

**SNP Administrative Review Findings**

**South Gibson School Corp (2765)**

*Program Year 2022*

**South Gibson School Corp (2765)**

3321 W. 800 S.  
Fort Branch, IN 47648-8056

**Food Service Contact**

Mrs. Emily Schmitt  
Food Service Director  
(812) 753-3011  
emily.schmitt@sgibson.k12.in.us

**Executive Contact**

Dr. Stacey S Humbaugh  
Superintendent  
(812) 753-4230  
stacey.humbaugh@sgibson.k12.in.us

No. of Sites / Reviewed: 4 / 1  
Month of Review: January 2022

**Commendations**

- \* The cafeteria and kitchen were well organized and clean. The staff calibrates thermometers daily and was observed consistently washing hands and changing gloves.
- \* The food service staff are to be commended for their hardworking efforts to feed the children in the community during the Covid Pandemic.
- \* The Food Service Director did a great job organizing and preparing for the Administrative Review. In addition, they were available to learn throughout the process while the review was being conducted. This allowed the review to be completed quickly.

**Resource Management Comprehensive Review - South Gibson School Corp (2765)**

*766. Assessing Compliance with the Non-program Foods Revenue/Cost Ratio*

**Technical Assistance- Non-Program Food Revenue**

During the review of the non-program foods revenue tool, it was determined that the non-program cost of food was counted twice in the total food cost. After reviewing the reports, the reviewer provided technical assistance to the Food Service Director. Therefore, the SFA should update the NPR tool to reflect the lower total food cost.

The FSD should be commended on determining non-program food item costs as prices provided a positive return without the need for supplementation from federal reimbursements.

**General Program Compliance - South Gibson School Corp (2765)**

*810. The USDA non-discrimination statement is on appropriate Program materials*

**Finding 9000: Non-Discrimination Statement**

At the time of the review, the SFA did not have the full non-discrimination statement on the school website. A USDA required non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, websites, education, or distribution that mention USDA programs.

**Corrective Action:**

The Technology Director added the full non-discrimination statement to the school website on February 10, 2022. The reviewer was able to verify the addition of the NDS on the school website. Therefore, additional corrective action is not required.

*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- Local School Wellness Policy**

The Local School Wellness Policy was revised in 2021 and 2022. Information is available for households using the 2017 version and the 2022 addendum but located in separate locations on the school website. The 2021 portion was not included on the school website. The complete LSWP should be easily assessable to households. It is recommended that a food services section be added to the website. This tab could provide numerous pieces of information such as outreach for breakfast, outreach for summer meals, menus, free and reduced applications/letters, local school wellness policy, etc. In addition, part of the LSWP includes inactive websites used to explain nutrition requirements for school meals and evaluation tools used to assess the policy. Documentation of the most recent assessment was not provided during the review. As a reminder, the triennial assessment must be completed every 3 years. This needs to be done by the end of June 2022. Available resources to complete the assessment can be found at <https://www.in.gov/doe/nutrition/wellness-policies/>.

**SNP Administrative Review Findings**

**South Gibson School Corp (2765)**

**Program Year 2022**

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). Some missing elements include site-specific plans at the school levels, standard operating procedures, and recipes by process approach.

**Corrective Action:**

The reviewer provided the Food Service Director with the Institute of Child Nutrition template for the food safety plan using a process approach and the USDA guidance to help create the plan. The FSD will need to create a site-specific plan for each school. Once the food safety plan is complete, the staff should be trained on using the food safety plan, including all standard operating procedures listed plan.

For Corrective Action, please complete the following:

1. Please confirm in writing that food safety plans have been created and are site-specific for each school.
2. Please provide training documentation that staff has been trained on using the food safety plan.

**SNP Administrative Review Findings**

**South Gibson School Corp (2765)**

*Program Year 2022*

**Haubstadt Public School (2205)**

3321 W. 800 S.  
Fort Branch, IN 47648-8056

**Food Service Contact**

Mrs. Stephanie Boyd  
Head Cook  
(812) 768-6760

Month of Review: January 2022

Date of Onsite Review: February 10, 2022

**Dietary Specifications - Haubstadt Public School (2205)**

*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- Menu Planning Software**

The Food Service Director is using a menu planning software that has been approved for weekly certification by USDA. When reviewing the certification worksheets, it was noted that all fruit servings were calculated as juice, putting the week at 100% juice offering for fruit. It was also noted that grains for the week were higher than the actual total for the week when calculating the whole grain-rich percentage. The reviewer validated that juice within the fruit component is offered at a maximum of 50% for the week. The reviewer also validated the correct total grains for the week, including the whole grain-rich percentage. It is strongly recommended that the FSD contact the software company to receive training on correcting these items to reflect an accurate weekly certification report.

**General Program Compliance - Haubstadt Public School (2205)**

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

**Finding 9150: Storage violations were observed.**

On the day of review, some storage violations were observed:

- Food was directly stored under ice build-up on pipes, leading to debris contaminating food.
- Milk was stored directly on the floor.

**Corrective Action:**

Proper food safety handling procedures must occur. During the on-site review, the staff corrected the milk stored directly on the floor. The Cafeteria Manager immediately called to have someone fix the freezer. The repair company arrived on the day of the review to fit the pipe with insulation. Therefore, additional corrective action is not required.