



SNP Administrative Review Findings
Program Year 2024

South Madison Community Schools (5255)

South Madison Community Schools (5255)
203 South Heritage Way
Pendleton, IN 46064-8590

Food Service Contact
Ms. Amanda Worrick
Director of Nutrition Services
(765) 778-2152
aworrick@smcsc.com

Executive Contact
Dr. Mark Hall
Superintendent
(765) 778-2152
mhall@smcsc.com

No. of Sites / Reviewed: 6 / 2
Month of Review: January 2024

Commendations

- * The staff did a great job organizing and preparing for their 2024 Administrative Review. The food service staff were very professional and conscientious about meeting the School Nutrition Program Requirements. When findings were noted, they immediately started to work toward correcting the issues by brainstorming on how they could be remedied. Lastly, the high school breakfast bar presentation was so inviting with all its many choices and its impressive appearance.

No Administrative Findings during Review

SNP Administrative Review Findings

South Madison Community Schools (5255)

Program Year 2024

Maple Ridge Elementary School (5064) Food Service Contact

203 S Heritage Way
Pendleton, IN 46064-8590

Mrs. Cindy Jessup
Cafeteria Manager
(765) 778-3818

Month of Review: January 2024

Date of Onsite Review: February 16, 2024

Meal Components & Quantities - Maple Ridge Elementary School (5064)

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

Finding: Documenting Correct Information

The information between production records, recipes and crediting documentation do not always match. When these documents do not match it makes it confusing for the food service staff. For example, if a replacement food item needs to be substituted, the staff do not know which document crediting size to use.

Corrective Action:

Upload into the review tool a developed standard operating procedure to ensure these documents are regularly compared for accuracy. Also train food service staff to alert the food service director when they see these documents not matching.

Technical Assistance:

A thorough discussion was conducted while onsite about this finding.

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

Technical Assistance: Vegetable Subgroup information on Standardized Recipes

The vegetable subgroups crediting is not always documented on the recipes. Sample recipes from USDA's Institute of Child Nutrition (ICN) do show this information. It is helpful for staff to have this information on the recipe to record how food credits on the production records and for staff when making substitutions involving vegetable subgroups. For examples see: [Child Nutrition Recipe Box – USDA Standardized Recipes \(theicn.org\)](https://www.theicn.org/child-nutrition-recipe-box-usda-standardized-recipes)

General Program Compliance - Maple Ridge Elementary School (5064)

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance on Water Accessibility

Schools must make potable water available to children at no charge where meals are served during the meal service. Having cups available for students to take outside the cafeteria is not very accessible.

SNP Administrative Review Findings

South Madison Community Schools (5255)

Program Year 2024

Pendleton Heights High School (5053) Food Service Contact
203 S Heritage Way
Pendleton, IN 46064-8590
Mrs. Karen Hersberger
Cafeteria Manager
(765) 778-2161

Month of Review: January 2024
Date of Onsite Review: February 16, 2024

Meal Counting & Claiming - Pendleton Heights High School (5053)

317. Day of Review- meal counting system prevents overt identification and eligible students are not treated differently than other students

Technical Assistance on Overt Identification

When a paid student does not select a reimbursable breakfast, they are automatically charged a la carte price(s). When this occurred with a free or reduced student, cashiers would automatically have them return for food items to make a reimbursable breakfast. All students should be given the option of returning to the serving line and getting an item to make a reimbursable meal. By not doing this overtly identifies free and reduced students since they are the only ones being sent back. Using the sentence, "Would you like to select an additional item to make a reimbursable meal?" would be a way to treat all students the same.

Meal Components & Quantities - Pendleton Heights High School (5053)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding: Self-Serve Salad Bar

The self-serve salad bar portions are sometimes questionable as to whether they meet the correct serving sizes for grades 9-12.

Corrective Action:

Describe the standard operating procedure the high school food service staff will follow to ensure that the self-serve salad bar portions will all be correct serving sizes for grades 9-12. Upload this SOP into the review tool.

Technical Assistance:

This finding was thoroughly discussed with the food service director along with options.

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding: Special Student Class Breakfast

The Special Needs Class was not being offered all the breakfast food items that were offered to the remaining student body. Additionally, the meal count was not being documented at the point of service.

Corrective Action:

While onsite, a cycle menu with a date a roster was developed. The students can select from the same food items that the remaining student body has access to on the serving line. A teacher comes and picks up the selected food items and once the food is given to the student the meal is marked and then the sheet is given to the food service staff at lunchtime. **This corrected process is acceptable, and no further action is required.**

Technical Assistance:

A full technical assistance was conducted during the breakfast onsite.

SNP Administrative Review Findings
Program Year 2024

South Madison Community Schools (5255)

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

Finding: Documenting Correct Information

The information between production records, recipes and crediting documentation do not always match. When these documents do not match it makes it confusing for the food service staff. For example, if a replacement food item needs to be made, the staff do not know which crediting information to use.

Corrective Action:

Upload into the review tool a developed standard operating procedure for this specific finding to ensure these documents are regularly checked for accuracy. Also train your food service staff to alert the food service director when they see these documents not matching.

Technical Assistance:

A thorough discussion was conducted while onsite about this finding.

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

Technical Assistance: Vegetable Subgroup information on Standardized Recipes

The vegetable subgroups crediting is not always documented on the recipes. Sample recipes from USDA's Institute of Child Nutrition (ICN) do show this information. It is helpful for staff to have this information on the recipe to record how food credits on the production records and for staff when making substitutions involving vegetable subgroups. For examples see: [Child Nutrition Recipe Box – USDA Standardized Recipes \(theicn.org\)](https://www.theicn.org/child-nutrition-recipe-box-usda-standardized-recipes)

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

Finding: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other support food crediting documentation for one week during the Review Period, the lunch for grades 9-12 were insufficient for grain servings for the week.

Corrective Action:

For grades 9-12, a minimum of 10 grain servings is required to be offered for the week. Upload into the review tool two weeks of productions records with recorded grain ounces demonstrating grades 9-12 menus are planned to meet both the minimum daily and weekly grains servings weekly.

Technical Assistance:

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

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

Technical Assistance: Starchy Vegetable Subgroup

For the submitted lunch menu certification week, 1 cup of starchy vegetable was offered each day. As a reminder, only 1/2 cup of starchy vegetable is needed weekly. Keep calorie ranges in mind when menu planning.

General Program Compliance - Pendleton Heights High School (5053)

1411. *Review of agricultural food components indicates violations of the Buy American provision*

Technical Assistance on Vendor Purchasing Non-Domestic Products Outside of the USA

The state agency reviewed the submitted letter for the broccoli purchased in Mexico. While single purchases of broccoli can be supported with a non-domestic substitution, if the letter indicates that the vendor cannot supply the requested item for the entire year or other period, the SFA might consider other vendor sources for domestically produced products.