

**SNP Administrative Review Findings**

**Shoals Community School Corp (5520)**

**Program Year 2023**

**Shoals Community School Corp (5520)**

11741 Ironton Road  
Shoals, IN 47581-7732

**Food Service Contact**

Ms. Tammy Cooper  
Food Director  
(812) 247-2060  
tammy.cooper@shoals.k12.in.us

**Executive Contact**

Ms. Kindra Hovis  
Superintendent  
(812) 247-2060  
hovisk@shoals.k12.in.us

No. of Sites / Reviewed: 2 / 1  
Month of Review: February 2023

**Commendations**

- \* The staff worked well together and expressed an interest in learning the program requirements to run a successful program.
- \* A nice variety of fresh vegetables were available on the day of review.
- \* The food service director did a great job with professional standard hours tracking for the food service staff. The training completed this year is related to the food service daily job responsibility.

**Technical Assistance**

- \* While the Administrative Review for School Nutrition programs has been conducted, the 2022 Annual Financial Report will be reviewed and approved separately. This report could be amended if corrective action is required for the AFR.

**Meal Counting & Claiming - Shoals Community School Corp (5520)**

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

**Finding 9000: Enforcement of Charging Procedures**

During the onsite review, it was observed that food service cashiers are not enforcing the charging procedures. The school corporation participates district-wide in the community eligibility provision. However, the schools serve adult meals and ala carte items. The food service staff allows adults and students to charge items without having cash on hand or money in the prepaid account, which does not align with the charging procedures.

**Corrective Action:**

The charging procedures need to be reviewed with the food service staff. It is recommended that the charging procedures be provided to households and staff members before re-implementation. Additionally, the SFA should review bad/uncollectable debt to begin steps of restoration from a non-federal source. For corrective action, please provide what measures have been taken to enforce charging procedures and bad/uncollectable debt.

**Resource Management Comprehensive Review - Shoals Community School Corp (5520)**

*766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio*

**Finding 9000: Assessment of Nonprogram Revenue/Cost Ratio**

The SFA did not assess its compliance with the revenue from nonprogram foods requirements 7 CFR 210.14(f).

**Corrective Action:**

The SFA must assess compliance with the revenue from nonprogram foods. For corrective action, the SFA must complete the 5-day reference period using the nonprogram food revenue tool. Please submit the nonprogram revenue tool with documentation to support the figures used.

**Technical Assistance:**

The reviewer provided the food service director with the USDA memo SP20-2016 explaining the reference period with a 5-day revenue tool.

**SNP Administrative Review Findings****Shoals Community School Corp (5520)****Program Year 2023****Shoals Community M.S & H.S. (5985)**

11741 Ironton Road  
Shoals, IN 47581-7732

**Food Service Contact**

Mrs. Melissa Grogan  
Assistant Kitchen Manager  
(812) 247-2060

Month of Review: February 2023

Date of Onsite Review: March 13, 2023

**Meal Counting & Claiming - Shoals Community M.S & H.S. (5985)**

*324. Review Period- there were no questionable patterns in the reported meal counts by category*

**Finding 9000: Reporting for Claims**

The monthly edit check claim report shows fewer meals than what was submitted to the State Agency for reimbursement. However, when the edit check was compared to the monthly daily activity report, the number of meals served was higher on the activity report than the claim edit check report. The food service director contacted the software company to note the difference. It was communicated that some students had been added as non-student during enrollment, causing the monthly claim report to show fewer meals. The food service director pulled student transaction history for the difference in meals for lunch. However, the breakfast claim could not be validated during the onsite review.

**Corrective Action:**

The reports to submit the monthly claim reimbursement to the State Agency must be accurate. The SFA must work with the software company to fix all student coding to count the first meals served as eligible for claims, which should be reported on the monthly reimbursement claim report. In the meantime, the SFA must compare the daily sales activity to the monthly reimbursement claim report to ensure the reports match. Any different day will require the issue to be identified with detailed information to support the difference. For corrective action, please explain what updates have occurred to ensure accurate claim reporting. Additionally, please provide documentation to support the breakfast February 2023 claim.

**Technical Assistance:**

During the onsite review, the reviewer provided the monthly edit check that could be used locally.

**Meal Components & Quantities - Shoals Community M.S & H.S. (5985)**

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

**Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review: Meat sauce for spaghetti was insufficient in the daily compliance for 6-8 and 9-12 grade groupings.

**Corrective Action:**

During the onsite review, the food service staff added 1.5oz creditable cheese to the spaghetti entree to meet the daily meat/meat alternate requirement. In addition, the reviewer provided resources for standardized recipes for the food service staff to use daily to help with menu preparation. Therefore, additional corrective action is not required.

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9000: Food Production Records**

Production Records are not completed thoroughly. Production Records must be completed on the day of service in full.

- Total purchase units of food preparation are not completed consistently.
- The breakdown of # served is not completed consistently.
- All items prepared and served are not documented.

**Corrective Action:**

The food service staff must complete the Food Production Records course on the Moodle platform for corrective action. Please submit the training certificate of completion to the field specialist. Additionally, please provide two weeks of completed production records.

410. Review Period- planned menu quantities meet the meal pattern requirements

**Finding 9076: Planned menus served during the Review month do not meet portion size/quantity requirements.**

**\*Repeat Finding**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in daily and weekly serving sizes.

- Breakfast- Fruit served on one day was 1/2 cup resulting in a disallowance of 32 meals.
- Lunch- Insufficient weekly subgroup for Bean/Peas (legume) for 6-12 and insufficient M/MA for 9-12 (soft taco entree), resulting in a disallowance of 197 meals.

**Corrective Action:**

The reviewer provided technical assistance to the food service director and head cooks regarding menu planning, grade group requirements, crediting, and standardized recipes.

For Corrective Action, please complete the following:

1. All recipes are required to be standardized. Please include one menu cycle week of recipes.
2. Please explain how each menu insufficiency has been addressed.
3. The menu planner and head cooks must complete the Meal Patterns course in ICN Learn. Please submit the post-tests and training certificates to show the completion of the training.

**Dietary Specifications - Shoals Community M.S & H.S. (5985)**

603. Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool

**Technical Assistance- Cafeteria Environment and Efficiency**

The lunchroom atmosphere behavioral economics has benefits in improving student satisfaction, engaging school nutrition staff, increasing participation, and being easy to implement. To learn more about smarter lunchroom strategies, please visit <https://healthy-food-choices-in-schools.extension.org/the-60-strategies-of-the-smarter-lunchrooms-scorecard/>. Below are some suggestions to help with kitchen efficiency.

- Utilizing the milk cooler by having the students reach in to select milk options is highly recommended to increase line speed and eliminate an additional task for servers.
- Instead of pre-bagging or cupping fresh produce and canned fruit, place the items in a shotgun pan with an appropriate serving utensil to have the students portion themselves. This option will provide extra time for kitchen staff during preparation. However, please check with the local health department to see if this would be allowed before implementation.
- The Institute of Child Nutrition has great resources that can help with line setup, marketing, and communications.

**General Program Compliance - Shoals Community M.S & H.S. (5985)**

901. Onsite monitoring review(s) were completed prior to February 1

**Technical Assistance- Onsite Reviews**

The school did not complete the onsite reviews by February 1. It is highly recommended the onsite reviews be conducted during the first few months of school to ensure compliance with the completion deadlines.

1104. Foods sold to students meet Smart Snacks standards

**Finding 9000: Coffee Shop**

The LEA has recently opened a coffee shop for high school students to purchase food and drinks after the school day has

**SNP Administrative Review Findings****Shoals Community School Corp (5520)****Program Year 2023**

started. While some items comply with the smart snack guidelines, several options have incomplete nutrition facts and recipes.

**Corrective Action:**

The LEA must ensure compliance with smart snack guidelines before selling items to students. All recipes must contain nutrition facts with the products used to make the items. Then, items must be checked for compliance using the healthier generation calculator. It is recommended the LEA submit documentation to the food service director for final approval to sell items. For corrective action, please explain what measures have been put in place to ensure compliance with the coffee shop.

**1408. Temperature logs are available****Technical Assistance- Equipment Temperatures**

The food service staff is consistently taking food temperatures daily. However, temperatures for walk-in coolers, freezers, stand-up coolers, and milk coolers are not taken consistently. During the onsite review, the reviewer discussed the importance of temperatures and provided HACCP logs that could be posted throughout the kitchen as a daily reminder. The food service staff has also designated someone to complete this task daily.

**1409. Onsite or off-site storage violations were observed****Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for the handling, storing, and distributing of purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. Although the products received from the vendor have a date sticker and food service staff has added the date received to the outside package, no date is transferred to the items when the school locally removes the products from the box. Therefore, date marking products helps the staff properly execute first-in-first-out and first-expired-first-out methods.

**Corrective Action:**

After the onsite review, the food service staff transferred the dates from the packages to some of the items already removed from the packaging. During monitoring visits, the food service director will regularly check to ensure dates are transferred when removed from the box. Therefore, additional corrective action is not required.