

SNP Administrative Review Findings**Smith-Green Community Schools (8625)****Program Year 2023****Smith-Green Community Schools (8625)**

222 West Tulley Street
Churubusco, IN 46723-1414

Food Service Contact

Mrs. Elise Roth
Food Service Director
(260) 693-1565
rothe@sgcs.k12.in.us

Executive Contact

Dr. Paul Voigt
Superintendent
(260) 693-2007
voigtp@sgcs.k12.in.us

No. of Sites / Reviewed: 2 / 1

Month of Review: December 2022

Commendations

- * The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff was available to learn throughout the day while the review was conducted. This allowed the review to be completed quickly. Elise has an organized filing system. Documentation was available for all the items requested. The DC extended documentation was very detailed.
- * Kitchens were clean and staff were personable, well-trained, and performed their duties with a great attitude. Batch cooking was taking place, which allows for a fresher meal for students.
- * Staff are continually looking at the upcoming menu and seeing what they can prepare ahead of time. They worked as a team to pre-package items for upcoming meals.

Technical Assistance

- * When a staff member is confirming that an application is correctly approved, they need to sign the application in the designated area on the back of the application for the verification process.
- * It was observed during the breakfast on-site review that students were quickly passing the cashier. Reviewer recommends that students stop at cashier and stay until the cashier can record the meals served.
- * It was observed during the on-site review that the same serving utensils was used for every meal service with approximately 15 minutes between each group served. The students were allowed to serve themselves thus increasing the risk of contamination from their hands. It is recommended that these utensils be washed between each meal service.
- * The food service Annual Financial Report will be evaluated by an office team member. Results from this review may lead to further investigation into the school food service finances.
- * The continual charging of extra entrees resulting increased student debt needs to be re-evaluated. A first meal is provided to the students whether free, reduced or paid. Most of the bad debt is incurred from allowing extra entrees to be sold a la Carte and charged even if the students do not have funds on hand. The donations from local organizations have been used to pay off the bad debt whether it is for a meal or extra entrees. It should not be the responsibility of the community to pay for these bad debts incurred through receiving an extra entrée. It is recommended that the sponsor update their charging policy to reduce bad debt from sales of extra entrees to require money be in the account for additional (a la carte) purchases.

No Findings during Review

SNP Administrative Review Findings

Smith-Green Community Schools (8625)

Program Year 2023

Churubusco Elementary School (9197) Food Service Contact

222 West Tulley Street
Churubusco, IN 46723-1414

Mrs. Elise Roth
Food Service Director
(260) 693-1565

Month of Review: December 2022

Date of Onsite Review: January 11, 2023

General Program Compliance - Churubusco Elementary School (9197)

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. Improper defrosting of food was observed. The frozen strawberries were located on the bottom shelf below diced chicken and turkey cold cuts.

Corrective Action:

The manager immediately had staff rearrange the order of the food defrosting. Further food safety procedures will be discussed during the next staff meeting. If implemented as discussed today, no further corrective action is required.

Technical Assistance:

The reviewer discussed with the food service director the importance of training staff on the proper order of defrosting food.