

SNP Administrative Review Findings**Southern Wells Community Schools (8425)***Program Year 2023***Southern Wells Community Schools (8425)**9120 South 300 West
Poneto, IN 46781-9713**Food Service Contact**Mrs. Chris Mossburg
Food Service Director
(765) 728-5537
cmossburg@swraiders.com**Executive Contact**Dr. Trent Lehman
Superintendent
(765) 728-5537
tlehman@swraiders.comNo. of Sites / Reviewed: 2 / 1
Month of Review: January 2023**Certification and Benefit Issuance - Southern Wells Community Schools (8425)***133. Direct Certifications were correctly certified***Finding 9024: Direct Certifications were not correctly applied**

Direct certification documentation for selected students was reviewed for completeness and accuracy. One Direct Certification error was noted. One student will change from Medicaid Free to Paid (Denied) status.

Corrective Action:

The Food Service Director & Treasurer made the correction to the certification error while field specialist was onsite. The proper adverse action notification letter was generated and sent to the household. No further corrective action needed.

General Program Compliance - Southern Wells Community Schools (8425)*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: civil rights complaint procedure was incomplete.

Corrective Action:

Food Service Director was provided technical assistance onsite and provided IDOE's complaint procedure template to use moving forward. No further corrective action is needed.

Technical Assistance:

Civil Rights Complaint Procedure Template:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements***Technical Assistance: Wellness Policy**

Though the Food Service Director completed the triennial assessment prior to the onsite review, it is recommended to complete it with the full wellness committee at an upcoming meeting.

IDOE Triennial Assessment Template: <https://www.in.gov/doi/files/triennial-assessment-template.pdf>

In addition, the triennial assessment should be referenced within the policy. SFA must ensure updates/assessments to the policy are advertised to the public. They can be posted on the website in the same location where the Wellness Policy is located.

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Southern Wells Community Schools (8425)

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance: Tracking Professional Standards Training

It was recommended to utilize a training tracker to keep all employee training info organized.

IDOE Training Tracker: <https://www.in.gov/doi/files/copy-professional-standards-tracking-idoe-final.xlsx>

SNP Administrative Review Findings

Southern Wells Community Schools (8425)

Program Year 2023

**Southern Wells Jr.-Sr. High School
(9058)**

9120 South 300 West
Poneto, IN 46781-9713

Month of Review: January 2023

Date of Onsite Review: February 22, 2023

Food Service Contact

Mrs. Chris Mossburg
Food Service Director
(765) 728-5537

Meal Components & Quantities - Southern Wells Jr.-Sr. High School (9058)

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

Technical Assistance: Breakfast Entrée Options & Signage

It was recommended to post additional signage at breakfast to ensure students know that the muffin option comes with grahams snacks. Students did not seem to know and had to keep being reminded to go back & select another grain.

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

Technical Assistance: PB&J Uncrustable Meal Option

The Food Service Director was reminded that only whole grain chip options are creditable as a second grain with the PB&J Uncrustable meal option. Baked Lays variety chips are not a grain item. It was recommended to place some WG chip selections on the serving line where students pick up the PB&J meal option versus having the students grab their choice from the a la carte chip stand next to the cashier.

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

Technical Assistance: Production Records

Technical Assistance was provided to the Food Service director on some areas of production records (serving sizes, planned servings, prepared servings), as well as weight vs volume measurements, and standardized recipes.

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. The daily Chef Salad option does not meet the minimum required 2 oz eq grain equivalent for 9-12.

Corrective Action: The Food Service director was provided technical assistance during the onsite visit. The menu was updated for February/remainder of school year and approved by field specialist. No further corrective action is needed.

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

As observed on the day of review, the cashiers have a clear understanding of Offer vs. Serve. However, OVS training documentation was not available for review.

Corrective Action: The Food Service Director was provided technical assistance regarding annual Offer vs. Serve training. The need for proper training documentation was discussed and the FSD verbally acknowledged that she would document the required training moving forward. If implemented as agreed upon, no further corrective action is needed.