Indiana Department of Education

SNP Administrative Review Findings

Portage Township Schools (6550)

Program Year 2023

Portage Township Schools (6550)
6270 US Highway 6
Portage, IN 46368-5057

Food Service Contact
Mrs. Dawn Kelley
Food Service Director
(219) 764-6277
dawn.kelley@portage.k12.in.us

Executive Contact
Mrs. Amanda P Alaniz
Superintendent
(219) 762-6511
amanda.alaniz@portage.k12.in.us

No. of Sites / Reviewed: 11 / 3
Month of Review: March 2023

Commendations

* * - All meals served were reimbursable and meals looked terrific.
- Record keeping and documentation was very well organized and easily accessible for review.
- The SFA went above and beyond to verify applications for cause.

Certification and Benefit Issuance - Portage Township Schools (6550)

133. Direct Certifications were correctly certified

Finding 9000: Direct Certification
Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for reduced meals when they should have been certified for free meals.

Corrective Action:
The SFA has already notified households of their change in benefit status. No further action is necessary.

Aylesworth Elementary School (6857)   **Food Service Contact**

6270 US Highway 6   Ms. Dawn R Kelley
Portage, IN 46368-5057   Food Service Director
                                          (219) 764-6277

Month of Review: March 2023
Date of Onsite Review: April 11, 2023

General Program Compliance - Aylesworth Elementary School (6857)

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance - Buy American Provision

Technical Assistance:
The school had cucumbers that were a product of Mexico. The state agency recognizes that many food products are difficult to acquire at this time, however, please keep in mind that you are using federal tax dollars to purchase these products. Please make every effort to purchase products that are from the United States.

SNP Administrative Review Findings   **Portage Township Schools (6550)**

Program Year 2023

Crisman Elementary School (6861)   **Food Service Contact**

6270 US Highway 6   Ms. Dawn R Kelley
Portage, IN 46368-5057   Food Service Director
          (219) 764-6277

Month of Review: March 2023
Date of Onsite Review: April 12, 2023

No Findings during Site 6861 Review

SNP Administrative Review Findings

Portage Township Schools (6550)

Program Year 2023

Fegely Middle School (6859)

6270 US Highway 6
Portage, IN 46368-5057

Food Service Contact

Ms. Dawn R Kelley
Food Service Director
(219) 764-6277

Month of Review: March 2023
Date of Onsite Review: April 10, 2023

Meal Components & Quantities - Fegely Middle School (6859)

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

Finding 9000: Production Recordkeeping
Production records need to contain the serving size and number of reimbursable meals served. It was not always clear on the production records what the serving size of the item was.

Corrective Action:
The SFA and State Agency have discussed that both serving size and number of reimbursable meals need to be included on the production records. This is understood and no further action is necessary.

Technical Assistance:
Please use our production record webpage for further instructions - https://www.in.gov/doe/files/Food-Production-Record-Instructions-for-Breakfast-and-Lunch.pdf.

General Program Compliance - Fegely Middle School (6859)

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

Corrective Action:
The FSD placed the food safety inspection outside in the cafeteria where it can seen by the public. No further action is necessary.