

SNP Administrative Review Findings

Tell City-Troy Township School Corporation  
(6350)

Program Year 2022

**Tell City-Troy Township School Corporation (6350)**  
837 17th Street  
Tell City, IN 47586-2518

**Food Service Contact**  
Mrs. Kathy J VanHoosier  
ECA Manager  
(812) 547-3300  
kathy.vanhoosier@tellcity.k12.in.us

**Executive Contact**  
Mr. John Scioldo  
Superintendent  
(812) 547-3300  
john.scioldo@tellcity.k12.in.us

No. of Sites / Reviewed: 2 / 1  
Month of Review: February 2022

**Commendations**

- \* The Food Service Director did a great job organizing and preparing for the Administrative Review. In addition, she was available to learn throughout the day while the review was being conducted. This allowed the review to be completed quickly. Additionally, the food service director and staff were eager to learn and participate in the review for learning and development opportunities to improve the local foodservice operations.

**Resource Management Comprehensive Review - Tell City-Troy Township School Corporation (6350)**

*767. Nonprogram Revenue and Food Cost Ratio*

**Finding 9000: Non-Program Revenue Ratio**

The non-program revenue ratio was lower than the food cost ratio when completing the non-program revenue tool reference period for the school year 2021-2022.

**Corrective Action:**

After the review of the non-program revenue was completed, the SFA increased several prices for items being sold that went into effect in December 2021. Therefore, additional corrective action is not required.

**Technical Assistance:**

The SFA is encouraged to complete an additional reference period for the program year 2022 to check if the new prices provide a breakeven or positive return occurs.

**General Program Compliance - Tell City-Troy Township School Corporation (6350)**

*1400. The written food safety plan contains required elements, and a copy is available at each school*

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Some missing elements include site-specific plans at the school levels, standard operating procedures, and recipes by process approach.

**Corrective Action:**

The reviewer provided the Food Service Director with the Institute of Child Nutrition template for the food safety plan using a process approach and the USDA guidance to help create the plan. The FSD will need to create a site-specific plan for each school. Once the food safety plan is complete, the staff should be trained on using the food safety plan, including all standard operating procedures listed plan.

For Corrective Action, please provide a written timeline of when the food safety plan will be updated to include all required elements. Additionally, please include when the expected training for staff will occur.

Program Year 2022

William Tell Elementary School (6745)

837 17th Street  
Tell City, IN 47586-2518

Food Service Contact

Mrs. Michelle Bolin  
Cafeteria Manager  
(812) 547-9727

Month of Review: February 2022

Date of Onsite Review: March 23, 2022

Commendations

- \* Implementation of the meal counting and claiming for a "second chance breakfast" is excellent! The system allows internal electronic controls within the POS to take the meal count directly into the system without any manual transferring, ensuring that meal counts yield accurate results. Additionally, second chance breakfast allows the students who prefer to eat later to participate, thus increasing meal participation.

Technical Assistance

- \* The school food service provides meals for the preschool/daycare programs during the school day. Meals are served and consumed in the classroom. Additionally, these meals are not co-mingled with other grades during meal service. Therefore, the school should be following the preschool meal pattern. More information on the preschool guidelines can be found here: <https://docs.google.com/document/d/1OBoC3U2jmtepSkh-iZt5CmzTO0NQ29D8FBoC1blhgq/edit>.
- \* The school uses water fill stations in the cafeteria for access to water availability for students during meal service. On the day of review, one of the fill stations was covered with open trash bags. The water fill stations should be easily accessible for use. Furthermore, the custodian workstation is next to the water fountain, which had cleaning and restocking supplies out in the open for convenience. While it can be easy to store items close to where someone might be working, the appearance of the workstation can take away from the lunchroom atmosphere. Therefore, cleaning supplies should not be visible during meal service. To learn more about smarter lunchroom strategies, please visit <https://healthy-food-choices-in-schools.extension.org/the-60-strategies-of-the-smarter-lunchrooms-scorecard/>.

Other Federal Programs - William Tell Elementary School (6745)

4. Validate snack counts – snacks properly counted and claimed?

Technical Assistance- Meal Count Forms

The SFA uses the afterschool snack meal count form the IDOE has available. However, adults are participating in the program, and it is difficult to determine if only student snacks are being marked in the student section. Therefore, the reviewer allowed the SFA to begin using the SFSP meal count sheet for snacks since it provides a spot for program/non-program snacks to be recorded. Furthermore, training was provided to the afterschool coordinator on the meal count sheet.

Also, it was observed that students are required to take a snack even if they wish to decline the entire snack. The after school snack program does not require students to take snacks if participating in the program. If a student chooses to participate in the snack program, they must take both components that are planned.

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

**Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.**

The first monitoring was completed on 10/18/2021, which falls after the first four weeks of operation.

**Corrective Action:**

The SFA completed monitoring on 10/8/2021 and 3/3/2022 for the program year 2022. The SFA understands the monitoring requirements for after school snack program and will complete all visits by the required timeframes. Therefore, additional corrective action is not required.

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11. DOR and Review Period Snacks missing components.

**Finding 9233: Snacks missing meal components on Day of Review and Review Period disallowed. \*Repeat Finding**

The school is using smart snack compliant items in the afterschool snack program, many of which do not credit into the afterschool snack meal pattern. Please do not confuse the Smart “a la carte” Snack requirements with the meal pattern requirement for ASSP. The snack menu contained multiple days of insufficient servings of one component or missing components. As a result, the review was expanded to include the Jr/Sr High School after school snack program. Snacks with missing meal components and insufficient portions claimed for reimbursement have been disallowed. Additionally, all snacks served during March 2022 that do not meet the meal pattern are ineligible for claim reimbursement.

SFAs should determine menu compliance of items before service.

- Gummy fruit snacks were determined as not creditable in the meal pattern.
- Baked chips that are not grain-based do not credit into the meal pattern. For example, chips made with dried potatoes are not a creditable item in the Child Nutrition Programs.
- An insufficient portion of popcorn was served several days in the month of review. While popcorn is allowable, the serving needs to be 3 cups (or 1.0 ounce (28 grams)) popped popcorn as 1 serving of grains in a reimbursable meal or snack.

**Corrective Action:**

The SFA created a 2-week cycle snack menu for the schools to use in ASSP and provided copies to the reviewer on April 12, 2022.

For Corrective Action, please complete the following.

1. The SFA will need to create written standard operating procedures for the afterschool snack program that detail menu planning, and meal counting, with the understanding that not all smart snack items are creditable in the afterschool snack program. Please provide the written procedure.
2. The operators and menu planners of the snack program will be required to complete the after school snack training in inTEAM and/or Moodle. Please provide the sign-in sheets and completion certificates.
3. Please provide documentation that shows the ineligible days for claiming in March 2022 were not submitted for claim reimbursement.

**Meal Counting & Claiming - William Tell Elementary School (6745)**

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

**Finding 9000: Meal counts for meals served in the classroom**

The meal count for meals served outside the classroom (such as special education, preschool, etc.) is taken when meals are picked up for delivery. The official meal count must still be taken once the child has received the meal in hand.

**Corrective Action:**

Meal counters should be trained in civil rights, identification of a reimbursable meal, and recording meal counts.

For corrective action, please explain how the meal counting process for delivered meals has been updated to meet the point of service compliance and/or training that has taken place with meal counters to ensure accurate meal counts are occurring.

**Technical Assistance:**

This finding and requirements were discussed with the cafeteria manager on the day of review. Some suggestions for point of service counts that were discussed include having children come through the service line, the foodservice staff delivering meals at a specific time and recording as they passed out to the child, providing training for the adults to record the meal counts as meals are passed out and return the count sheet at the end of service.

**Meal Components & Quantities - William Tell Elementary School (6745)**

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 menu planner is reminded to plan menus that meet all components in both the daily

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and weekly serving sizes. If this error is found in subsequent Administrative Reviews, the meals may be considered non-reimbursable and disallowed.

The in-depth review of production records determined an insufficient portion of the red/orange vegetable sub-group was provided for weekly compliance. Additionally, the month of review production records was reviewed, and one day had an insufficiency for vegetables. The school served 1 cup of chili that credits 1/2 cup of vegetables, but no additional vegetable was provided, resulting in an insufficiency of 1/4 cup.

**Corrective Action:**

The reviewer provided technical assistance to the cafeteria manager regarding menu planning, grade group requirements, crediting, and the food buying guide. After a demonstration of the food buying guide, the site staff determined the correct portion size(s) needed for fresh vegetables.

For Corrective Action, please complete the following:

1. Please explain how each menu insufficiency has been addressed.
2. The menu planner must complete the Crediting Foods Series training located online in inTEAM and/or Moodle. Additionally, please submit the post-test and training certificate completion.

**Technical Assistance:**

Breakfast production was reviewed for February, and for three days, the planned & served juice portion did not get recorded. The SFA explained that the school was transferring information on a production record, which was inadvertently left off. The reviewer determined from carry-over inventory and purchase records that enough juice was on-hand on the days left off the production record.

**General Program Compliance - William Tell Elementary School (6745)**

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

**Technical Assistance- Water Availability Access**

The cafeteria is equipped with a water bottle fill station to fulfill the water availability requirements during meal service. However, it was observed that most children do not bring water bottles with them to the cafeteria during meal service. Therefore, it was recommended that cups be made available for children who want water; in turn, the cafeteria manager implemented them on the review day.