

SNP Administrative Review Findings

Southeast Dubois County Schools (2100)

Program Year 2023

Southeast Dubois County Schools (2100)

432 East 15th Street
Ferdinand, IN 47532-9199

Food Service Contact

Mrs. Lisa M Fletcher
School Nutrition Program Director
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Executive Contact

Dr. Jamie L Pund
Superintendent of Schools
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No. of Sites / Reviewed: 4 / 1
Month of Review: December 2022

Commendations

- * The food service page on the school website is an excellent comprehensive guide for Nutrition Services offered by Southeast Dubois County Schools.
- * The benefit issuance was completed with no errors. The data manager should be commended on the successful implementation of this standard.
- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. The staff was very professional and conscientious about meeting the School Nutrition Program requirements.

Technical Assistance

- * While the Administrative Review for School Nutrition programs has been conducted, the 2022 Annual Financial Report will be reviewed and approved separately. This report could be amended if corrective action is required for the AFR.

Certification and Benefit Issuance - Southeast Dubois County Schools (2100)

138. *Updates to the Benefits Issuance documents are made accurately and timely*

Technical Assistance- Effective Dates of Eligibility

The benefit issuance document shows the eligibility date of the benefits as the date applied, not issued. The school corporation does not have an effective date waiver, so this date should be listed as the date the application was processed. The SFA should work with the software company to pull the correct eligibility date for the reporting.

Resource Management Comprehensive Review - Southeast Dubois County Schools (2100)

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

Technical Assistance- Non-Program Revenue

During the onsite review, the reviewer provided a non-program revenue interactive tool to help the sponsor accurately determine the revenue/cost ratio. Once the new tool was completed, it was determined the revenue/cost ratio was sufficient.

General Program Compliance - Southeast Dubois County Schools (2100)

1007. *Onsite 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 onsite observations. Discrepancies or deficiencies found onsite:

The local school wellness policy does not contain all the minimum requirements to meet the final rule summary.

- Name of the evaluation tool used to complete the local school wellness policy assessment.
- Outdated language is used for food sold outside the reimbursable meals in different areas of the policy.
- The policy is listed in two places (board policies and food services section) for public outreach. However, the policy is not the same for the postings.
- The policy references other policies that contain minimum requirements for the LSWP. However, these are not linked in the policy for households to locate quickly.
- Documentation of annual wellness meetings and committee members was unavailable during the review.

SNP Administrative Review Findings**Southeast Dubois County Schools (2100)****Program Year 2023****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:

- Provide a written timeline for the wellness policy update.
- Provide where to find the outreach of the LSWP.
- Provide committee members and relationships with the SFA. (Allow parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, evaluation, and update of the local school wellness policy).
- Provide documentation of the completed annual wellness meetings, including what was covered and sign-in sheets.

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: The SFA uses a policy template from a company that allows customization. When outsourcing with a company to provide language and policy suggestions, SFAs must ensure that the wellness committee is involved. Available resources can be found at <https://www.in.gov/doe/nutrition/wellness-policies/>.

1216. School Nutrition Programs staff met/will meet annual training requirements**Technical Assistance- Training**

Annual training must focus on the day-to-day management and operation of the school nutrition program. Training must be job-specific and intended to help employees perform their duties well. Although security procedures and building operations do not count toward the annual training standards, many other topics can count. First aid training, such as CPR, anaphylaxis procedures (including Epi-Pen training), Heimlich maneuver, etc., is highly encouraged for all food service personnel every school year. However, sponsors can only count first aid training every other year as part of their required USDA professional standard hours.

SNP Administrative Review Findings

Southeast Dubois County Schools (2100)

Program Year 2023

**Cedar Crest Intermediate School
(1586)**

432 East 15th Street
Ferdinand, IN 47532-9199

Food Service Contact

Mrs. Rhonda R Chumbley
Cafeteria Manager
(812) 817-0900

Month of Review: December 2022

Date of Onsite Review: February 1, 2023

Meal Components & Quantities - Cedar Crest Intermediate School (1586)

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) served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

- The planned portion in the menu for the breakfast review day consisted of a yogurt parfait with a 1 oz equivalent serving of grain. However, the staff prepared the serving of granola with 1oz volume instead of 1oz weight.

Corrective Action:

The reviewer provided technical assistance with an onsite demonstration to show the difference between weight and volume. In addition, the staff corrected all granola servings before service. Other items reviewed for crediting included celery, pickles, and baby carrots to meet ½ cup serving. Therefore, additional corrective action is not required.

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

Technical Assistance- Production Records

The reviewer provided technical assistance to the food service director regarding the total purchase units column on the production record. The total purchase units of food used for preparation on the production records should explain how much food was used to prepare the total servings prepared. The food service staff is currently documenting the purchase units but is not consistently recording how much is being used for preparation.

Dietary Specifications - Cedar Crest Intermediate School (1586)

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

Many menu items are heat and serve, prepackaged, or canned. It is highly recommended to include fresh produce and speed scratch items. This will help increase participation while also providing awareness of healthy options that have a life-long effect on health. While it is allowable to have dessert grains at breakfast, limiting these options throughout the week is recommended because of added sugars. Some alternatives include yogurt parfait, breakfast sandwiches, and warm daily options.

The menu planning includes a cheese stick and yogurt as a daily extra with any meal option during breakfast. The reviewer provided technical assistance for incorporating the cheese stick or yogurt as part of the planned entrée to credit into the meal pattern for different options, with some being recorded as an ala carte for options that no longer included yogurt or cheese stick options.

General Program Compliance - Cedar Crest Intermediate School (1586)

1408. Temperature logs are available

Finding 9149: Temperature logs unavailable for review.

The reviewer observed the food service staff taking food temperatures (final cooking and holding temperatures). However, temperature logs are not being completed. FNS requires each site in the SFA to maintain temperature logs for six months.

SNP Administrative Review Findings**Southeast Dubois County Schools (2100)****Program Year 2023****Corrective Action:**

The reviewer provided onsite technical assistance regarding recording temperatures. In addition, the reviewer validated the temperatures taken being added to the production record. Therefore, additional corrective action is not required.

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

Technical Assistance- Excess USDA Foods Onsite

There are several USDA Food products onsite. Some were found to be received in 2019 and 2020. The staff needs to write menus surrounding what is on hand. Additionally, the staff should take inventory to transfer to another location in the district.

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

Technical Assistance- Hair Restraints

Although the staff wears a hat or visor, hair is not fully restrained. This could allow hair to touch food, etc. Technical assistance was provided during the review, and the staff immediately restrained fully.

<https://drive.google.com/file/d/1ixjeyTiWcbEffu066ZIkxVgEQIWj3WV3/view?usp=sharing>