

SNP Administrative Review Findings**Penn-Harris-Madison School Corp (7175)****Program Year 2024****Penn-Harris-Madison School Corp (7175)**

56100 Bittersweet Road
Mishawaka, IN 46545-7717

Food Service Contact

Mrs. Jill Riggs
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Executive Contact

Dr. Jerry Thacker
Superintendent
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No. of Sites / Reviewed: 15 / 3
Month of Review: October 2023

Commendations

- * The Grissom MS staff did a great job of batch cooking in between meal service periods.
- * Jill does a fantastic job utilizing all the modules within Primero Edge to track many aspects of program management including menu planning, nutrient analysis, inventory management, Smart Snack compliance, and professional development training for all staff.
- * Jill conducts a detailed review of all meal applications received and verifies for-cause all zero-income applications received. Her thorough meal application approval and verification process is to be commended.

General Program Compliance - Penn-Harris-Madison School Corp (7175)

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

Technical Assistance: Civil Rights Training PowerPoint & Nondiscrimination Statement

The civil rights PowerPoint presentation used to train food service staff includes an outdated short nondiscrimination statement on slide 13, "USDA is an equal opportunity employer and provider." The Director of Food Service was reminded to update the training presentation for accuracy. The correct short nondiscrimination statement is being used on all other materials related to the Child Nutrition Programs.

SNP Administrative Review Findings**Penn-Harris-Madison School Corp (7175)****Program Year 2024****Grissom Middle School (7336)**56100 Bittersweet Road
Mishawaka, IN 46545-7717**Food Service Contact**Mrs. Jill Riggs
Director of Food Services
(574) 258-9552

Month of Review: October 2023

Date of Onsite Review: November 29, 2023

Meal Components & Quantities - Grissom Middle School (7336)

404. *Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

Technical Assistance: Location of Lunch OVS Signage

Technical assistance was provided to the manager regarding the location of the lunch OVS signage. It was recommended to move the sign to the door across from the breakfast OVS signage to ensure it's visible to the students.

General Program Compliance - Grissom Middle School (7336)

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

Technical assistance was provided to the manager. The inspection report was immediately posted while Field Specialist was on-site. **No further corrective action is needed.**

SNP Administrative Review Findings

Penn-Harris-Madison School Corp (7175)

Program Year 2024

Horizon Elementary School (7383)

56100 Bittersweet Road
Mishawaka, IN 46545-7717

Food Service Contact

Mrs. Jill Riggs
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Month of Review: October 2023

Date of Onsite Review: November 30, 2023

General Program Compliance - Horizon Elementary School (7383)

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 were unavailable for the milk coolers used to store milk & other food items. In addition, the temperatures for the reach-in coolers & walk-in freezer are not being consistently recorded daily.

Corrective Action:

Technical assistance was provided to the new manager. She verbally acknowledged that she understood the requirement for maintaining temperature logs throughout the kitchen. She was advised to begin logging daily milk cooler temperatures immediately and consistently moving forward. **If implemented as agreed upon, no further corrective action is needed.**

SNP Administrative Review Findings**Penn-Harris-Madison School Corp (7175)****Program Year 2024****Meadow's Edge Elementary (7386)**

56100 Bittersweet Road
Mishawaka, IN 46545-7717

Food Service Contact

Mrs. Jill Riggs
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(574) 258-9552

Month of Review: October 2023

Date of Onsite Review: November 28, 2023

Meal Counting & Claiming - Meadow's Edge Elementary (7386)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered non-systemic because the contributing factors are unusual and not part of the normal operating procedure. All other site claims were entered correctly.

Corrective Action:

The State agency validated a total of 3048 free lunches. This number was transposed to 3408 on the monthly claim. The Director of Food Service was provided with the opportunity to correct the claim error while the Field Specialist was on-site. **No further corrective action is needed.**

Meal Components & Quantities - Meadow's Edge Elementary (7386)

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

Technical Assistance: Students & Self-Service of Fruit & Vegetable Components

Several students had very small portions of salad/leafy greens with no other fruit or veggie selected, while other students only had 1-3 orange wedges selected with no other fruit or veggie on their trays. The manager was provided technical assistance during the meal service and was reminded that when students serve themselves, the cashier must ensure the full 1 c portion of salad/leafy greens or the full 4-piece serving of orange wedges is on their tray if that's the only fruit or veggie they have selected.

For reference: 1 cup of leafy greens credits as 1/2 c vegetable and 4 orange wedges (1 whole orange) credits as 1/2 c fruit.

502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line

Finding 9080: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least ½ cup fruit or vegetable) is not identified near or at the beginning of the meal service line(s).

Corrective Action:

The manager was provided technical assistance during the on-site visit. She had the required OVS signage in her office and was given the opportunity to post it immediately. **No further corrective action is needed.**