



SNP Administrative Review Findings
Program Year 2024

Paoli Community School Corporation (6155)

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501 Elm Street
OFC SUPT
Paoli, IN 47454-1197

Food Service Contact
Ms. Tabitha Benefiel
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FSMC: Opaa!

Executive Contact
Mr. Greg Walker
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No. of Sites / Reviewed: 2 / 1
Month of Review: January 2024

Commendations

- \* During the on-site review, it was evident the SFA has made a conscious effort to improve the food service program by training all staff on basic program requirements and by improving the appearance and quality of school meals.

Technical Assistance

- \* The SFA is reminded to continue researching and disputing questionable charges from the FSMC before paying invoices. All charges should be reasonable, allowable, and allocable.

Resource Management Comprehensive Review - Paoli Community School Corporation (6155)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link: https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429. Additional guidance can be found at the following link: https://www.in.gov/doe/nutrition/financial-management/#Revenue from Non Program Foods.

General Program Compliance - Paoli Community School Corporation (6155)

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Finding 9010: Smart Snacks 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 Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Non-compliant items sold in vending machines, beverages in vending machine were compliant only to high school students but were available to junior high students, and no Smart Snacks calculations were retained by the SFA for items sold in vending machines.

Corrective Action:

Corrective action required: Non-compliant items must be removed from vending machine; the SFA must obtain Smart Snack calculations for all items sold and must develop procedures to ensure only high school students have access to the beverage vending machine. Documentation must be provided to the state agency as corrective action showing the corrections listed above have been made.

Technical Assistance:

A Guide to Smart Snacks in Schools: https://www.fns.usda.gov/sites/default/files/resource-files/smartsnacks.pdf
Indiana's Fundraisers Rule: https://drive.google.com/file/d/1ilvfWWYSXCbl2xXU-hfv1Fyz-44G3b2l/view?usp=sharing
Nutrition Standards for All Foods Sold in Schools: https://fns-prod.azureedge.us/sites/default/files/resource-files/allfoods\_summarychart.pdf



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

**Finding 10126: Professional Standards Training Requirements and Documentation**

Training for all food service staff is not being routinely conducted or tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017. Several certificates of completion for the Food Service Director were provided, but few training records for the remaining food service staff were provided. Additionally, no training tracking document is used to track all food service employee training progress. During the on-site review, it was evident staff had received training but there was little documentation of training.

**Corrective Action:**

**Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide a written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met. Also, provide the state agency with a training tracking document template.**

**Technical Assistance:**

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

1400. The written food safety plan contains required elements and a copy is available at each school

**Technical Assistance - Food Safety Plan**

The SFA is reminded to use the Food Safety Plan as a training tool for employees. While the Food Safety Plan was available for review and contained the required components, there was no evidence the plan has been reviewed with employees.



**Throop Elementary School (6587)**

501 Elm Street  
OFC SUPT  
Paoli, IN 47454-1197

**Food Service Contact**

Mrs. Tabitha Benefiel  
Elementary Head Cook  
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Month of Review: January 2024

Date of Onsite Review: February 14, 2024

**Meal Components & Quantities - Throop Elementary School (6587)**

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

**Finding 9000: Crediting documents**

Crediting documentation (CN labels and Product Formulation Statements) for the week of review were not readily available.

**Corrective Action:**

The SFA was able to produce the required crediting documentation while the SA was on-site for the review. **No further action required.**

**Technical Assistance:**

The SFA is reminded to have crediting documentation on hand before foods are served to ensure portion size served meets meal pattern requirements for each age/grade group.

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

**Finding 9000: Production Records**

Production records for the week of review were missing required information including: Total number of meals served, number of meals served to students, a la carte, and adults. Additionally, fruit was listed as a bulk total instead of individual items, milk was not tracked accurately, and when substitutions are made crediting information is not updated.

**Corrective Action:**

**As corrective action, the SFA will submit one week of breakfast and lunch production records along with the corresponding crediting documents that show compliance will all issues noted above.**

**Technical Assistance:**

Production records are very difficult to follow. Information typically found on a single page is expanded to four - five pages with extra unnecessary information. Simplification of production records is recommended by the SA.

*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. Additionally, the menu must be planned to meet meal pattern requirements. No red/orange vegetables are planned during the week of review, but the reviewer was able to confirm a red/orange vegetable was served one day by using production records. However, the weekly requirement was still insufficient.

**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/>

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

**Finding 9000: Whole Grain Requirement**

The planned breakfast menu does not meet the whole grain requirement for grains offered each week. The SFA must plan for at least 80% of the grains offered to be whole grain. The planned menu for the week of review falls below that threshold.

**Corrective Action:**

**The SFA must state in writing how they will ensure the whole grain requirement is met for all future menus. They must also correct the menu errors and submit all as corrective action. Product formulation statements / CN labels must also be submitted to ensure compliance.**