

SNP Administrative Review Findings
*Program Year 2022***South Montgomery Community Schools (5845)****South Montgomery Community Schools
(5845)**

6425 US 231 South
Crawfordsville, IN 47933-0000

Food Service Contact

Mr. Mike Tricker
Director of Operations
(765) 866-0203
mike.tricker@southmont.k12.in.us
FSMC: Chartwells

Executive Contact

Mr. Mike Tricker
Director of Operations
(765) 866-0203
mike.tricker@southmont.k12.in.us

No. of Sites / Reviewed: 5 / 1
Month of Review: March 2022

Resource Management Comprehensive Review - South Montgomery Community Schools (5845)*767. Nonprogram Revenue and Food Cost Ratio***Finding 9000: Non-Program Foods Revenue**

After completing an analysis of the non-program foods revenue, results show a la carte pricing was not sufficient to cover the cost of non-program foods. A la carte pricing must be increased to become compliant.

Corrective Action:

The SFA will evaluate all a la carte pricing and increase as needed for the start of the 2022-2023 school year. No further action required.

General Program Compliance - South Montgomery Community Schools (5845)*1500. Reports are submitted to the Indiana Department of Education as required***Finding 9151: SFA does not submit reports as required to the State agency.**

The Annual Financial Report (AFR) was not submitted to IDOE on time. The report is due each year by August 31st. The report was received this year in February.

Corrective Action:

Reporting requirements were discussed with and understood by Program administrators. No further action required.

Technical Assistance:

IDOE's Calendar of Due Dates can be found at
https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit.

SNP Administrative Review Findings**South Montgomery Community Schools (5845)****Program Year 2022****Ladoga Elementary School (6233)**

6425 US 231 South
Crawfordsville, IN 47933-0000

Food Service Contact

Ms. Tracy Burkart
Kitchen Manager
(765) 942-2203

Month of Review: March 2022

Date of Onsite Review: April 26, 2022

Meal Components & Quantities - Ladoga Elementary School (6233)

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

Finding 9000: Inaccurate meal count

During meal observation, students were observed selecting only two components at lunch. Instead of being charged a la carte pricing for the individual items, the cashier marked it as a reimbursable meal. When utilizing OVS, each student must select three components, one of which must be at least 1/2c fruit or vegetable. If the student does not select a reimbursable meal, they must be charged a la carte pricing for each item selected.

Corrective Action:

The SA provided technical assistance to the kitchen staff on proper OVS rules and what qualifies as a reimbursable meal. The kitchen staff has a better understanding of the requirements and can quickly identify a complete reimbursable meal. No further action required.

Technical Assistance:

The SFA is reminded to review OVS rules multiple times per year to ensure all staff have a working knowledge and can quickly identify a fully reimbursable meal.

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

Finding 9000: Milk Substitution needed

On the day of observation, more than one student presented with a milk intolerance. No milk substitute was available. All components of a reimbursable meal must be offered to each student to be compliant, therefore a milk substitute must be offered to those students that have a milk intolerance.

Corrective Action:

The SFA was able to locate an approved milk substitute from their vendor's online ordering system. They will have the substitute available within the next three days. The substitute will be offered to each student with a milk intolerance. No further action required.

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

Finding 9000: Breakfast Production Records

Amount of food recorded on breakfast production records was inaccurate. Staff used the number of total meals served from breakfast in the classroom meal count forms to account for foods used. Since OVS is utilized during breakfast in the classroom, all unserved foods returned from the classroom must be counted and recorded daily on the production records.

Corrective Action:

Staff will collect all foods not served from breakfast in the classroom each morning, count all remaining foods, and record on the daily breakfast production record. This procedure was discussed with all breakfast staff and implemented while the SA was on-site. No further action required.

SNP Administrative Review Findings

South Montgomery Community Schools (5845)

Program Year 2022

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

Finding 9000: Missing information on Production Records

Production records reviewed from the week of review were missing required information: # of adult meals and # of a la carte items served.

Corrective Action:

The SFA has added the two missing items to their production record template and has ensured they will be included on all future records. No further action required.

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

Finding 9000: Production Records

Foods served must be listed specifically on production records. Generic terms such as 'assorted fruit' should not be used. Menus can use generic terms, but production records must be specify exactly what was actually served.

Corrective Action:

SFA has corrected production records and notified staff to list specific food served when completing production records. No further action required.

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

Technical Assistance

The SFA is reminded that all vegetables served each day must be available to all students if they count toward the meal pattern requirements.

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

Technical Assistance

The SFA is reminded to be consistent with the 'Fun Lunch' entrée option. Giving the entrée option a fun name for the menu and production record is a good idea. Then list the recipe number on the production record, which should then detail everything that is included with that specific 'Fun Lunch' and how it contributes toward the meal pattern.

General Program Compliance - Ladoga Elementary School (6233)

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. Canned goods were observed with dents and expired foods were found in the dry storage area.

Corrective Action:

The SFA discarded the dented cans and outdated foods while the SA was on-site. The SA provided technical assistance while on-site regarding rotating foods and checking for dented cans during receiving of shipments. No further action required.