

SNP Administrative Review Findings**Twin Lakes School Corporation (8565)****Program Year 2023****Twin Lakes School Corporation (8565)**

565 South Main Street
Monticello, IN 47960-2497

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 5 / 1

Month of Review: November 2022

Commendations

- * Director was well organized and had a great staff. The director has taken control of a challenging supply chain situation and started making their own bread (sliced bread, hamburger buns, breadsticks, etc.). All recipes used are compliant and the product is consistent.

Technical Assistance

- * The SFA is reminded to batch cook foods whenever possible and maintain minimal holding times to ensure the freshest food is served to each student.
- * The SFA bundled foods at breakfast but only allowed the milk to be declined. The State Agency provided technical assistance by discussing bundling that would allow for part of the fruit component and the milk component to be declined while still bundling a complete reimbursable meal.

Meal Counting & Claiming - Twin Lakes School Corporation (8565)

316. *Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA*

Technical Assistance

The SFA is reminded to have a written policy in place that describes how donations will be used.

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Program Year 2023

Roosevelt Middle School (9153)

565 South Main Street
Monticello, IN 47960-2497

Food Service Contact

Mrs. Alicia Wisinski
Kitchen Manager/Head Cook
(574) 583-5552

Month of Review: November 2022

Date of Onsite Review: December 7, 2022

Meal Components & Quantities - Roosevelt Middle School (9153)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9000: Component served without measurement

On the day of review, lettuce salad was served to students using tongs. This practice does not yield an accurate measurement or consistent serving size, both of which are necessary in Child Nutrition Programs.

Corrective Action:

The SFA was able to correct this with staff members on the day of review. The staff understand the importance of using a measuring utensil to serve all components. All students were served a compliant serving size of salad and no meals were disallowed. If staff continue to use measuring utensils to serve all components, this will satisfy this finding and no further action is required.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9000: Milk Substitution

A milk substitution is required at reviewed site due to students with a documented milk intolerance. A milk substitute must be offered to those with an intolerance to ensure they have access to all required components.

Corrective Action:

The SFA was able to order a compliant milk substitute and it will arrive with their next food delivery. As long as the site is able to continue to offer a milk substitute to students, this will satisfy this finding and no further action is required.

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

Finding 9000: Crediting

Crediting documents were not retained for all items served during the week of review. Before items are served, the SFA must obtain crediting documentation to ensure they are meeting meal pattern requirements.

Corrective Action:

The SFA was able to obtain crediting documentation for the item while the State Agency was on-site for the review. All meal pattern requirements were met for the grade group served. Corrective action has been completed for this finding and no further action is required.

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

Finding 9000: Crediting recorded incorrectly

Crediting was recorded incorrectly on production records. Crediting must be correctly recorded to ensure staff are aware of what must be served to make a complete reimbursable meal.

Corrective Action:

The State Agency was able to determine meal pattern requirements were still met even though crediting had been recorded

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incorrectly. The SFA was provided technical assistance on ways to ensure crediting is recorded correctly. The SFA has discussed necessary changes with all staff members and if fully implemented, this should remedy this finding. No further action required.

Technical Assistance:

Production records templates can be made by the SFA for cycle menus that have the food item listed along with the serving size and crediting information.

*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.**

Staff had completed OVS training at the beginning of the school year but lacked a working knowledge of identifying a complete reimbursable meal at the register. Students that had selected a complete reimbursable meal were required to also take a milk. As long as students have selected three components and one of those components is at least 1/2 cup fruit or vegetable, milk is not required to be taken.

Corrective Action:

The SFA spoke with all cashiers while the State Agency was on-site. The cashiers now have a clear understanding of what is required for a complete reimbursable meal. All requirements of corrective action have been made and no further action is required.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Roosevelt Middle School (9153)*1409. On-site or off-site storage violations were observed***Finding 9150: Storage violations were observed.**

The SFA must ensure that all its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Chemicals are not stored away from food and food-related supplies and expired foods were found in dry storage area.

Corrective Action:

The SFA moved chemicals to a designated location away from all foods and food-related supplies and the expired foods were discarded while the State Agency was on-site. These actions have satisfied the requirements of corrective action. No further action required.

Technical Assistance:

The SFA is reminded to routinely observe food and chemical storage areas to ensure all items are stored and handled properly.