

**SNP Administrative Review Findings****Richmond Community Schools (8385)****Program Year 2022****Richmond Community Schools (8385)**

300 Hub Etchinson Parkway  
Richmond, IN 47374-5398

**Food Service Contact**

Mrs. Melissa Swafford  
Executive Assistant of Finance  
(765) 973-3406

**Executive Contact**

Mr. Curtis Wright  
Superintendent  
(765) 973-3335

No. of Sites / Reviewed: 11 / 3  
Month of Review: December 2021

FSMC: Chartwells

**Richmond Community Schools (8385)****Lunch Menu Certification****Finding: Lunch Menu Certification Worksheets**

The lunch menu certification worksheets for all three selected review schools (Fairview Elementary, Richmond Senior High School, and Youth Services) were not able to be completed by the reviewer due to the required nutritional documentation not being all readily available and organized. Therefore, the meal compliance of lunches served for the review period could not be validated.

**Corrective Action:**

As part of a corrective action plan, reference the Menu Certification Instructions discussed during the training and organize five separate folders for each of the three schools. Once these are organized and double checked for accuracy, contact your field specialist for pick up. As a reminder, if the lunches are still not able to be validated from the provided documentation, reimbursement payments could be placed on hold until sufficient evidence of meal pattern compliance is demonstrated and/or steps could be taken to terminate the menu certification award.

**Technical Assistance:**

Training on this requirement was held this past summer by your field specialist and attended by Robert Horan.

**Resource Management Comprehensive Review - Richmond Community Schools (8385)****Nonprogram Revenue and Food Cost Ratio****Finding: Revenue vs. Food Cost**

In your resource management review, the food non program revenue was found to be less than the nonprogram food cost. School nutrition programs cannot support a la carte, adult meals, or catering sales. The cost of providing these additional items must fully be recovered by charging a percentage that is greater than or equal to the ratio of program revenue/program costs. If the numbers provided by the SFA are accurate, there must be an increase in the prices of a la carte items and catering.

**Corrective Action:**

Describe the additional steps to sufficiently increase nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the food cost exceeding the revenue within your SFA.

SNP Administrative Review Findings

Richmond Community Schools (8385)

Program Year 2022

**Fairview Elementary (9017)**

300 Hub Etchinson Parkway  
Richmond, IN 47374-5398

**Food Service Contact**

Mrs. Melissa Swafford  
Executive Assistant of Finance  
(765) 973-3406

Month of Review: December 2021

Date of Onsite Review: January 12, 2022

**No Assigned Module - Fairview Elementary (9017)**

*CACFP Serving Sizes or Production Records*

**Finding: CACFP Serving Sizes or Production Records**

No CACFP serving sizes or production records were available for the preschooler breakfasts or lunches for the month of review.

**Corrective Action:**

In preparation of the 2022 AR, FSMC staff recognized that the site was not following the CACFP meal pattern nor completing production records and documenting serving sizes for the preschoolers who are not co-mingled with any upper grades. While this was corrected prior to the date of the onsite review, documents were not available for the review month. If the process put in place continues, no further corrective action is required.

**Meal Components & Quantities - Fairview Elementary (9017)**

*Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Finding: Insufficient Grains Offered for Breakfast During the Onsite Visit Week of January 10, 2022**

The breakfast grain ounces offered throughout the onsite observation week only totaled six ounces. Grades K-5 are to be offered at least seven grain ounces or, if utilizing the grades K-12 Breakfast Meal Pattern Guidelines nine would be required, over the course of the week. The menu planner must keep in mind that in planning menus, the daily and weekly minimum requirements must be considered for all components, but in this particular instance, it is the grains for breakfast.

**Corrective Action:**

Confirm in your corrective action plan that in the future at least seven grain ounces will be offered during breakfast for all students grades K-5. Provide documentation on the menu changes that will be implemented.

**Technical Assistance:**

Technical assistance was conducted on this finding.

*Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines*

**Finding: Milk substitutions on Day of Review not allowable.**

Food service staff had planned to serve one student with a milk allergy a cheese stick instead of milk.

**Corrective Action:**

If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute, and if a student has a disability, it is no longer allowable to require the student to decline the milk under offer versus serve. The SFA must provide an acceptable substitute. The substitute must be nutritionally equivalent to cow's milk. A list of these milk can be found at <https://www.in.gov/doe/nutrition/special-dietary-needs/>. In your corrective action plan, confirm that all staff have been trained on this requirement and these guidelines will be followed.

**Technical Assistance:**

Technical assistance was conducted on this finding.

**SNP Administrative Review Findings**  
*Program Year 2022*

**Richmond Community Schools (8385)**

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

**Finding: Weekly Breakfast Grains were Insufficient for the Menu Certification**

The breakfast grain ounces for the weekly meal pattern requirements were insufficient for the week submitted for menu certification. Out of the minimum seven ounces requirement for the grades K-5 Breakfast Meal Pattern or if utilizing the grades K-12 Breakfast Meal Pattern Guidelines, then nine would be required only six were served.

**Corrective Action:**

Confirm that in the future, at least seven grain ounces will be offered during breakfast to students in grades K-5 or if utilizing the grades K-12 Breakfast Meal Pattern Guidelines, then nine would be required.

**Technical Assistance:**

Technical assistance was conducted on this finding.

**SNP Administrative Review Findings**

**Richmond Community Schools (8385)**

*Program Year 2022*

**Richmond Senior High School (8993)**

300 Hub Etchinson Parkway  
Richmond, IN 47374-5398

**Food Service Contact**

Mrs. Melissa Swafford  
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(765) 973-3406

Month of Review: December 2021

Date of Onsite Review: January 11, 2022

**Meal Components & Quantities - Richmond Senior High School (8993)**

*Day of Review- all meals observed and counted for reimbursement contained all the required meal components*

**Finding: Infinite Amounts of Condiments Allowed**

During the lunch observation, the field specialist observed many students serving themselves very large amounts of condiments. This practice increases calorie intake and should be limited in some way as the condiments served must be included in the menu certification worksheets calorie calculations. Condiments may sometime be empty calories, contribute to food costs, and while they help foods taste more palatable, should be controlled for reasonable usage.

**Corrective Action:**

Describe the new practice implemented that will limit the amounts of condiments contributing to student daily intake of calories.

**Technical Assistance:**

Technical assistance was conducted on this finding.

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

**Finding: Standardized Recipes Without Crediting Information**

The standardized recipes do not indicate how the recipe contributes to the meal pattern guidelines.

**Corrective Action:**

Confirm that in the future all standardized recipes have documentation showing how the recipe contributes to the meal pattern guidelines. Submit an example of an updated standardized recipe as an example of compliance.

**Technical Assistance:**

Technical assistance was conducted on this finding.

**General Program Compliance - Richmond Senior High School (8993)**

*The most recent food safety inspection report is posted in a publicly visible location*

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

**Corrective Action:**

Once the food service staff were notified about this requirement, it was corrected. Confirm that all schools have been trained that the most recent food safety inspection report is posted in a publicly visible location.

**Technical Assistance:**

Technical assistance was conducted on this finding.

**SNP Administrative Review Findings****Richmond Community Schools (8385)***Program Year 2022***Youth Services (9056)**300 Hub Etchinson Parkway  
Richmond, IN 47374-5398**Food Service Contact**Mrs. Melissa Swafford  
Executive Assistant of Finance  
(765) 973-3406

Month of Review: December 2021

Date of Onsite Review: January 14, 2022

**Meal Components & Quantities - Youth Services (9056)***Day of Review-Student Milk Disabilities***Finding: Milk Disability**

Staff were unaware of the correct guidelines for students with a milk disability. Currently, requiring a medical statement and/or having students decline milk were the options.

**Corrective Action:**

If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute, and if a student has a disability, it is no longer allowable to require the student to decline the milk under offer versus serve. The SFA must provide a substitute. The substitute must be nutritionally equivalent to cow's milk. A list of these milk can be found at <https://www.in.gov/doi/nutrition/special-dietary-needs/>. In your corrective action plan, confirm that all staff have been trained on this requirement and these guidelines will be followed.

**Technical Assistance:**

Technical assistance was conducted on this finding.

*Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served***Finding: Serving Multiple Age/Grade Groups**

All three grade group meal pattern guidelines are not being recognized and documented. Since this is a K-12 school, menu planners must take into consideration the different grade group meal pattern requirements.

**Corrective Action:**

Confirm that menus will be planned to take into consideration all three grade groups for this K-12 Grade School. Provide an example of menu planning that incorporates the differences between the grade group requirements.

**Technical Assistance:**

Technical assistance was conducted on this finding.

**SNP Administrative Review Findings**  
*Program Year 2022*

**Richmond Community Schools (8385)**

**General Program Compliance - Youth Services (9056)**

*A copy of the written food safety plan on-site*

**Finding: Food Safety Plan**

A copy of the written food safety plan was available at the reviewed school, but the food service staff were unsure exactly that was being requested. This document should be familiar to all staff, updated annually, and referred to often.

**Corrective Action:**

Confirm that all staff have been trained on the written food safety plan and designate a place in each kitchen on where it is to be located for easy reference. The food safety plan provides written confirmation that staff have been trained on HACCP processes.

**Technical Assistance:**

Technical assistance was conducted on this finding.