

SNP Administrative Review Findings

Plymouth Community School Corp (5485)

Program Year 2023

Plymouth Community School Corp (5485)

611 Berkley St.
Plymouth, IN 46563-1817

No. of Sites / Reviewed: 8 / 2
Month of Review: October 2022

Food Service Contact

Ms. Amy Collins - Kraszyk

Food Service Director
(574) 936-2001
acollins1@plymouth.k12.in.us

Executive Contact

Mr. Mitch Mawhorter
Superintendent
(574) 936-3115
mmawhorter@plymouth.k12.in.us

Commendations

- * The new FSD is doing a great job of receiving trainings to increase their knowledge of the program. They also implement necessary changes immediately when they see opportunities for improvement.
- * The staff at Lincoln Jr High School were fantastic with the students, even though some were challenging at times. On the day of review, the meal served was great. There were many fresh items on the menu and a nice variety of choices.
- * At Jefferson Elementary School, the manager did a great job of engaging the students at breakfast, waking them up by chatting as she served them, making them feel welcome, and telling them what to expect for lunch. Lunch on the day of review was nicely prepared, especially the chicken strips. They were batch cooked and the breading was perfectly crispy. They also had a great process for those that pre-selected the alternate entree.
- * The Fresh Fruit and Vegetable Program was observed at Jefferson Elementary School. The teacher was very engaging with the students while they discussed their fresh fruit for the day, a plum. The students were asked to guess what it was and describe the texture, size, appearance, etc. They liked the 'surprise' inside (the pit of the plum). The discussion even prompted other fruits the students would like to try in the future like grapefruit, apricots, and pears.

Technical Assistance

- * The SFA is reminded that all share table items should be distributed within the school before being donated to an outside organization. If there is an abundance of food from the share table, the kitchen can distribute it to classrooms for a mid-morning or afternoon non-reimbursable snack, provide snacks for the nurse to keep on-hand for students that visit their office for various nutritional reasons, or transport items to the high school for their share table. Menu planning should take into consideration the items placed on the share table and perhaps plan items with a greater likelihood to be eaten instead of discarded.

Certification and Benefit Issuance - Plymouth Community School Corp (5485)

126. *Certification: selected applications correctly approved*

Finding 9901: Selected applications correctly approved

Income applications were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.

Corrective Action:

Corrections have been made to certification errors. The SFA must be mindful of all income listed on applications and the frequency in which it is received. No further action is required.

137. *Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document*

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (electronic POS terminal).

Corrective Action:

The SFA is reminded to review eligibility determinations for students after they are transferred to the point of service terminal and compare them to the Direct Certification document to ensure accuracy. If implemented as described, no further action is needed.

SNP Administrative Review Findings**Plymouth Community School Corp (5485)****Program Year 2023****Unpaid Meal Charges and Student Account Balances****Technical Assistance**

The SFA is reminded to pay close attention to students' negative balances. They should be following their charge policy procedures to recoup the funds.

Resource Management Comprehensive Review - Plymouth Community School Corp (5485)**766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio****Finding 9000: Annual Financial Report – Nonprogram Revenue**

The SFA reported a negative amount in revenue for non-program food sales for the previous school year. The FSD discovered that catering fees and a la carte items were not charged correctly, creating a huge deficit. As a reminder, non-program food sales cannot be supported with federal funds. Prices must be set high enough to be self-supporting.

Corrective Action:

The SFA has made necessary adjustments to pricing on all non-program foods such as a la carte sales and caterings. They have used a 5-day reference period from the current school year to show compliance with non-program food sales. Since prices were adjusted prior to the Administrative Review, funds are not required to be restored to the non-profit food service account. No further action is required.

General Program Compliance - Plymouth Community School Corp (5485)**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: policy is lacking measurable goals in the areas of nutrition education, nutrition promotion, physical activity, and other activity.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: develop at least two measurable goals in the above mentioned areas. The SFA has submitted their timeline for completing the Wellness Policy as corrective action. No further action required.

1216. School Nutrition Programs staff met/will meet annual training requirements**Finding 9000: Professional Standards**

The SFA did not retain all training documents and sign in sheets from trainings conducted during the school year. Documents must be maintained to prove trainings occurred and staff have received their required hours of training each year.

Corrective Action:

The SA provided technical assistance while on site as to what the SFA must retain for proof of training. The SFA stated they will retain all documents used in trainings and will have staff sign-in. They will transfer all training hours to their training tracking sheet. If fully implemented as discussed with the SA, no further action is needed.

SNP Administrative Review Findings

Plymouth Community School Corp (5485)

Program Year 2023

Jefferson Elementary School (5961)

611 Berkley St.
Plymouth, IN 46563-1817

Food Service Contact

Ms. Amy Collins
Food Service Director
(574) 936-2001

Month of Review: October 2022

Date of Onsite Review: November 2, 2022

No Assigned Module - Jefferson Elementary School (5961)

1. Jefferson Elementary School

Finding 9000: Meal count not taken at Point of Service for Pre-K

No meal count was taken at the point of service for Pre-K meals. The staff used only the pre-order totals to claim meals.

Corrective Action:

The SFA will describe their new procedure for ensuring a meal count is taken at the point of service for all Pre-K meals. The procedure was provided and if continues to be implemented as approved no further action is necessary.

1. Jefferson Elementary School

Technical Assistance

The SFA is reminded all meals, including Pre-K meals, must be consumed on-site for all students.

Meal Components & Quantities - Jefferson Elementary School (5961)

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

Finding 9000: Alternate Entree Option for Lactose Intolerant Students

The school had an alternate entree option available for students on the day of review. The alternate entree contained a cheese stick. Lactose intolerant students that chose to get the alternate entree were not given an alternative MMA for the cheese stick, it was simply taken off their tray. These students must be provided with alternative MMA to replace the cheese stick.

Corrective Action:

The SFA has replaced the cheese stick with another MMA for those with a lactose intolerance. No further action required.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. No milk alternative was on hand for those with an intolerance.

Corrective Action:

The SFA was able to order a compliant milk alternative while the SA was on-site. No further action is needed.

SNP Administrative Review Findings
Program Year 2023**Plymouth Community School Corp (5485)****General Program Compliance - Jefferson Elementary School (5961)**

1404. *A copy of the written food safety plan is site-specific and available on-site*

Finding 9000: Food Safety Plan

The Food Safety Plan on-site was last revised in 1999. The Food Safety Plan should be a working document that is updated each year with staff, new equipment, and new/updated standard operating procedures.

Corrective Action:

The SFA will update the Food Safety Plan at Jefferson Elementary School. They have submitted the timeline for completion as corrective action. No further action required.

Other Federal Programs - Jefferson Elementary School (5961)

1910. *FFVP: Meal service follow HACCP principles, sanitation standards?*

Finding 9178: Fresh Fruits and Vegetables Program meal service did not follow HACCP principles and applicable sanitation and health standards.

On day of observation, teacher distributing fresh fruit did not follow food safety protocol. Ready-to-eat foods must be served with a serving utensil or with a gloved hand.

Corrective Action:

The SA provided technical assistance while on-site during observation. The kitchen staff will provide gloves to all classrooms and instruct all teachers on proper glove use. No further action required.

SNP Administrative Review Findings

Plymouth Community School Corp (5485)

Program Year 2023

Lincoln Junior High School (5949)

611 Berkley St.
Plymouth, IN 46563-1817

Food Service Contact

Ms. Amy Collins
Food Service Director
(574) 936-2001

Month of Review: October 2022

Date of Onsite Review: November 3, 2022

Meal Components & Quantities - Lincoln Junior High School (5949)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. If juice is substituted for milk, the SFA must have a licensed medical professional's prescriptive note that specifically states juice is to be given in place of milk. Also, no milk alternative was on hand for those with an intolerance.

Corrective Action:

The SFA was able to order a compliant milk alternative while the SA was on-site. The staff will ensure a valid note is on file for any student receiving juice in place of milk. If fully implemented as discussed, no further action is needed.

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

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 line(s).

Corrective Action:

The school has ordered signage for breakfast and lunch while the SA was on-site conducting the review. 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: Crediting on Production Records

Correct crediting for foods served was not recorded on production record as compared to the CN label and product formulation statements. The SFA must ensure the serving size and how it will credit toward meal pattern requirements to be certain they are providing students with a complete reimbursable meal.

Corrective Action:

SFA has submitted five days of production records along with crediting documentation to show all crediting is listed correctly. No further action required.

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

Finding 9000: Production Records

For the week of review, production records were not completed correctly as they did not list specific foods served. They used generic terms like 'fresh fruit'. Menus may contain generic terms but production records must list the specific food served to ensure all meal pattern requirements are met.

Corrective Action:

The SFA has submitted five days of lunch production records that correctly list all foods served. No further action required.

SNP Administrative Review Findings

Plymouth Community School Corp (5485)

Program Year 2023

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period October 2022, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: For all breakfasts during week of review, only 1/2c fruit was served each day. Per program requirements, one cup of fruit must be offered to be compliant. Additionally, all fruit served was in juice form, therefore the school served more than 50% of the fruit offerings in juice form leading to further non-compliance.

Corrective Action:

The SFA has submitted one month of breakfast menus to ensure the meal pattern is met and no more than half of the fruit menued is in juice form. No further action required. However, please be reminded that future findings related to meal pattern non-compliance will result in fiscal action.

Technical Assistance:

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

General Program Compliance - Lincoln Junior High School (5949)

1104. Foods sold to students meet Smart Snacks standards

Technical Assistance: Smart Snacks calculations have not been updated since 2019. Manufacturers routinely adjust pack size which affect nutritional data. The SFA is reminded to review and update Smart Snack calculations for a la carte items yearly to ensure compliance.

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9161: Beverages sold in the school do not meet Smart Snack requirements for the youngest age/grade group enrolled.

The school includes 7-8 grade enrollment. Beverages sold in schools must meet the Smart Snacks standards for the youngest age/grade group enrolled. The school is not in compliance with this requirement. Full sugar Arizona tea and Gatorade were sold. These products are not compliant at any age/grade group as they exceed the calorie limit for beverages.

Corrective Action:

Both beverages were removed from the sales display and the school was able to sell all remaining inventory to the athletic department to be sold after the school day ends. No further action required.

Technical Assistance:

The SFA is reminded to train all staff on Smart Snack requirements and monitor purchases made by site managers.

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. Expired foods were noted in the cooler and dry storage areas. Additionally, foods taken out of their original packaging were not labeled or dated.

Corrective Action:

All expired foods were discarded while the SA was on-site. The staff should routinely monitor expiration dates of all foods to ensure foods are within date. All foods taken out of original packaging were able to be labeled and dated.

No further action required.