

SNP Administrative Review Findings**South Putnam Community School Corp (6705)****Program Year 2020****South Putnam Community School Corp
(6705)**

1780 E US HWY 40
Greencastle, IN 46135-8722

Food Service Contact

Ms. Lori Boyce
Food Service Director
(765) 653-3148

Executive Contact

Mr. Bruce D Bernhardt
Superintendent
(765) 653-3119

No. of Sites / Reviewed: 3 / 1
Month of Review: October 2019

Commendations:

- The sponsor is commended for implementing the certification and benefit issuance process without errors.
- The reviewer noted that the kitchen at Fillmore Elementary was exceptionally clean.

Verification - South Putnam Community School Corp (6705)

214. Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility

Finding 9000: Other Finding

Households for whom benefits were to be reduced or terminated were not given 10 calendar days written advance notice of the change.

Corrective Action:

The foodservice director was able to fix the issue retroactively as the review occurred shortly after verification results letters were sent. Technical assistance was provided for the food service director on the day of review regarding notice of adverse action requirements. Additional response is not required.

Technical Assistance:

Technical assistance was provided on the day of review regarding notice of adverse action requirements.

Resource Management Comprehensive Review - South Putnam Community School Corp (6705)

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Other Finding

The SFA did not correctly calculate its non-program food ratio and its food cost ratio. The sponsor did not calculate program food revenue.

Corrective Action:

As corrective action, the sponsor will submit a complete and accurate non-program food revenue tool.

Technical Assistance:

The requirements were sent to the sponsor as part of the review process.

General Program Compliance - South Putnam Community School Corp (6705)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9008: Civil Rights 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 Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: An incorrect non-discrimination statement is being used.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The sponsor will ensure the most current non-discrimination statement is used. Additional response is not required.

SNP Administrative Review Findings**South Putnam Community School Corp (6705)****Program Year 2020****Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The current non-discrimination statement can be found at the following link: <https://www.doe.in.gov/nutrition/scn-civil-rights-requirements>.

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

Technical Assistance:

While a non-discrimination statement is not required on menus, if one is added you must ensure the current statement is used.

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

Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The SFA did not provide documentation that the wellness policy and update have been communicated to households.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: The policy will be communicated to households and documentation will be maintained of the communication. Additional response is not required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Wellness policy requirements were discussed with the sponsor on the day of review.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 9000: Other Finding

All school corporations must inform households of the availability of summer feeding sites through the Summer Food Service Program.

Corrective Action:

Going forward the food service director will ensure all households are made aware of the availability of summer feeding sites. Additional response is not required.

Technical Assistance:

SFSP outreach requirement was discussed with the director the day of review.

SNP Administrative Review Findings**South Putnam Community School Corp (6705)****Program Year 2020****Fillmore Elementary School (7057)**

1780 E US HWY 40
Greencastle, IN 46135-8722

Food Service Contact

Ms. Lori Boyce
Food Service Director
(765) 653-3148

Month of Review: October 2019

Date of Onsite Review: November 7, 2019

Meal Components & Quantities - Fillmore Elementary School (7057)

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

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review: pineapple.

Corrective Action:

On the day of review the cashier noted the scantily portioned pineapple cups. She permitted students to take a second fruit. Going forward staff will ensure the full 1/2 cup portion is offered to ensure meal pattern requirements are met. Additional response is not required.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of fruit meal component before the meal service started. The reviewer poured one fruit cup into a 1/2 cup measure to demonstrate the insufficient portion. The manager was instructed to increase fruit portions going forward.

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 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. One student with a milk allergy was given juice but the physician's note specified almond milk only. The permission to give juice came from the parent.

Corrective Action:

Since juice is not nutritionally equivalent to milk it can only be served as a substitute if specified on a note from a medical professional with prescriptive authority. When parents or guardians are requesting substitutes for their children only nutritionally equivalent products can be substituted. The director will purchase almond milk as specified from the physician's note. Going forward substitutions will be followed as prescribed when reasonable. Training will be provided to foodservice staff regarding food substitutions. Additional response is not required.

Technical Assistance:

The milk substitution rule was reviewed with the director and foodservice staff on the day of review.

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

Finding 9075: 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 supporting food crediting documentation for 1 week during the Review Period October 2019, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: legume.

Corrective Action:

The SFA will ensure to plan menus to meet at least the minimum meal pattern requirements including weekly vegetable sub-group offerings. As corrective action one month of menus will be provided demonstrating the subgroups are sufficiently planned.

SNP Administrative Review Findings**South Putnam Community School Corp (6705)****Program Year 2020****Technical Assistance:**

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

*410. Review Period- planned menu quantities meet the meal pattern requirements***Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. It was determined the entrée salad offered daily only contributed 1.25 grain equivalents per day, making the weekly requirement short by 1.75 equivalents. The recipe was accurate but incorrect products were used, making the portion size of grain insufficient.

Corrective Action:

The foodservice director will meet with all staff to emphasize the importance of following recipes. Additionally, managers will be provided with a list of approved food items to purchase. Additional purchases outside of the approved list will require approval from the food service director. Additional response is not required.

Technical Assistance:

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

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

The reviewer provided technical assistance to a teacher assisting kindergarteners with meals. She was instructing all students to take a fruit. The concept of OVS was discussed with the teacher.

General Program Compliance - Fillmore Elementary School (7057)*901. On-site monitoring review(s) were completed prior to February 1***Technical Assistance:**

The SFA is to be commended for completing on-site reviews well in advance of the deadline; however, the forms were missing signatures. Please be sure all forms are thoroughly completed for each on-site review.

*1104. Foods sold to students meet Smart Snacks standards***Technical Assistance:**

On the day of review it was revealed that extra portion of vegetables and fruits are sold a la carte. The manager and director were reminded that only the entrée is exempt from Smart Snacks standards when sold the same or next day. The French fries and one packet of ketchup were evaluated on the day of review and found to be compliant.

*1300. Potable water is free and available to all students during lunch and breakfast***Technical Assistance:**

While students can access water fountains during meals they are not in sight of the cafeteria. It is recommended to provide water via pitcher or dispenser.

SNP Administrative Review Findings

South Putnam Community School Corp (6705)

Program Year 2020

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

The manager posted the most current inspection on the day of review. The most current inspection will be posted for public viewing going forward. Additional response is not required.

Technical Assistance:

The requirement was discussed with the food service director and manager the day of review.

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: refrigeration and freezer equipment. Some temperature logs were lost but the manager has failed to log recent temperatures.

Corrective Action:

The manager will log all temperatures for food and equipment each day. A paper copy of the logs will be used and maintained as the computer seems to be unreliable in regards to saving documentation. The manager utilized the log on the day of review. Additional response is not required.

Technical Assistance:

The reviewer discussed the requirement to maintain temperature logs with the manager and food service director.

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

Finding 9150: Storage violations were observed.

Foods out of original containers are not dated. Out of date foods were found in refrigeration.

Corrective Action:

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Health department standards will be followed for time permitted to use foods once open. All foods will be dated with date opened when out of original containers. Outdated food was discarded and containers were dated. Additional response is not required.

Technical Assistance:

Food safety requirements were discussed with the sponsor the day of review.

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

Finding 9000: Other Finding

A review of agricultural food components indicated violations of the Buy American provision (7 CFR 210.21(d)) during review of products on-site at the reviewed school.

Corrective Action:

The food service director will provide training to managers to ensure they are ordering domestic agricultural products. The only exception is if the domestic food is prohibitively costly or limited quantity availability. These instances must be documented. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Requirements of the Buy American Provision were reviewed with the food service director on the day of review.