

SNP Administrative Review Findings

Porter Township Schools (6520)

Program Year 2023

Porter Township Schools (6520)

248 South 500 West
Valparaiso, IN 46385-9642

Food Service Contact

Mrs. Tonia Batesole
Food Service Director
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Executive Contact

Dr. Stacey Schmidt
Superintendent
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No. of Sites / Reviewed: 4 / 1
Month of Review: October 2022

Commendations

- * - The Food Service Director's recordkeeping and documentation was very well organized and easily accessible for review.
- Kitchens were very clean and health inspection reports reflected this.
- At Porter Lakes, staff had a good rapport with students and worked well together.

Technical Assistance

- * - Each day during the month of review, there were apple slices served for breakfast. The State Agency always recommends keeping menus up to date with seasonal items and plenty of variety.
- There were no alternate meals served at Porter Lakes Elementary School. The State Agency recommends providing at least one alternative option to the lunch menu so children have a choice and greater chance of consuming the meal.

General Program Compliance - Porter Township Schools (6520)

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

Technical Assistance - Nondiscrimination statement

Technical Assistance:

The short version of the nondiscrimination statement is incorrect on program materials. The short statement on all program materials should be "This institution is an equal opportunity provider."

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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Standard Operating Procedures.

Corrective Action:

The SFA is required to provide the State Agency with an updated version of the food safety plan for approval.

Updated food safety plan was provided to the SA on 11/14/2022; the plan is compliant, and no further action is necessary.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 9009: SFSP & SBP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures.

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248 South 500 West
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Mrs. Tonia Batesole
Food Service Director
(219) 306-8600

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Meal Components & Quantities - Porter Lake Elementary School (6840)

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

Finding 9000: Production Record Keeping

It is a requirement that "total purchase units of food prepared" to be included on the daily production record. This is currently left off the SFA's production record.

Corrective Action:

The SFA will make an adjustment to their production record to include "total purchase units of food prepared". Please send a copy of the updated production record to the state agency.

The SA reviewed the SFA's updated production record on 11/4/2022 and it is compliant. No further action is necessary.