

SNP Administrative Review Findings

University Schools/Burriss Laboratory School  
(1441)

Program Year 2024

**University Schools/Burriss Laboratory School (1441)**  
2201 W. University Ave.  
Muncie, IN 47306-1062

**Food Service Contact**  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2023

FSMC: Ball State University's  
Dining Services

**Commendations**

- \* This was the first time both the office and food service staff had been through a School Nutrition Program Administrative Review, and they did a terrific job! They were well prepared and eager to learn the correct procedure when a finding was noted. The kitchen was immaculate, and all food safety precautionary procedures are being followed and documented as required.

**Verification - University Schools/Burriss Laboratory School (1441)**

210. Direct Verification of selected applications was conducted according to requirements

**Technical Assistance: Direct Verification**

The SFA was not aware that direct verification (DV) is available for use, therefore it was not conducted during the 2024 verification process. This process (conducted in the CNPweb) can help confirm the validity of a student's free or reduced eligibility without needing to contact the household for verification documentation. DV is currently available beginning October 1 to be used during traditional verification. Use DV to verify applications selected for verification purposes.

**Resource Management Comprehensive Review - University Schools/Burriss Laboratory School (1441)**

765. Adult Meals

**Technical Assistance on Determining Adult Meal Prices**

Determining Meal Prices for Adults

Currently the SFA adult prices are adequate, but how to determine the prices for adult meals was unknown. Below is the procedure for calculating adult meal prices. A hard copy of the procedures below was given to the administrators on the day of the exit meeting.

Breakfast and lunch served to adults must be priced so that the adult payment is sufficient to cover the overall cost of the meal. Since the nonprofit food service account cannot pay or subsidize adult meals, schools must appropriately set adult meal prices.

Adult meal prices and student meal prices should not be the same price. Depending on if the building charges students for meals (pricing program) or does not charge students for meals (non-pricing program) will determine how the school will set the necessary adult meal prices.

Adult meals must be the equivalent portion to the student meal. Larger portions or double entrees served to adults must be charged as a la carte.

To calculate adult meal prices for NSLP, take the sum of the student paid price, plus the paid reimbursement, plus .08 cents. SFAs must include an additional .02 reimbursement in the adult pricing formula if they receive the severe-needs lunch rate. The adult lunch price must be equal to or higher than the total.

*Program Year 2024*

**General Program Compliance - University Schools/Burriss Laboratory School (1441)**

808. *On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

**Finding 9000: Annual Civil Rights Training Requirements**

Civil right training has not been conducted annually for all applicable employees. The USDA requirement is to train applicable staff on the civil rights requirements before they assume their duties in the Child Nutrition Programs and annually thereafter.

**Corrective Action:**

Confirm that staff are trained annually on civil rights, preferably prior to the start of the school year. Also, confirm that new employees are also trained before assuming any duties in the Child Nutrition Programs. Submit training documentation for all applicable staff for this school year.

**Technical Assistance:**

Technical assistance was provided on the requirement.

1217. *SFA's process and frequency for tracking training hours is sufficient*

**Finding 10126: Professional Standards Training Requirements and Documentation**

Staff members were unclear about the annual professional standard requirements for employees.

**Corrective Action:**

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide a written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met.

**Technical Assistance:**

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

1602. *On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Summer Food Service Program (SFSP) Outreach:**

Currently, the SFA is not conducting SFSP Outreach. As an SFA participating in the Child Nutrition Programs, you are required to conduct SFSP outreach annually. Burriss will notify students of any Summer Food Service Programs available through their newsletter and also by posting it on their website.

**Corrective Action:**

The SFA has stated in the off-site questions that Burriss Laboratory School will notify students of any Summer Food Service Programs available through their newsletter and also by posting it on their website. **Therefore, no further action is required.**

**Technical Assistance:**

Technical assistance was conducted on this finding.

***Program Year 2024***

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance School Breakfast Program Outreach**

For the SBP outreach, the menu is posted on the website and displayed on your school monitors. Your school provided breakfast information handouts during registration and sent emails alerts regarding breakfast service. These are all great outreach methods. Studies show that eating breakfast is vital to helping students learn and be successful. Plus, it helps with behavior issues. In December, out of the 672 students enrolled, on average only 7 students ate breakfast each day. The availability of breakfast and the importance of eating a healthy breakfast should be advertised in every way possible. Breakfast does not have to be served from the cafeteria before school. Consider serving breakfast in the classroom, Grab N' Go in the hallway, or Second Chance Breakfast during a small break in the morning. All these serving methods have shown increases in breakfast participation. Lastly, the first week of March is National School Breakfast Week; consider this time to promote the importance of eating breakfast.



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Month of Review: December 2023

Date of Onsite Review: January 10, 2024

**No Findings during Site 1441 Review**