



SNP Administrative Review Findings

Rensselaer Central School Corp (3815)

Program Year 2024

Rensselaer Central School Corp (3815)

900 East Washington Street  
Rensselaer, IN 47978-2945

Food Service Contact

Mrs. Lori Zeider  
Food Service Director  
(219) 866-7822  
lori.zeider@rcsc.k12.in.us

Executive Contact

Mr. Curt Craig  
Superintendent  
(219) 866-8360  
curt.craig@rcsc.k12.in.us

No. of Sites / Reviewed: 5 / 1  
Month of Review: December 2023

Commendations

- \* The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff were available to learn throughout the day while the review was conducted. This allowed the review to be completed quickly. A wonderful variety of fresh fruits and vegetables, including a daily salad bar, was served to students at Rensselaer Middle School.

General Program Compliance - Rensselaer Central School Corp (3815)

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:**

As corrective action, the FSD will select and include standard operating procedures to the food safety plan. Provide a copy to the state agency when completed. The sponsor has provided corrective action. **Additional response is not required.**

**SNP Administrative Review Findings**

**Rensselaer Central School Corp (3815)**

**Program Year 2024**

**Rensselaer Middle School (3221)**

900 East Washington Street  
Rensselaer, IN 47978-2945

**Food Service Contact**

Stephanie Brook  
Head Cook  
(219) 866-4661

Month of Review: December 2023

Date of Onsite Review: January 24, 2024

**Meal Components & Quantities - Rensselaer Middle School (3221)**

*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 one week during the Review Period 12/4/2023 - 12/8/2023, some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served. There were not two variety of milks offered on 12/8/2023.

**Corrective Action:**

The kitchen manager and FSD have confirmed that two varieties of milk will be offered every day. Production records for one week have been submitted showing the milk variety requirement has been met. **This corrective action is sufficient and no further action is necessary.**

**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 10139: Production Records**

The following issues were noted with production records: The production record format did not include all required information. The production records did not correctly document the total purchase units or the total number of servings.

**Corrective Action:**

As corrective action, completed lunch production records for one week must be submitted to the State Agency. **The sponsor has provided the requested corrective action. Additional response is not required.**

**General Program Compliance - Rensselaer Middle School (3221)**

*811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits*

**Technical Assistance - And Justice for All Poster**

The "And Justice for All" poster is an outdated copy. The FSD has more up to date forms in her office and will supply two of them to the middle school for display.

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. Temperature is not appropriately maintained for walk-in freezer as it regularly has temperatures above zero degrees Fahrenheit. There is also a clogged drain behind the walk-in freezer.

**Corrective Action:**

The FSD will reach out to the maintenance department to take charge of the repair for the freezer and drain. **This corrective action is sufficient and no further action is necessary.**

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

**Finding 9000: Buy American Provision**

Review of agricultural food components indicates violations of the Buy American provision. Grapes found in storage were a product of Peru and cucumbers were a product of Mexico. Documentation was not available to determine if domestic alternatives were considered or exceptions were granted.

**Corrective Action:**

As corrective action, the FSD has reached out to the food distributor to ensure all future deliveries are products from the United States. **The sponsor has provided corrective action. Additional response is not required.**

**Technical Assistance:**

If a kitchen manager receives a delivery with product not from the United States and they have available substitutions, the products can be sent back to the distributor.