

SNP Administrative Review Findings
Program Year 2023**Southwest Parke Community Schools (6260)****Southwest Parke Community Schools (6260)**

4851 S. Coxville Rd
Montezuma, IN 47862-8039

Food Service Contact

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Executive Contact

Dr. Philip Harrison
Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: November 2022

Commendations

- * The staff was friendly and asked questions throughout the review process. Additionally, the kitchen was clean and organized.

Certification and Benefit Issuance - Southwest Parke Community Schools (6260)

126. *Certification: selected applications correctly approved*

Finding 9000: Selected applications correctly approved

Applications were certified incorrectly or utilized incomplete information.

- One application was approved using a textbook assistance application instead of a meal assistance application.
- One application was incomplete- missing case numbers, income sources, and household members (steps 2 & step 3 of the application). The sponsor did not follow up for additional information prior to the original approval. Instead, the sponsor processed the application with zero income.
- One application was missing SSN, and the box indicating no SSN was not checked.

Corrective Action:

The SFA must ensure the integrity of the meals program: first, ensure the application is complete. Then, additional follow-up with the household can be completed to ask questions or gather any required information missing from the application.

The food service director completed the following during the review of the identified applications requiring additional information.

- The household signed a meal assistance application certifying the information submitted for the textbook application is accurate and can be used to determine benefits for the School Nutrition program.
- The FSD contacted the schools to ensure the textbook application is not being provided as an option to households since the school corporation is not 100% CEP district-wide.
- School administration met with the household to explain the application process and ensure the application was completed correctly.
- The FSD contacted the households to correct missing information from the applications.

All applications were corrected and did not result in a change of benefits for households. In addition, the reviewer validated the updated applications that included the corrections on January 6, 2023. Therefore, additional corrective action is not required.

Technical Assistance:

The reviewer provided onsite technical assistance with the food service director regarding complete applications, the follow-up that can be conducted, and textbook vs. meal assistance applications.

Verification - Southwest Parke Community Schools (6260)

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

Finding 9000: Verification Process

Several errors were found during the verification process.

- The sample was not selected correctly. The verification official selected the "Verification for Cause" application in early August before opening verification. This selection was not completed randomly and was reported as the chosen application for verification. If this is found in subsequent reviews, the SFA will be required to re-open verification to complete the correct sampling and method.
- The confirmation review was not completed correctly. The application was incomplete and the confirmation official should have caught that prior to agreeing with the original determination.
- The household did not respond, and the SFA sent an adverse action. However, benefits were not decreased because the household sent documentation but did not submit a new application after receiving the letter.

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The reviewer provided technical assistance to the food service director regarding the process of selection for verification and verification for cause, confirmation reviews, follow-up requirements, and benefit updates. The school administration worked with the household to complete the application and receive acceptable documentation for benefits for the remaining months of the school year. The food service director will begin the verification process starting October 1 and always select randomly. Verification for cause will still occur and be locally filed separately to keep these processes from getting mixed up. The food service completed verification training on January 24, 2023 and provided a copy of the certificate for the reviewer. Therefore, additional corrective action is not required.

Technical Assistance:

A helpful resource for Verification How-to can be found here: https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit

Resource Management - Southwest Parke Community Schools (6260)

700. Does SFA accurately track all revenues and expenses?

Finding 9000: Pre-Paid Account

The SFA set up the 8400 Fund in December 2019 to deposit all monthly receipts outside of state reimbursements. The local procedure included the corporation treasurer transferring the amount associated with meals served from the 8400 Fund to the 0800 Fund. However, it was determined the SFA does not consistently complete monthly transfers from the 8400 Fund to the 0800 Fund.

Corrective Action:

For corrective action, please explain in writing the process and timeline of how the monthly transfer from the 8400 Fund to the 0800 Fund will occur. Additionally, please provide documentation of the past two months' transfers.

Technical Assistance:

This finding was discussed with the food service director and superintendent during the onsite review.

General Program Compliance - Southwest Parke Community Schools (6260)

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

Technical Assistance- Racial/Ethnic Data Categories

After a review of the racial/ethnic categories, it was determined the sponsor needs to add the unknown option for the ethnic section to align with the requirements for FNS 113.1. The school collects the R/E data during enrollment. However, the categories used for DOE state reporting differ from those required for USDA FNS requirements. If the data collection is unable to be aligned, an option would be to have food services have their own collection based on USDA requirements.

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

Technical Assistance- Assessment of the Local School Wellness Policy

The sponsor is encouraged to update the current LSWP to include the name of the evaluation tool used within the school wellness policy to complete the assessment. As a reminder, the triennial assessment must be completed every three years. This needs to be done by the end of June 2023. Available resources to complete the assessment can be found at <https://www.in.gov/doe/nutrition/wellness-policies/>.

SNP Administrative Review Findings
Program Year 2023

Southwest Parke Community Schools (6260)

Riverton Parke High School (6627)
4851 S. Coxville Rd
Montezuma, IN 47862-8039

Food Service Contact
Mrs. Shauna Atkinson
Food Service
(765) 569-2073

Month of Review: November 2022
Date of Onsite Review: December 6, 2022

Meal Components & Quantities - Riverton Parke High School (6627)

407. Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding 9059: For the Day of Review, meals offered on the meal service line(s) were inconsistent with the planned menu(s).

As observed on the Day of Review, the planned menu(s) for the Day of the Review did not reflect what was offered on the meal service line. As a result, substitutions were made to the planned menu, and while the substitutions fit into the menu type, the school staff did not understand how to implement the planned or substituted menu plan.

The staff allowed students to fill the tray with items from multiple menu options as long as it filled all the tray compartments. Some of these items included additional servings of meat/meat alternates and grains over the planned component contribution for the day. These extra servings should have been identified as a la carte.

Corrective Action:

During the onsite review, the reviewer provided technical assistance to the cafeteria manager by reviewing the menu certification worksheets to explain how each meal is planned. In addition, since the onsite review, the food service director has held a manager meeting with all schools to explain how each menu is planned and have the schools check with the food service director to approve any menu substitutions to the planned menu.

The staff completed Offer Vs. Serve training on January 27, 2023. The FSD sent the reviewer documentation of the completed training. Additionally, it is recommended the food service director continue to monitor the services to ensure the planned menu is being implemented correctly and Offer Vs. Serve is conducted accurately. Therefore, additional corrective action is not required.

Technical Assistance:

The reviewer provided technical assistance during the onsite visit with the cafeteria staff. The technical assistance covered menu planning and offer vs. serve.

Dietary Specifications - Riverton Parke High School (6627)

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- Cafeteria Environment, Menu Options, and Efficiency

During the review, it was observed that employees were working off the clock to get everything completed. Employees are not recommended to complete work outside their working hours for which they are not compensated. Below are some suggestions to help with kitchen efficiency, including menu options to increase participation.

- The line speed is slow because the server asks each child if they want milk and what flavor. Turning the milk cooler around and allowing the students to reach in to select milk options is highly recommended to increase line speed and eliminate an additional task for servers.
- The kitchen has two service lines that house the same options; however, one service line was underutilized by students. Therefore, setting up the second-line service with additional menu options that fit into the reimbursable meal is highly recommended. These options could include a daily sandwich, salad bar, etc. This will help to even out each service line while increasing participation in school meals and awareness of a healthy, nutritious lunch.
- Instead of pre-bagging or cupping fresh produce and canned fruit, place the items in a pan with an appropriate serving utensil to have the students portion themselves. This option will provide extra time for kitchen staff during preparation. However, please check with the local health department before implementation if this would be allowed.

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During the review of menus for the school, it was determined that one menu is planned for 6-12 grade groupings that include the same portion sizes. The SFA should plan the menus per the grade grouping at the school. The school must use the 6-8 menu pattern and the 9-12 menu pattern for lunch. These menu pattern requirements do not overlap. The 9-12 grade grouping requires larger portion sizes and an increased number of calories and sodium. If some grade groups overlap during the same lunch service, signs can be placed throughout the serving lines indicating what is available for students to select with the corresponding planned menus.

The food service director has updated the menu planning to accommodate the different grade groupings. These changes will be implemented on January 30, 2023. Additionally, the FSD reviewed these changes with the cafeteria manager during the menu meeting discussing how the menu is planned.

General Program Compliance - Riverton Parke High School (6627)**1105. Foods and beverages sold to students during the school day meet Smart Snacks standards****Finding 9000: Smart Snacks Sold in Vending Machines *Repeat Finding**

The vending machines at the Jr-Sr high school do not meet the smart snack compliance for beverages. Although the vending machines are set with timers during the school day, they are scheduled to turn on daily before school and at 3:00 pm, with the school day ending at 2:50 pm. Smart snack standards are required during the school day, defined as from midnight before to 30 minutes after the end of the instructional day. If school ends at 2:50 pm, the earliest the vending machines should be turned on is 3:20 pm.

Corrective Action:

It is recommended that the school work with the vendor to fill the vending machine with compliant items that allow them to be turned on during the instructional day or place the vending machine on a timer that begins 30 minutes after the instructional day. For corrective action, please explain in writing the changes implemented for the vending machines to meet smart snack standards.

Technical Assistance:

Outside the food service department, the areas that sell smart snacks during the school day should review the smart snack documentation. It was determined that some of the documentation is outdated since products have been reformulated or the vendor provides the documentation, and the sponsor has not checked for compliance using the Healthier Generation calculator.

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

A water bottle fill station is located directly across from the cafeteria to fulfill the water availability requirements during meal service. It is recommended the cafeteria have cups for water available if students do not have a water bottle.

1405. Two food safety inspections are received each school year from the local health department**Technical Assistance- Local Health Department Visits**

It was noted the local health department does not regularly complete onsite visits with the schools. Documentation of the last two visits provided to the reviewer was from May 10, 2017, and May 23, 2022. The food service director reaches out annually at the start of the school year, requesting the health department comply with two visits. It is recommended the food service director complete an additional request annually in January for visits if the schools have not received one yet for the school year.

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

Technical Assistance- Share Table

It was observed during breakfast that the share table was also located with the cleaning (sanitizer) supplies for the cafeteria tables. Students were observed actively participating in the share table program. While it can be easy to store supplies close to where someone might be working, the appearance of the cleaning supplies can take away from the lunchroom atmosphere, including creating possible contamination. Therefore, cleaning supplies should not be visible during meal service and should be stored away from any food.

