

SNP Administrative Review Findings**Randolph Eastern School Corp (6835)***Program Year 2022***Randolph Eastern School Corp (6835)**

731 N. Plum St.
Union City, IN 47390-1029

Food Service Contact

Mrs. Trella Horn
Cafeteria Manager
(765) 964-4840

Executive Contact

Mr. Aaron Black
Superintendent
(765) 964-4994

No. of Sites / Reviewed: 2 / 1
Month of Review: October 2021

Commendations

The food service department has done a terrific job managing the Child Nutrition Programs during the covid pandemic. With staffing and food shortages, changing of programs and USDA Requirements, the staff are commended for all their good work in keeping the community children fed during this difficult time.

As for the administrative review, the food service director was very well prepared, organized, and willing to schedule the review early in the school year. She kept with the review time schedule and completed all her assigned tasks making the process less difficult once the field specialist arrived on-site.

Meal Counting & Claiming - Randolph Eastern School Corp (6835)

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

Finding 9000: Alternative Point of Service not documenting counts where the student receives the meal

USDA requires meal counts to be taken at the place where the student receives the meal. Because a group of students are not allowed to come into the cafeteria, meals are delivered to them. The meal count for these students is not taken at the point of service.

Corrective Action:

During the on-site review, a new procedure was put in place for this group of students. A clipboard with a daily count sheet attached will be placed on the food cart for the meal count to be documented at the point of service.

NO FURTHER CORRECTIVE ACTION REQUIRED

Technical Assistance:

Technical assistance was conducted on this specific finding while on-site. As a reminder, while students can be required to eat in a different location or even at a different time, they must be given the same choices in menu selection as all other students. Food or the withholding of certain foods cannot be used as punishment for schools participating in USDA Child Nutrition Programs.

General Program Compliance - Randolph Eastern School Corp (6835)

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

Finding 9000: Snacks Sold at the Teepee Snack Shop do not meet Smart Snacks Requirements *Repeat Finding

During the on-site observation of the Teepee Snack Shop, it was noted that beverages sold to the middle school students do not meet the Smart Snack guidelines. Smart Snacks regulations became effective July 1, 2014. Under these regulations, there are nutrient standards that must be followed for all foods sold to students in schools, not just the cafeteria. The SFA should be advised that per the Indiana Smart Snacks fundraiser policy, there is a limit of 2 non-compliant fundraisers per school building per year. SFAs are required to have a person assigned to oversee and a process in place to ensure that limit is not exceeded at each site.

All food and beverages sold in any school building during the school day by any organization must be run through the Healthier Generation calculator. The calculator and additional information on the Smart Snacks regulations can be found on our website: <https://www.in.gov/doe/nutrition/smart-snacks-in-schools/>. The documentation showing compliance must be printed out and retained as part of the Smart Snack compliance protocol.

Corrective Action:

It is the School Food Authority's responsibility to ensure that Smart Snacks compliance is enforced. A person from the school corporation should be designated as the Smart Snacks compliance officer and should enter, organize, and retain product compliance records from the calculator as proof of compliance. The designated person should also approve and track any

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non-exempt fundraisers to ensure that only two are held per year per school. As a part of the corrective action, please provide the name of the designated Smart Snacks compliance officer as well as written procedures organizations must follow for selling food to students during the school day. In your corrective action, please designate where the records regarding Smart Snacks compliance will be stored, keeping in mind that all records supporting USDA Child Nutrition Program compliance must be stored for a minimum of 3 years plus the current year. As a result of this repeat finding, we are required to withhold payments for claim reimbursements until corrective action is received and ongoing compliance is demonstrated.

Technical Assistance:

Technical assistance was conducted with the food service director while on-site.

SNP Administrative Review Findings

Randolph Eastern School Corp (6835)

Program Year 2022

Union City Community Jr.-Sr. High School (7161)
731 N. Plum St.
Union City, IN 47390-1029

Food Service Contact
Mrs. Trella Horn
Cafeteria Manager
(765) 964-4840

Month of Review: October 2021

Date of Onsite Review: November 16, 2021

Meal Components & Quantities - Union City Community Jr.-Sr. High School (7161)

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

Finding 9000: Insufficient Grains Served at Breakfast for the Review Week

While the breakfast daily grain requirement was met, an insufficient amount of grain was served for the week of review. Due to the meal pattern requirements, a minimum of one ounce of grain is required daily, but over the course of the week a minimum of 9 ounces of grain must be offered. This requires the menu planner to add an extra grain on some days. Keep in mind there is no maximum grain requirement if the planned menus are within the calorie requirements.

Corrective Action:

The planned menus were checked by the State Agency during the review and, if necessary, corrected to ensure all breakfast weeks had a minimum of nine grain servings. In the future, planned menus should include at least nine grain equivalent ounces for breakfast each week. **NO FURTHER CORRECTIVE ACTION REQUIRED**

Technical Assistance:

Technical assistance was conducted on this specific finding while on-site.

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

Finding 9000: Planned lunch menus were missing starchy vegetables.

An evaluation of lunch menus for a week during the month of review revealed that starchy vegetable subgroup was missing.

Corrective Action:

While on-site the planned menus were checked and, when necessary, corrected to ensure all lunch weeks had all the vegetable subgroups. In the future, the menu planner will have a second assessment to ensure all vegetable subgroups are planned each week.

NO FURTHER CORRECTIVE ACTION REQUIRED

Technical Assistance:

Technical assistance was provided by the State Agency for this specific finding during the review.

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

Finding 9000: Production Records missing required information.

Computerized productions records are being used that do not always document all the required details.

Corrective Action:

While on-site the food service director changed back to the State Agency production records. The computerized ones will not be used. **NO FURTHER CORRECTIVE ACTION REQUIRED**

Technical Assistance was conducted on this specific finding while on-site.