

**SNP Administrative Review Findings**

**Tipton Community School Corp (7945)**

*Program Year 2022*

**Tipton Community School Corp (7945)**

1051 South Main Street  
Tipton, IN 46072-9754

**Food Service Contact**

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FSMC: Aramark

**Executive Contact**

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No. of Sites / Reviewed: 3 / 1  
Month of Review: December 2021

**Commendations**

- \* Tipton Elementary had a clean and organized kitchen. Staff was friendly and accommodating throughout the review process.
- \* With the ongoing supply issues schools are facing, it was nice to see that the students still had several entrée options daily, as well as multiple fruit and veggie options to choose from.

**General Program Compliance - Tipton Community School Corp (7945)**

*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 & Assessment**

**Technical Assistance:**

The current NEOLA-based Wellness Policy 8510 provided by the SFA contains some outdated language referencing the "food pyramid guide." The food pyramid was replaced in 2011 with USDA's MyPlate. The NEOLA template should be reviewed and updated to remove outdated language.

The policy itself states that the Wellness Committee will meet four times per year and provide a report to the board annually regarding each school's wellness environment. Due to pandemic, this is not the current practice. However, information provided related to the wellness policy updates & assessment was just a broad document outlining NEOLA policy updates, not specific policy updates based on a review completed by the school's Wellness Committee.

It is recommended that the Wellness Committee review the current NEOLA-based policy to ensure it reflects the needs and current practices of the school corporation. An example of a current physical education goal states, "All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K-5 students and at least 225 minutes per week for students in grades 6 - 12." Note that physical education and physical activity are not the same thing. This goal does not seem realistic or tailored to the school's current practices.

Wellness Policy Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

Though currently waived due to the pandemic, the Triennial Assessment Template has been provided for reference: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

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*Program Year 2022*

**Tipton Community School Corp (7945)**

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 is missing elements and does not comply with the HACCP program criteria described in 7CFR 210.13(c). The provided plan contained a general list of SOPs but did not include the full SOPs utilized at the SFA. A list of equipment was included, but it did not specify if it was for one specific site or the entire district. In addition, menu items were not listed according to HACCP process.

**Corrective Action:**

As part of the corrective action, please review the IDOE's resources for HACCP-based Food Safety Plans at <https://www.in.gov/doe/nutrition/food-safety/> to ensure all required components are included in your plan. In addition, submit 3 standard operating procedures (SOPs) used in your plan, as well as a complete equipment list for Tipton Elementary.

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

**Finding 9143: A copy of the written food safety plan is not available at each school. \*Repeat Finding**

The elementary school did not have a copy of the plan available to review. The manager did state she was aware of the plan but could not locate it.

**Corrective Action:**

Once the Food Safety Plan is updated with all required components, the FSD will ensure a copy is available at each school. No further corrective action is needed at this time.

1501. *Records are retained for 3 years*

**Technical Assistance-FSMC Invoices & Recordkeeping**

**Technical Assistance:**

FSMC (Aramark) should be providing detailed supporting documentation that corresponds to the monthly invoices they send to Tipton Community School Corp. The current monthly invoices list a "Cost of Operation" and a lump sum, but no additional details. Invoices need to be itemized to show exactly what is included in the cost of operation. The detailed receipts must be retained (electronically or hard copies) for a minimum of three years plus the current year for all documents related to financial management within child nutrition programs.

**SNP Administrative Review Findings**

**Tipton Community School Corp (7945)**

**Program Year 2022**

**Tipton Elementary School (8163)**

1051 South Main Street  
Tipton, IN 46072-9754

**Food Service Contact**

Mr. Adam Proulx  
Food Service Director  
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Month of Review: December 2021

Date of Onsite Review: January 19, 2022

**Meal Components & Quantities - Tipton Elementary School (8163)**

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

**Technical Assistance-Meal Counting & Point of Service**

**Technical Assistance:**

Ensure staff marking off meal count sheets stand in a location which allows them to clearly observe each student & the meal components they select. Standing behind the service line & employees serving is not the ideal location.

*404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

**Technical Assistance-Meal Signage**

**Technical Assistance:**

The direction in which the students enter the serving line was changed during the school year, but the meal signage stayed in the same location, which is now at the end of the serving line. TA provided on moving the signage to the beginning of the service line to help students with their meal selections.

*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. Though the minimum grain requirement was met across all entrée offerings throughout the week, the minimum grain requirement would not met if a student chose a chef salad daily. In addition, grain-based desserts for the week exceeded the 2 oz eq maximum. Animal crackers (1 oz eq) were offered daily with the PBJ entrée option.

**Corrective Action:**

The school was provided technical assistance during the on-site visit to address the grain component issues and what constitutes a grain-based dessert. No further corrective action is needed at this time.

**Technical Assistance:**

For the entrée salad option, the SFA can serve a larger 2 oz equivalent roll, add croutons or crackers, or allow students to take the additional non-grain-based dessert item that comes with the PBJ entrée.

Animal crackers and grahams of any shape are considered grain-based desserts under NSLP and must be limited to no more than 2 oz equivalents per week. Animal crackers may be served with the PBJ entrée up to twice per week. Goldfish crackers, pretzels, or something similar can be offered the other three days of the week.

Exhibit A Grains Chart: <https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:94921275-688c-48f5-80c6-15a2fdb4b526>

**SNP Administrative Review Findings****Tipton Community School Corp (7945)***Program Year 2022***General Program Compliance - Tipton Elementary School (8163)***1300. Potable water is free and available to all students during lunch and breakfast***Technical Assistance-Location of Water****Technical Assistance:**

The location of water bottles available to students should not be placed near the beginning of the service line or appear to be in competition with milk. The location of water was discussed with FSD & the cooler was moved to the end of service line while onsite.

*1407. SFA written food safety plan is implemented***Technical Assistance-Implementation of Food Safety Plan****Technical Assistance:**

While a copy of the written food safety plan was not provided while onsite at the Elementary School, staff was observed following basic food safety principles, including the use of hairnets, use of gloved hands, proper hand washing, monitoring food temperatures on the service line, monitoring freezer & refrigerator temperatures, clean food preparation & services areas, etc. In addition, food was stored at least 6 inches off the floor and there were no signs of pests.

*1409. On-site or off-site storage violations were observed***Technical Assistance-Date Marking****Technical Assistance:**

While individual cans & containers/jugs removed from cases were date-marked, quite a few items in dry storage & freezers were still in full cases and were not date-marked. The importance of date marking items as they are received to ensure a FIFO rotation was discussed with both the manager and FSD.