

SNP Administrative Review Findings

Pike County School Corp (6445)

Program Year 2024

Pike County School Corp (6445)

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Petersburg, IN 47567-8495

Food Service Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: October 2023

Commendations

- * The new food service director should be commended for taking the food service program head-on! The FSD has implemented several new menu items, including speed and scratch cooking, expanded the community eligibility program district-wide, maximized USDA Foods, and increased profitably for the cafeteria.
- * The outreach on the school website for the nutrition program is easy to find and well thought out. In addition, the attention to detail of available wellness resources for teachers and parents over nutrition education and fitness helps create lasting healthy habits!
- * Petersburg Elementary has implemented breakfast in the classroom. The local implementation allows for quick delivery and accurate meal counting. This is an excellent opportunity for students to receive a healthy breakfast, thus increasing meal participation.

Technical Assistance

- * The school corporation has an alternative school located outside the school buildings. Currently, only lunch is offered to the students. The SFA participates in the Community Eligibility Program, which requires all students to be offered breakfast and lunch at no cost. The SFA will need to determine locally how to include the alternative school with the breakfast option.

Meal Counting & Claiming - Pike County School Corp (6445)

313. *Onsite observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

Finding 9000: Retention of Meal Count Records

Meal rosters are being completed for breakfast in the classroom and entered into the Point-of-Sale (POS) after service; however, the meal rosters are not retained. Additionally, the alternative school meal counts are completed from a pre-order.

Corrective Action:

Since the original meal count occurs through the meal rosters, they must be retained to support the manual transfer into the POS. The reviewer provided technical assistance regarding meal counting retention. The cafeteria managers kept the meal count rosters starting October 31, 2023. Then, at the end of each month, the managers will scan the meal rosters to a food service shared folder. The alternative school started completing meal rosters and sending the completed one daily to the cafeteria manager to record counts to the POS. Both procedures were validated by the reviewer onsite. **Therefore, additional corrective action is not required.**

314. *SFA is following the approved SFA-SA agreement*

Technical Assistance- CNPweb Site Applications

During the onsite review, the reviewer provided technical assistance to the food service director with needed revisions for CNPweb site applications, meal counting methods, and grade groupings.

General Program Compliance - Pike County School Corp (6445)

808. *Onsite observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

Finding 9000: Civil Rights Training- Breakfast in the Classroom

There was no documentation that Civil Rights training had been conducted for teachers who administer breakfast in the classroom.

Corrective Action:

Anyone monitoring children during meal service falls under the requirement for completing training. The food service director

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worked with administrative staff to schedule the teachers to complete the Civil Rights training by November 8, 2023. The FSD submitted training logs demonstrating completion for the teachers. **Therefore, additional corrective action is not required.**

1007. Onsite observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Triennial Assessment

Although the triennial assessment was completed in October 2023, it was not completed within the June 30, 2023 waiver extensions. It is suggested the wellness committee set deadlines to complete the triennial assessment once every three years. While this is not a finding, if the triennial assessment is not completed by the required due date, it could result in future findings.

Furthermore, the reviewer provided several recommendations to revise or add to the local school wellness policy (i.e., elaborate on classroom celebrations, get student participation, update nutrition standards for school meals, include breakfast in the classroom, etc.) in the next wellness committee.

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

Finding 9000: Professional Standards Tracking

At the time of the review, the tracking for professional standards was not completed.

Corrective Action:

During the onsite review, the reviewer assisted the food service director in tracking professional standard hours using the IDOE professional standards tool using the supporting documentation certificates, sign-in sheets, and completed training agendas. The food service director has agreed to track professional standards monthly using the IDOE professional standards tool. **Therefore, additional corrective action is not required.**

