

**SNP Administrative Review Findings****School City of Whiting (4760)***Program Year 2020***School City of Whiting (4760)**1500 Center Street  
Whiting, IN 46394-1307**Food Service Contact**Mrs. Christine A Lerma  
Food Service Director  
(219) 473-0961**Executive Contact**Mrs. Cynthia Scroggins  
Superintendent  
(219) 659-0656No. of Sites / Reviewed: 4 / 1  
Month of Review: January 2020**Certification and Benefit Issuance - School City of Whiting (4760)***126. Certification: selected applications correctly approved***Finding 9017: Correct implementation of application approval process**

The application approval process is not implemented correctly. There were two applications approved incorrectly due to conversion factors not being used correctly.

**Corrective Action:**

The SFA will send a letter to the household notifying them of their change in meal benefit status, and provide this to the state agency.

The SFA has provided the letters to the state agency as of February 11, 2020; no further action is necessary.

*128. Correct conversion factors used for applications with more than one income frequency***Finding 9019: Incorrect conversion factors used when processing applications**

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12.

**Corrective Action:**

The SFA and state agency have discussed that it is necessary to use the correct conversion factors when more than one income is listed on the application. The SFA understands this and no further action is necessary.

**General Program Compliance - School City of Whiting (4760)***1400. The written food safety plan contains required elements and a copy is available at each school***Finding 9143: A copy of the written food safety plan is not available at each school.**

A food safety plan with standard operating procedures is a program requirement and must be kept in the kitchen of your schools.

**Corrective Action:**

The SFA will create a food safety plan with standard operating procedures and provide it to the state agency for review.

The SFA provided this to the state agency of February 13, 2020, and no further action is required.

**Technical Assistance:**

Please use our food safety plan template and select standard operating procedures that are best suited for your food operation. Everything can be found on our food safety web page located here - <https://www.doe.in.gov/nutrition/food-safety>

**SNP Administrative Review Findings**

**School City of Whiting (4760)**

*Program Year 2020*

**Nathan Hale Elementary (4361)**

1500 Center Street  
Whiting, IN 46394-1307

**Food Service Contact**

Mrs. Christine A Lerma  
Food Service Director  
(219) 473-0961

Month of Review: January 2020

Date of Onsite Review: February 10, 2020

**Meal Components & Quantities - Nathan Hale Elementary (4361)**

*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 13 - 17, 2020, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: On January 13, there were 185 meals served only 0.75 oz of grain instead of the required 1 oz.

**Corrective Action:**

The SFA and state agency have discussed that all K-5 students must be offered a minimum of 1 oz grain with every meal.

The SFA has provided an alternative whole grain option which meets the minimum requirement; no further action is necessary.

**Technical Assistance:**

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