

SNP Administrative Review Findings

Rochester Community School Corp (2645)

Program Year 2023

Rochester Community School Corp (2645)

690 Zebra Lane
Rochester, IN 46975-1350

Food Service Contact

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Executive Contact

Mrs. Jana Vance
Superintendent
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No. of Sites / Reviewed: 4 / 1
Month of Review: January 2023

Commendations

- * Meal service at Columbia Elementary School was flawless on day of review for breakfast, lunch, and after school snack. The staff work well together and have great rapport with the students.

Technical Assistance

- * The Charge Policy is in the process of being updated and awaiting school board approval. If approved as proposed, the Charge Policy will meet all requirements.
- * The SFA is reminded to be aware of costs. During a review of invoices for the month of January, the SA discovered food service was spending a large amount of money for laundry services. The SA proposed purchasing washer and dryer units for the kitchen and keeping linens in-house. Additionally, a seasonal item was purchased without comparing prices elsewhere. The SFA should always research pricing before making one-time purchases.
- * The SFA currently utilizes a 3 week cycle menu. It would be beneficial to move to a 5 or 6 week cycle menu as it would not be quite as repetitive.
- * If the SFA records changes on an income application for a household, documentation must be included containing: who they spoke to, what needs adjusted, the date of communication, and if the changes warrant an eligibility adjustment. It should be initialed and dated by the school employee as well.

Certification and Benefit Issuance - Rochester Community School Corp (2645)

128. Correct conversion factors used for applications with more than one income frequency

Finding 9000: Income Application Processing

When only one income frequency is listed on the income application, the SFA must not convert to yearly. The application must be processed using the frequency listed.

Corrective Action:

The SA provided technical assistance while on-site during review. The SFA understands the importance of processing applications using correct frequency guidelines. If changes are implemented as discussed, no further action is needed.

Technical Assistance:

The SFA must complete the application processing training in Moodle to ensure they process applications correctly.

General Program Compliance - Rochester Community School Corp (2645)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: policy contains outdated language and lacks measurable goals for nutrition promotion, nutrition education, physical activity, and other school based activities that promote student wellness.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: policy must be updated with current language. Also, two measurable goals must be added for each of the areas listed above. The SFA will submit the necessary changes as corrective action.

SNP Administrative Review Findings
*Program Year 2023***Rochester Community School Corp (2645)**

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

Finding 9000: School Breakfast Program Outreach

SFA did not conduct any outreach for the School Breakfast Program thus far for the 2022-2023 school year. Outreach must be conducted twice per year, one of these must be at the beginning of the school year.

Corrective Action:

The SA provided technical assistance how to conduct outreach for SBP. The SFA will include a flyer at orientation in the fall and then after the spring semester begins, they will send out an email blast to all households notifying them of the availability of school breakfast. As corrective action, they will submit a copy of the email that will be sent to all households regarding SBP availability.

SNP Administrative Review Findings

Rochester Community School Corp (2645)

Program Year 2023

Columbia Elementary School (2181)

690 Zebra Lane
Rochester, IN 46975-1350

Food Service Contact

Mrs. Dena Lahman
Food Service Manager
(574) 223-2501

Month of Review: January 2023

Date of Onsite Review: March 1, 2023

Meal Components & Quantities - Columbia Elementary School (2181)

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

Finding 9000: Crediting on Production Records

Crediting recorded on production records during the week of review was incorrect. Starchy vegetables were listed as Other vegetable. Also, serving size of some foods were incorrectly recorded using weight instead of measurement.

Corrective Action:

The SFA will complete weights vs. measures training in Moodle and submit their training certificate as corrective action.

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 1 week during the Review Period January 2023, some meals served during the week reviewed did not meet the appropriate daily meal pattern requirements for the age/grade group being served. Meals containing insufficient meal components during the week reviewed: lunch Monday and lunch Thursday. Only 1/2c vegetable was served. 3/4c is the required serving size when offer vs. serve is not utilized.

Corrective Action:

The SFA will create a lunch menu that contains a minimum of 3/4c vegetable daily. They will retrain staff to ensure they understand 3/4c is the minimum that must be served for a fully reimbursable meal.

The SFA will submit five days of lunch production records to show a minimum of 3/4c vegetable was served daily.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Columbia Elementary School (2181)

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Expired foods were found in the walk-in cooler. Also, the backside of pass-thru warmer handles were dirty.

Corrective Action:

The kitchen manager was able to discard the expired foods immediately and pass-thru warmer handles were cleaned at the end of lunch meal service on the day of observation. Staff have added handle cleaning to their daily cleaning list. The sponsor corrected the issue immediately. No further action is required.