain how non-program foods (extras such as entrees, juice/milk) will be tracked and charged into the non-profit foodservice account. If these are being planned into the meal pattern, please provide a nutrient analysis that shows the ranges for calories, saturated fat and sodium are being met with the supporting production records.**

**Technical Assistance:**

It is a best practice to price the non-program foods at least twice the raw food cost to ensure compliance with non-program food revenue regulations.

**General Program Compliance - Orleans Community Schools (6145)**

810. The USDA non-discrimination statement is on appropriate Program materials

**Finding 10125: Non-compliance with the USDA non-discrimination statement**

The USDA non-discrimination statement was used incorrectly on program materials.

**Corrective Action:**

The full nondiscrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. **As corrective action, please update the following resources with the correct non-discrimination statement: menu. Submit a copy of the updated resource to the State Agency as corrective action.**

**Technical Assistance:**

The IDOE SCN Civil Rights webpage DOE: Civil Rights Requirements (in.gov) has links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links for accessing the long and short civil rights statements.

The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.



***Program Year 2024***

*1214. School Nutrition Programs Director met/will meet annual training requirements*

**Finding 9000: FSMC Director Training**

The on-site food service director appointed by the FSMC has received little training and is struggling to understand and maintain compliance. There has been little to no oversight from the FSMC corporation to ensure their appointed staff possess the training and guidance needed to manage the contract efficiently and compliantly with the school corporation. At the time of the on-site Administrative Review, over five months of the school year had lapsed with no oversight from the FSMC corporation.

**Corrective Action:**

**The FSMC corporation must provide training to the on-site director. The FSMC will provide 12 hours of training completed with the on-site director as corrective action. This must include training materials used and certificate/sign-in sheet for all trainings.**

*1216. School Nutrition Programs staff met/will meet annual training requirements*

**Finding 10146: Professional Standards Documentation**

Documentation was not provided to validate trainings listed on the Professional Standards Training Tracking tool. The SFA did not retain training documents used to train staff nor did they retain a sign-in sheet.

**Corrective Action:**

**As corrective action, the SFA will submit plans for future trainings and procedures for documenting all trainings going forward.**

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Finding 10142: SBP Outreach**

School Breakfast Program (SBP) outreach to households was not conducted by the SFA. Outreach to households must include necessary information including the price, location, and/or meal service time. The school appointed FSD normally handles this but assumed it would be handled by the FSMC FSD.

**Corrective Action:**

A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced-price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year.

**As corrective action, the End of School Year Reminders and Updates Moodle Training must be completed.**

**Additionally, breakfast notification must be communicated to households and the notification must be documented. The training certificate and breakfast notification must be provided to the State Agency as proof of corrective action.**

**Technical Assistance:**

USDA Policy SP 40 - 2011 Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program can be found at the following link: <https://fns-prod.azureedge.us/sites/default/files/cn/SP40-2011os.pdf>.



**INDIANA  
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**SNP Administrative Review Findings**

**Orleans Community Schools  
(6145)**

**Program Year 2024**

**Orleans Jr/Sr High School (6573)**

173 West Marley Street  
Orleans, IN 47452-9767

**Food Service Contact**

Mrs. Cynthia Novak  
Kitchen Manager  
(812) 865-2688

Month of Review: December 2023

Date of Onsite Review: January 17, 2024

**Meal Counting & Claiming - Orleans Jr/Sr High School (6573)**

*322. Review Period- daily meal counts by category do not exceed the number of eligible students by category*

**Finding 9000: Review Preparation**

The FSMC was unprepared for the on-site review. No documents had been gathered as requested by the State Agency including those required for menu certification.

**Corrective Action:**

The SFA was able to produce the required documentation needed for the review a few hours after the SA arrived as scheduled. **No further action is required.**

**Technical Assistance:**

Training for the Administrative Review is always offered and is required by the SA for all SFA's receiving an Administrative Review. Written documentation and checklists are provided to each SFA outlining all required documentation to have available during the on-site review. If questions arise as to the requirements, the SFA is expected to contact the SA before the review and request technical assistance.

**Meal Components & Quantities - Orleans Jr/Sr High School (6573)**

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Finding 9000: Serving Meals**

On the day of review, staff was not instructed how to serve consistent portions of the entree (spaghetti, meatballs, and marinara sauce). Tongs were used for spaghetti noodles. No portion size was the same. Some students received heaping amounts of spaghetti while others received a less than adequate portion. Additionally, staff were focused on serving the correct number of meatballs and did not serve the correct amount of sauce according to the recipe.

**Corrective Action:**

**The FSMC food service director must train staff adequately how to serve the foods they prepare. Before meal service begins, they must instruct staff proper serving techniques for each food. The SFA will submit in writing how they plan to ensure consistent serving sizes in the future when serving difficult foods.**

**Technical Assistance:**

Breaking the spaghetti and using a measured portion spoodle helps to better portion each serving and maintain proper serving sizes. If serving meatballs and sauce together results in insufficient quantities of one or the other, the foods should be served separately.



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*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Finding 9000: Students utilizing OVS**

On the day of review, it was apparent that students were never required to select at least 1/2 c fruit or vegetable to complete their reimbursable meal. Over half of the students observed were told by cashiers to return to the vegetable/fruit bar to make additional selections. The students were baffled that they were instructed to return, many of them saying "why?" or "this is what I always get".

**Corrective Action:**

**All staff must be retrained in OVS and the sign in sheet and training materials used must be submitted as corrective action. The SFA must also submit written procedures how it will ensure staff implement proper OVS daily.**

**Additionally, after staff have been retrained, the SFA will complete on-site monitoring for the Jr-Sr High School to ensure staff are implementing OVS correctly and submit as corrective action.**

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Finding 9000: Vegetable and Fruit Component Serving Sizes**

The portion scoops used on the self-serve vegetable/fruit bar were 1/4 cup. This was deceiving and difficult for students to comprehend what makes up the required serving size for a reimbursable meal.

Additionally, the hot vegetable served on the day of review was only 1/3 cup.

**Corrective Action:**

**The portion scoop size must be changed to 1/2 cup to ensure students receive the correct portion size necessary for a reimbursable meal. The SFA will submit proof that 1/2 cup portion scoops are used via photographs. Also, the SFA will submit written documentation of how they will ensure students are made aware of how much of each component they are allowed to select (i.e., two half-cup portions of vegetables).**

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review were: spaghetti, meatballs, and marinara sauce. The FSMC did not have crediting documentation for the item served on the day of review, therefore the portion needed was unknown. When documentation was finally received, it was discovered 7 meatballs were required to meet meal pattern requirements instead of the 5 that were served.

As a result, 135 meals are not reimbursable from the day of review.

**Corrective Action:**

**The SFA is reminded to always have correct crediting documentation on file before serving items to ensure they meet minimum meal pattern requirements for the age/grade group served. Staff will complete the Crediting training on the Moodle training website and submit training certificates as corrective action.**

*404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not*



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*promote water or any other beverage as an alternative to milk*

**Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service lines.

**Corrective Action:**

The school found meal signage posters in the storeroom that had been taken down before the school year began. The signage for breakfast and lunch was hung on the wall at the beginning of the meal service line while the SA was on-site. **No further action required.**

**Technical Assistance:**

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

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

**Finding 9000: Age/Grade Grouping**

Production records do not show that menus are planned based on age/grade grouping. One production record was completed for grades 7-12 with no proof of varying portion sizes. The FSMC is reminded that grades 7-8 and 9-12 fall into different meal pattern requirements.

**Corrective Action:**

**The SFA will submit one month of production records showing age/grade grouping differences.**

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

**Finding 9000: Component Contribution**

The school did not track component contribution of any meal during the week of review. A generic production record template was used for breakfast and lunch that had component contributions listed. These did not align with what was served any day. For example, Texas Pinto Beans were recorded as ½ cup fruit, whole apple was recorded as 1 cup milk, etc.

**Corrective Action:**

**The SFA will submit one month of correctly completed breakfast and lunch production records as corrective action.**

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

**Finding 9000: Crediting Documentation**

Correct documentation was not maintained for foods served during the week of review nor was it gathered and available for review upon the SA arrival. For all foods requiring crediting documentation to show compliance, the SFA must have this information on file before serving.

**Corrective Action:**

**The SFA will select one week during the month of February and submit the planned menu and all required crediting documentation to ensure the menu meets meal pattern requirements.**

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



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**Finding 9000: Milk Component**

Milk was not tracked by variety on Production Records. Each variety must be tracked separately to show at least two types of milk were available to students during the entire meal service.

**Corrective Action:**

**The SFA will submit one month of breakfast and lunch production records showing that milk is tracked accurately by type as corrective action.**

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

**Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week**

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned menus for the menu certification week, there were insufficient serving sizes offered for Red/Orange Vegetable Sub-group. Lunch meals from one day during the week of review will be disallowed (224 meals), as this is a repeat portion size violation.

**Corrective Action:**

**As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.**

**Technical Assistance:**

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

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

**Finding 10139: Production Records**

The following issues were noted with production records: The production record format did not include all required information, no serving size was recorded for any component to show compliance, production records were incomplete, and portions sold as part of the reimbursable meal or a la carte were not documented.

**Corrective Action:**

**As corrective action, completed breakfast and lunch production records for one month must be submitted to the State Agency. Additionally, production record training must be completed with all food service staff and documentation of training must be submitted.**

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9000: Variety of foods not offered**

During the week of review, Italian bread was on the menu four of five days as the grain component. The intent of the Child Nutrition Program is to provide a variety of nutrient dense foods to students each day. The school contracted with a FSMC to menu and provide a variety of nutrient dense foods to their students; this finding is evidence that this has not happened.

**Corrective Action:**

**The school-appointed FSD must be allowed to have direct oversight and communication with the FSMC on-site director and corporate staff to ensure variety is provided to the students. The school corporation will submit in writing how they intend to rectify this situation. The school will also provide a month of breakfast and lunch menus**



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showing a variety of nutrient dense foods have been planned for students.

*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. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

On the day of review, the SA determined the Peanut butter and Jelly entree option did not contain sufficient MMA for the 9-12 meal pattern daily requirements. The SFA was able to add the necessary portion and no meals were disallowed for the day of review.

**Corrective Action:**

The SFA will detail, in writing, their procedures for ensuring they meet minimum meal pattern requirements for the different age and grade groups at each school. They will also complete Lunch Meal Pattern for Menu Planners training on the Moodle training website. Both will be submitted as corrective action.

**Technical Assistance:**

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

*411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions*

**Technical Assistance - Menu choices**

The SFA continues to serve foods that are seldom selected by students. For entree options where fewer than 5-10 portions are served, the SFA should remove the option from the menu and replace it with a different option. Continually preparing foods that are never selected is a waste of time, labor, resources, and effort. Survey students and/or provide taste testing to determine what students would like to have on the menu.

**General Program Compliance - Orleans Jr/Sr High School (6573)**

*1408. Temperature logs are available*

**Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs are unavailable for: dry storage, freezer, milk cooler, walk-in cooler, and all foods.

**Corrective Action:**

**The SFA must maintain temperature logs for the above-mentioned areas and food. They will submit one month of temperature logs for each as corrective action.**