

SNP Administrative Review Findings**Union School Corporation (6795)***Program Year 2023***Union School Corporation (6795)**8707 W US Hwy 36
Modoc, IN 47358-9583**Food Service Contact**Ms. Susan Clark
Food Service Director
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sclark@usc.k12.in.us**Executive Contact**Mr. Michael Huber
Superintendent
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mhuber@usc.k12.in.usNo. of Sites / Reviewed: 2 / 1
Month of Review: February 2023**Commendations**

- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements.

Resource Management Comprehensive Review - Union School Corporation (6795)*765. Adult Meals***Finding: Charging an Adult, A La Carte Price for an Adult Lunch**

On the day of the lunch observation, one teacher selected a sandwich, grapes and a milk and paid the cashier \$1.75 which is the a la carte price. When asked about it, she stated she always pays for it and took the coins from the far-left compartment of the register drawer and added it with the remaining coins. Adult lunches are \$4.85. There was not \$3.10 worth of coins transferred. Child nutrition program funds cannot support any adult non-program meals.

Corrective Action:

Going forward, confirm that adults will always be charged the correct price for their food items. Train all food service staff members on this requirement and upload the training documentation into the CNPweb review tool. The training documentation should include the date, agenda, and attendees.

Technical Assistance:

A technical assistance was conducted on this finding on the day it occurred and during the exit meeting.

*767. Nonprogram Revenue and Food Cost Ratio***Finding: Not Charging for Extra Food Items**

On the day of the lunch observation, one student had a creditable lunch plus 4-5 strawberry cups heaped on top of the lunch food and was not charged anything outside of a reimbursable meal.

Corrective Action:

All extra food items outside of a reimbursable meal needs to be charged as an la carte price, so that the SFA can recoup at least what they paid for the food item. Train all food service staff members on this requirement and upload the training documentation into the CNPweb review tool. The training documentation should include the date, agenda, and attendees.

Technical Assistance:

A technical assistance was conducted during the day of review and during the exit meeting on this finding.

SNP Administrative Review Findings

Union School Corporation (6795)

Program Year 2023

Union Jr.-Sr. High School (7119)

8707 W US Hwy 36
Modoc, IN 47358-9583

Food Service Contact

Ms. Susan Clark
Food Service Director
(765) 853-5464

Month of Review: February 2023

Date of Onsite Review: March 21, 2023

Meal Counting & Claiming - Union Jr.-Sr. High School (7119)

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

Finding: Counting Lunches

A few students walked through the line and stated I do not know my number while another student would be entering their pin number. They did not stop and wait for the cashier to account for their meal before passing through the line. The cashier looked up those students' pin numbers later.

Corrective Action:

Prior to being a cashier, the individual must be trained on the importance of documenting the meal at the point of service. The next day when the breakfast service was observed by the state agency field specialist, the cashier had been retrained and the meal service area where the POS area was located was moved around so that students could not walk through so easily. No further action is required.

Technical Assistance:

This finding was immediately discussed with the food service director and corrected.

Meal Components & Quantities - Union Jr.-Sr. High School (7119)

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

Technical Assistance-Serving Too Many Starchy Vegetables

Multiple servings of starchy vegetables are offered throughout the week and only 1/2 cup is required. The menu planner is encouraged to avoid offering too many starchy vegetables because the additional calories could result in being over the daily/weekly allowance for calories.

General Program Compliance - Union Jr.-Sr. High School (7119)

1407. SFA written food safety plan is implemented

Finding: High Freezer Temperature

The walk-in freezer temperature was 18 degrees on the day of review. After some investigation, it was noted to have been warming up the day before.

Corrective Action:

Whenever the temperature for a cooling unit gets out of range and the monitoring person notes this, the food service director should be notified immediately. Since the freezer was at the incorrect temperature for at least over 24 hrs. the state agency field specialist suggested that the county health department be called to get clarification on whether the food was still edible or not. The FSD called and confirmed with the local health department the food would still be okay and asked them to send an email confirming this important information. Also, during the onsite the monitoring person was retrained to notify the FSD immediately whenever any cooling unit gets out of range. No further action is required.

Technical Assistance:

An extensive technical assistance was conducted along with the county health department personnel during the onsite review.