

**SNP Administrative Review Findings**

**South Harrison Community Schools (3190)**

*Program Year 2024*

**South Harrison Community Schools (3190)**

315 South Harrison Drive  
Corydon, IN 47112-1729

**Food Service Contact**

Mrs. Stephanie Zimmerman  
Food Service Coordinator  
(812) 738-4181  
zimmermans@shcsc.k12.in.us

**Executive Contact**

Dr. Mark A Eastridge  
Superintendent  
(812) 738-2168  
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No. of Sites / Reviewed: 8 / 2  
Month of Review: September 2023

**Commendations**

- \* The SFA was very well prepared and organized for the review. No errors were found while reviewing the benefit issuance sample list or while completing the menu certification for the week of review. Additionally, meal observation revealed the schools have committed to decreasing disposable paper-goods waste by utilizing reusable plates, bowls, and cups. This helped to create great eye-appeal and presentation of the meal. The SFA should be commended for a job well done.

**Technical Assistance**

- \* Efforts should be made to utilize share table foods within the school corporation as much as possible before donating to an outside organization. If there is an abundance of share table items at one school, the SFA can transfer it to another school for consumption. Additionally, if specific items are always placed in abundance on the share table, consider replacing these items on the menu with foods the students will consume.

**Meal Counting & Claiming - South Harrison Community Schools (3190)**

*316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA*

**Technical Assistance**

The SFA must edit their charge policy to indicate they no longer serve an alternative meal once the student reaches the negative threshold.

**SNP Administrative Review Findings**

**South Harrison Community Schools (3190)**

*Program Year 2024*

**Corydon Central High (2640)**

315 South Harrison Drive  
Corydon, IN 47112-1729

**Food Service Contact**

Mrs. Georgia South  
Cafeteria Manager  
(812) 738-4181

Month of Review: September 2023

Date of Onsite Review: October 26, 2023

**Meal Components & Quantities - Corydon Central High (2640)**

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

**Technical Assistance**

Kitchen staff are reminded to regularly review the standardized recipes for foods prepared daily to ensure they are making each as intended.

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

**Finding 9000: Production Records**

Production records for the week of review were not fully completed. Information not tracked: number served for students, a la carte, and adults, and number of servings prepared. All sections of the production record are required to be completed daily for each meal served.

**Corrective Action:**

**Corydon Central High School will submit 5 days of fully completed production records as corrective action.**

*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 OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s).

**Corrective Action:**

**As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees.**

**Technical Assistance:**

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

**General Program Compliance - Corydon Central High (2640)**

*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. All food is not stored at least 6 inches off the floor. Also, foods taken out of their original packaging were not labeled and dated.

**Corrective Action:**

The SFA was able to correct all violations during the on-site observation. Technical assistance was provided for both violations and staff are now aware of the expectations. **If staff continue to implement changes as discussed, no further action is required.**

**SNP Administrative Review Findings**

**South Harrison Community Schools (3190)**

*Program Year 2024*

**South Central Elementary School  
(2667)**

315 South Harrison Drive  
Corydon, IN 47112-1729

**Food Service Contact**

Mrs. Angela Knear  
Cafeteria Manager  
(812) 969-2973

Month of Review: September 2023

Date of Onsite Review: October 25, 2023

**Other Federal Programs - South Central Elementary School (2667)**

5. *On-site observation – Snack counts reasonable, Meal Service operation compliant?*

**Finding 9223: As observed on the Day of Review, the snack meal service operation was not in compliance with all program requirements.**

Program requirements not met: person taking snack count required all students to take a snack. They informed students if they did not want the snack, they could put it on the share table. Snack participation is always optional. Students cannot be forced to take a snack.

Additionally, Civil Rights training has not been conducted for all volunteers and staff that operate the ASSP.

**Corrective Action:**

FSD will train all volunteers and staff involved with the ASSP and Civil Rights. **Submit the training sign-in sheet(s) and training documents as corrective action.**

**Technical Assistance:**

Training for all volunteers and staff should be completed prior to assuming job duties associated with any Child Nutrition Program.

**Meal Components & Quantities - South Central Elementary School (2667)**

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

**Finding 9000: Standardized Recipes**

For the week of review, some recipes did not contain crediting documentation showing how each serving contributed to meal pattern requirements. Crediting must be listed on all standardized recipes.

**Corrective Action:**

The SFA will review all standardized recipes and ensure crediting is recorded for each as it contributes to meal pattern requirements. **The SFA will submit corrected standardized recipes for the following items: Taco Salad and Bacon Cheeseburger.**

**Technical Assistance:**

The SFA should review all crediting recorded on standardized recipes to ensure it coincides with CN labels and product formulation statements.

**General Program Compliance - South Central Elementary School (2667)**

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. All food is not stored at least 6 inches off the floor and outdated food was observed in the cooler and freezer.

**Corrective Action:**

The kitchen manager disposed of the outdated foods immediately and corrected storage violations. The manager will continue working to ensure all foods are rotated properly and stored at least 6 inches off the floor. **If implemented as discussed, no further action is required.**