

SNP Administrative Review Findings
Program Year 2023

Prairie Heights Community Schools (4515)

Prairie Heights Community Schools (4515)
0305 S 1150 E
Lagrange, IN 46761-9301

Food Service Contact
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Executive Contact
Mr. Jeff Reed
Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: March 2023

Commendations

- * Kitchens were clean and staff were personable, well-trained, and performed their duties with a great attitude. Batch cooking was taking place, which allows for a fresher meal for students.
- * Files were organized for the review. Staff were willing to work with reviewers to correct what they were able to correct on site.

Technical Assistance

- * Consideration should be given during menu planning to provide a wider variety of fresh and canned fruits for breakfast instead of always serving a dried fruit and juice.
- * It is highly recommend that all staff members complete weight versus volume training in Moodle. The serving size utensil for 2 oz. of meat does not meet the weight of 2 oz.

Certification and Benefit Issuance - Prairie Heights Community Schools (4515)

140. Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates

Finding 9032: Direct Certification – updates to Benefits Issuance documents not made accurately and/or timely upon receipt of DC updates

The SFA did not make timely and accurate changes to the benefit issuance documents upon receipt of direct certification updates if the student was already receiving free benefits based on an application.

Corrective Action:

Moving forward staff will ensure that the application information will be changed to DC upon the download date. If implemented as discussed, no further action required.

Technical Assistance:

The reviewer discussed with the new food service director that once a free application approved student is found on the Direct Certification list, they need to change the benefit to DC.

Verification - Prairie Heights Community Schools (4515)

208. Documentation demonstrates a confirmation review was conducted and required procedures were followed

Finding 9037: Confirmation review not conducted as required.

Documentation demonstrating that a confirmation review took place was not on file at the SFA. One application pulled for verification for cause was not confirmed by a second staff member.

Corrective Action:

The reviewer discussed with the CFO/past FSD that all applications pulled for verification or verification for cause needs to have confirmation procedure completed. It was agreed that they will ensure that procedure is completed next school year. If implemented as discussed, no further action required.

Technical Assistance:

The reviewer discussed with the CFO/past FSD that all applications pulled for verification or verification for cause needs to have confirmation procedure completed.

SNP Administrative Review Findings
*Program Year 2023***Prairie Heights Community Schools (4515)****General Program Compliance - Prairie Heights Community Schools (4515)**

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Finding 9000: Non-compliant product

The 16 oz. milk served in the vending machine at the high school does not meet Smart Snack compliance.

Corrective Action:

The staff agreed to remove the 16 oz. milk cartons from the vending machine. The start of next school year, they will purchase the required 12 oz. cartons. If implemented as discussed, no further action required.

Technical Assistance:

The reviewer discussed with the new food service director that all foods sold on campus must meet the SMART Snack requirements. Further guidance may be found on our website at <https://www.in.gov/doi/nutrition/smart-snacks-in-schools/>.

1213. New School Nutrition Programs Director met food safety certification training requirements

Finding 9000: Food Safety Certificate expired

The current Food Safety Certification has expired.

Corrective Action:

The new food service director was scheduled to take the test and became ill. The food service director has requested a proctor to administer the test as soon as possible. If implemented as discussed, no further action required.

SNP Administrative Review Findings**Prairie Heights Community Schools (4515)****Program Year 2023****Prairie Heights Elementary (3686)**

0305 S 1150 E
Lagrange, IN 46761-9301

Food Service Contact

Mrs. Gail Maas
Manager
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Month of Review: March 2023

Date of Onsite Review: April 12, 2023

General Program Compliance - Prairie Heights Elementary (3686)

901. *On-site monitoring review(s) were completed prior to February 1*

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension. The reviewer also reviewed her own kitchen.

Corrective Action:

The reviewer discussed the correct procedure with the new food service director. Next year the task will be completed before January. Another person will review the high school. If implemented as discussed, no further action required.

Technical Assistance:

Discussed the correct procedure with the new food service director. All sites need to be reviewed by February 1 and the monitor may not review a school they normal work in during the day.