

SNP Administrative Review Findings

Springville Community Academy (9722)

Program Year 2024

Springville Community Academy (9722)

126 Brick Street
Springville, IN 47462-0014

Food Service Contact

Mrs. Rebecca J Harding
kitchen manager/director
(812) 508-6078
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Executive Contact

Mrs. Jayme J Davis
School Administrator
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No. of Sites / Reviewed: 1 / 1
Month of Review: November 2023

Commendations

- * This was the first full Administrative Review since coming onto the Child Nutrition Programs. The Food Service director and staff showed a great understanding of the program and were very knowledgeable of the regulations. Their documentation of program requirements was organized and thorough. They have worked hard to quickly develop a vast understanding of Child Nutrition Program requirements. The staff should be commended for a job well done.

Certification and Benefit Issuance - Springville Community Academy (9722)

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system, electronic POS terminal. Currently, all benefits are manually transferred to the Point of Service terminal due to the school not having the Excel program. Some student benefits were missed; therefore, they were not updated within the correct timeframe.

Corrective Action:

The SFA will correct all errors found during the review and notify households of benefit changes. The SFA will develop standard operating procedures to implement until Excel can be added to their computer system. These standard operating procedures will be submitted as corrective action.

Technical Assistance:

The Excel program is vital to many operations in Food Service from record keeping to benefit issuance assignments. The purchase of the program would be an allowable expense from the non-profit Food Service account.

Resource Management Comprehensive Review - Springville Community Academy (9722)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 9000: Non-Program Food Revenue

The SFA did not complete the non-program food revenue tool to assess compliance.

Corrective Action:

The SFA will complete the non-program food revenue tool and submit as corrective action.

General Program Compliance - Springville Community Academy (9722)

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

Use the Wellness Policy Triennial Assessment to guide and direct your progress and next steps in developing a well-rounded and implemented policy.

1216. *School Nutrition Programs staff met/will meet annual training requirements*

Finding 9000: After School Snack Program Training

No training was completed for those involved in the After School Snack Program.

Corrective Action:

The SFA will conduct After School Snack Program training for all individuals involved in the program and submit their training documentation and dated sign-in sheet as corrective action.

SNP Administrative Review Findings

Springville Community Academy (9722)

Program Year 2024

Springville Community Academy (9107)
126 Brick Street
Springville, IN 47462-0014

Food Service Contact
Mrs. Rebecca J Harding
kitchen manager
(812) 508-6078

Month of Review: November 2023
Date of Onsite Review: December 6, 2023

Other Federal Programs - Springville Community Academy (9107)

6. *Day of review Menu, Meal Patterns, Production records.*

Technical Assistance: After School Snack Program

Continue to develop the After School Snack Program menu. Students enjoy a variety of items. Explore options like meat/meat alternates, whole fruits, and vegetables.

Meal Components & Quantities - Springville Community Academy (9107)

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

Technical Assistance: Menu Documentation

The SFA is reminded to develop the menu for breakfast and lunch that lists all available options. If additional options are available and students are aware, daily breakfast and lunch participation is likely to increase. Daily options such as the chef salad, peanut butter and jelly, and fruit & yogurt parfait are not currently listed.

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

Technical Assistance: Standardized Recipes

The SFA should continue to develop standardized recipes for all foods containing two ingredients or more. Be mindful to include all ingredients in the recipe, list step-by-step preparation instructions, and identify critical control points.

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 being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. For the week of review, breakfast menu was planned with less than 1oz grain equivalent for one day. No meals will be disallowed.

Corrective Action:

The SFA will submit new crediting information for a replacement grain item containing at least 1oz grain equivalent that will be used on future menus as corrective action.

SNP Administrative Review Findings**Springville Community Academy (9722)****Program Year 2024****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: Serving line modification**

While the serving line was compliant and OVS was implemented correctly, the server has the tedious task of asking each student if they would like each individual item. If the serving line could be modified to allow students to serve themselves, it would allow the server time to refill the serving line while also assisting students when needed. Additionally, the serving line would move much faster, giving students more time to eat.

General Program Compliance - Springville Community Academy (9107)*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. All food is not stored at least 6 inches off the floor.

Corrective Action:

Food storage was corrected while the SA was on-site. The SA visually observed the correction. **No further action is required.**