

**SNP Administrative Review Findings**

**South Adams Schools (0035)**

*Program Year 2022*

**South Adams Schools (0035)**

1075 Starfire Way  
Berne, IN 46711-2397

**Food Service Contact**

Mrs. Abbey L Morgan  
Food Service Director  
(260) 589-1112  
abbey.morgan@southadams.k12.in.us

**Executive Contact**

Mrs. Michelle Clouser-Penrod  
Superintendent  
(260) 589-3133  
mclouserpenrod@southadams.k12.in.us

No. of Sites / Reviewed: 3 / 1  
Month of Review: March 2022

**Commendations**

- \* Abbey gathered information for the review in a very organized file.
- \* The menu and serving lines offered a variety of choices for a student to have a reimbursable meal.
- \* Staff kept a clean and organized kitchen. They cleaned the serving lines in between each age group. Temperature logs were kept up to date and left-over food items were clearly marked in cooler and freezer.
- \* Staff in the back were batch cooking for each age group so everyone had a chance for a fresh meal not sitting in a hot box since the beginning of meal service.

**Meal Counting & Claiming - South Adams Schools (0035)**

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

**Finding 9007: Meal Counting and Claiming 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 Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Current procedure is to take the list of students requesting meals in the morning and count them as served when teacher picks up the sack lunches.

**Corrective Action:**

A procedure was to be developed to count the meals at the point of service and implemented the following week during field trips. No further action required.

**Technical Assistance:**

Reviewer discussed with food service director that the current procedure does not cover the issue of a child deciding not to take a meal at the point of service. Meal counts must always be recorded at the point when the child actually receives the meal.

**Resource Management Comprehensive Review - South Adams Schools (0035)**

*767. Nonprogram Revenue and Food Cost Ratio*

**Finding 9000: Non-Program Revenue assessment does not cover the needed ratio**

The revenue from nonprogram food does not meet the required ratio.

**Corrective Action:**

The food service director increased all a la carte, second meals and extra milk to be three times the cost of the product and was not able to meet the ratio. The cost of producing the reimbursable meals was comparatively low, thus skewing the ratio. No further action is required.

**Technical Assistance:**

Reviewer worked with food service director to ensure that all non-program food revenue exceeded the cost by three times.

**General Program Compliance - South Adams Schools (0035)**

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**Program Year 2022**

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

**Technical Assistance: Update Wellness Policy**

The current policy needs to be updated to include the most recent Smart Snack guidelines and include language regarding marketing of food products in the school. The committee met before the exit conference and an updated policy is being sent to the board.

1110. *On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements*

**Finding 9010: Smart Snacks 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 Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site: None of the products sold had documentation that they met the Smart Snack requirements.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Smart Snacks policies and practices identified from the Off-site Assessment Tool: Documentation is to be on file confirming that food sold in the school from midnight until thirty minutes after school is released meets the Smart Snack requirements. The food service director provided at the exit conference all the documentation for items sold in vending machine, ice cream and a la carte items. No further action required.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Smart Snacks policies and practices identified from the Off-site Assessment Tool:

1400. *The written food safety plan contains required elements and a copy is available at each school*

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Process for recipes.

**Corrective Action:**

The food service director updated the Food Safety Plan before the exit conference. No further action required.

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*Program Year 2022*

**South Adams Elementary (0025)**

1075 Starfire Way  
Berne, IN 46711-2397

**Food Service Contact**

Mrs. Abbey L Morgan  
Food Service Director  
(260) 589-1112

Month of Review: March 2022

Date of Onsite Review: April 27, 2022

**Meal Components & Quantities - South Adams Elementary (0025)**

*403. 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*

**Technical Assistance: Milk Substitution comments**

Staff should not inform students with milk intolerance that they may ask for juice. A student who is not able to consume milk needs to be sure to follow your school procedures on requesting a milk substitution, that normally is equivalent to the nutrients found in milk. Food Service Director instructed staff to follow their procedure in place.

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

**Technical Assistance: Taco recipe needs updated format**

The taco recipe was not written in a format that was easy for staff members to follow. The food service director is updating the recipe. No further documentation is required.

*500. Day of Review- Offer vs. Serve was properly implemented*

**Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of breakfast OVS and its requirements. Students were required to take 3 components and not 3 items for breakfast.

**Corrective Action:**

The reviewer discussed the difference between components and item requirements for breakfast with the staff members. If implementation of the changes is made, no further documentation is required.

**Technical Assistance:**

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