

**SNP Administrative Review Findings**

**Vincennes Community School Corp (4335)**

*Program Year 2023*

**Vincennes Community School Corp (4335)**

1712 S. Quail Run Rd.  
Vincennes, IN 47591-6870

**Food Service Contact**

Mrs. Melinda Decker  
District FSD Representative  
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FSMC: Sodexo

**Executive Contact**

Mr. Greg Parsley  
Superintendent  
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No. of Sites / Reviewed: 7 / 2  
Month of Review: January 2023

**Commendations**

- \* The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. The staff was very professional and conscientious about meeting the School Nutrition Program requirements.
- \* Franklin Elementary has implemented a last-chance breakfast that allows late student arrivals to get a grab-and-go breakfast to take to the classroom. This is an excellent opportunity for students to still receive a healthy breakfast while increasing meal participation.
- \* Both kitchens were clean and organized.

**Technical Assistance**

- \* The school website has the free and reduced meal application for 2022-2023 that households can fill out to receive meal assistance for the school year. The school corporation participates in the Community Eligibility Provision district-wide that allows all student meals to be free. The school corporation needs to discontinue the free and reduced meal application. For the purposes of textbook assistance, the school corporation needs to use the Curricular Material Assistance and Other Assistance application which can be found here: <https://www.in.gov/doi/nutrition/community-eligibility-provision/>.
- \* While the Administrative Review for School Nutrition programs has been conducted, the 2022 Annual Financial Report will be reviewed and approved separately. This report could be amended if corrective action is required for the AFR.
- \* The school corporation must ensure the corporation employee overseeing the FSMC contract has a strong working knowledge of USDA programs. It is imperative that the School Food Authority (SFA) continue to review all documentation related to services provided by the FSMC, including but not limited to the following: reviewing the itemized monthly statements to ensure there are no questionable or unallowable charges billed to the foodservice account, reviewing the SFA available USDA Foods for use in menus to ensure the corporation is getting full value from the use of commodities in reimbursable meals and not used for other activities, inspecting all kitchens regularly to ensure foods are stored properly, rotated on FIFO, and secured from theft and spoilage. During the review, it was noted that the FSMC did not update the fees for the new contract year that started July 1, 2022, resulting in the SFA being undercharged. The following items were recommended to the SFA regarding FSMC billing:
  - For accuracy, the SFA should create a standard operating procedure to review every monthly itemized, detailed billing.
  - The SFA should determine approval procedures for FSMC travel, employee recognition programs, timekeeping records, and/or shared labor between SFAs.
  - The SFA should receive training on how to read the reports provided by the FSMC.
- \* A review of USDA Foods storage areas and available inventory resulted in excess commodities that should be incorporated into the weekly menus. It observed that some commercial items purchased through a vendor were available through allocated FDP USDA Foods. The provision of USDA Foods frees up funds that schools would otherwise have to use to purchase commercial food products. USDA Foods usage can reduce approximately 15 to 20 percent of federal school lunch food expenditures. It is recommended that the food service director incorporate items available into the cycle menus. The SFA can work with the food distribution specialist at IDOE to determine if all items available that cannot be built into the meal plan before expiration or meet storage needs can be reallocated.

**General Program Compliance - Vincennes Community School Corp (4335)**

*1007. Onsite observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance- Assessment of the Local School Wellness Policy**

The local school wellness policy is currently under revision with the wellness committee. The LSWP should include standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom

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snacks brought by parents, or other foods given as incentives). However, the standards are not made available to households. Add these guidelines to handbooks, school websites, or printed copies available for families at local schools. As a reminder, the triennial assessment must be completed every three years. This needs to be done by the end of June 2023. Available resources to complete the assessment can be found at <https://www.in.gov/doi/nutrition/wellness-policies/>.

**1212. New School Nutrition Programs Director met the hiring requirements****Finding 9000: Hiring Requirements for a Food Service Director**

The school food service director does not meet the hiring standards for a school larger than 2,500 student enrollment. The minimum required education for an enrollment size between 2,500 – 9,999 students is an Associate's degree with at least two years of relevant School Nutrition Program (SNP) experience.

**Corrective Action:**

For corrective action, the school will need to provide in writing the plans, including a detailed timeline of how the local school food service position will comply with hiring standards. In addition, the school will have the following options regarding the school food service director.

1. The current school FSD's salary can be paid with funds outside the non-profit food service account while working to earn a Bachelor's degree with a major or concentration in food and nutrition, food service management, nutrition education, etc., with a Bachelor's degree, relevant School Nutrition Program experience is not required.
2. The current school FSD's salary is covered with funds outside the non-profit account while obtaining an Associate's degree and at least two years of SNP experience.
3. If the decision is not to pursue either of those options, then Vincennes Community Schools will need to appoint someone else who meets the new hire standards as the school FSD. This person will be responsible for obtaining food safety certification and 12 hours of professional development annually. This option will allow Vincennes Community Schools until July 1, 2023, to get this finalized since it might take time to hire for this position.

**1400. The written food safety plan contains the required elements and a copy is available at each school****Technical Assistance- Food Safety Plans**

The food safety plans were completed and implemented on January 30, 2023. As a reminder, each site should have a copy of the site-specific food safety plan. The food safety plans are recommended during onboarding with new employees. Additionally, one standard operating procedure could be reviewed weekly with site staff and counted towards professional development.

**1403. Review of agricultural food components indicates violations of the Buy American provision****Technical Assistance- Buy American**

A total of three products (Mexico) violated the Buy American Provision at the schools reviewed, and supporting documentation was not available to support the non-domestic products at the time of the review for some of the products. The State Agency recognizes that many food products are difficult to acquire currently; however, please remember that federal tax dollars are used to purchase these products. Please make every effort to purchase products that are from the United States. Here is a resource that can help determine seasonal produce in the USA. <https://snaped.fns.usda.gov/seasonal-produce-guide>

**SNP Administrative Review Findings**

**Vincennes Community School Corp (4335)**

**Program Year 2023**

**Benjamin Franklin School (3509)**

1712 S. Quail Run Rd.  
Vincennes, IN 47591-6870

**Food Service Contact**

Mrs. Treasa Provenzano  
Kitchen manager  
(812) 882-2113

Month of Review: January 2023

Date of Onsite Review: February 16, 2023

**Other Federal Programs - Benjamin Franklin School (3509)**

*0. Onsite Date/Time, Snack Reduced/Paid charges*

**Technical Assistance- Snack Serving Times**

On the day of review, several classes were observed coming to receive snacks before service time. Further conversation with the afterschool director provided that multiple daily groups will show up before service time, mark their snack, and take them to another part of the building. The food service director and school principal discussed training all staff in afterschool program requirements so ASSP can be implemented correctly. Additionally, an earlier serving time was changed and approved in CNPweb.

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

**Finding 9221: Snacks are not being correctly counted and claimed.**

After a review of the snack count sheets for the review period, the following issues were noted. These errors resulted in an inaccurate claim.

- On January 6, 2023, the snacks entered in the electronic consolidation were transposed.
- On January 23 & 27, 2023, the manual meal count sheets were completed with a straight line indicating snacks were not counted at point-of-service.

**Corrective Action:**

The manual meal counts will be reviewed weekly by the food service administration and compared to the electronic consolidation to ensure correct counts. Therefore, additional corrective action is not required.

*6. Day of review Menu, Meal Patterns, Production records.*

**Technical Assistance- Crediting**

One whole banana was planned for the day, credited at a 1/2 cup fruit/vegetable serving for the afterschool snack program. Before service, the food service director changed the fruit/vegetable serving to include a whole apple. The whole serving of the apple credits 1 cup to meet the afterschool snack fruit/vegetable meal pattern guidelines.

**Meal Counting & Claiming - Benjamin Franklin School (3509)**

*325. Review Period- meal counts by category were correctly used in the claim for reimbursement*

**Finding 9074: The school's meal counts are incorrect in the SFA's claim for reimbursement.**

The SFA's claim for the school for the Review Period does not match the State Agency's validated meal counts for the school for the Review Period. The school takes counts manually (tic sheets) and then enters them into the software at the end of the service using a bulk entry. This error is composed of manual math consolidation and transferring into the POS incorrectly. Additionally, a second person does not validate these manual tic sheets to ensure correct counts have been recorded. The lunch counts were inaccurately recorded on January 13, 30, & 31, 2023 resulting in an overclaim.

**Corrective Action:**

The SFA will need to review the manual meal tic sheets against what was entered in the POS before claim submission to the State Agency. To eliminate manual counting, the food service director will update the POS menu board keys to include a CEP-reimbursable meal option for breakfast and lunch. This option will be implemented at all schools taking manual counts on March 1, 2023. Therefore, additional corrective action is not required.

**Meal Components & Quantities - Benjamin Franklin School (3509)**

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

**Technical Assistance- Planned Grain for Lunch**

The planned grain equivalent for the taco nachos was a 2oz portion (1.5oz by weight). When staff prepared the chip portion, the weight included the paper food trays. The reviewer provided technical assistance regarding how to tare a scale to have only the food item's weight. All chip portions were increased before service. It is recommended for the staff knows and understand the difference between weight vs. volume to implement the correct planned portions.

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

**Finding 9000: Field Trip Meals**

Field trip meals are provided as an option for households. On February 8, 2023, the food service department provided a non-perishable lunch for requested field trips. The meals were pre-packed with no milk option and only 1/2 cup of vegetables. Since the meal pattern was not met, the field trip meals were disallowed for reimbursement.

**Corrective Action:**

For corrective action, please provide supporting documentation showing the meals were not included in the claim reimbursement. The food service director must also create a field trip menu consisting of perishable and non-perishable selections. Please provide a copy with detailed servings sizes as part of the supporting documentation.

410. *Review Period- planned menu quantities meet the meal pattern requirements*

**Technical Assistance- Increasing the Availability of Fruit During Breakfast**

The breakfast fruit portion on MWF is recorded as one 1/2 cup serving, totaling the number of reimbursable meals. There is no signage or verbal communication with students that they take two servings of the fruit offered these days. Including another fruit option at breakfast is recommended to increase the variety and the possibility of consumption. This option will also help incorporate the excess USDA Foods.

500. *Day of Review- Offer vs. Serve was implemented correctly*

**Finding 9078: The school is not properly implementing Offer vs. Serve. \*Repeat Finding**

As observed on the Day of Review, staff did not clearly understand breakfast OVS and its requirement. As a result, where a student selected a reimbursable meal, the student was made to choose an additional item(s).

**Corrective Action:**

For corrective action, the food service director will work with the FSMC menu planning team to determine how the items at breakfast are planned (i.e., 2oz EQ pancakes are planned as one food item or two). Then, the FSD will work with the reviewer to schedule an onsite training with all staff to teach breakfast OVS using the planned menus for the school district.

**Technical Assistance:**

The food service director should provide the schools with a breakfast reference sheet that includes all the planned entrees menu contribution (one or two food items).

**SNP Administrative Review Findings**

**Vincennes Community School Corp (4335)**

**Program Year 2023**

**James Whitcomb Riley Elem. School  
(3573)**

1712 S. Quail Run Rd.  
Vincennes, IN 47591-6870

**Food Service Contact**

Mrs. Michelle Groves  
Kitchen Manager  
(812) 882-2072

Month of Review: January 2023

Date of Onsite Review: February 15, 2023

**Meal Components & Quantities - James Whitcomb Riley Elem. School (3573)**

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

**Finding 9055: There is no signage explaining what constitutes a reimbursable meal at the beginning of the service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

**Corrective Action:**

During the onsite review, the food service director posted the required meal signage at the beginning of the line. Therefore, additional corrective action is not required.

**General Program Compliance - James Whitcomb Riley Elem. School (3573)**

901. Onsite monitoring review(s) were completed prior to February 1

**Technical Assistance- Site Reviews for Breakfast**

Neither school reviewed had a completed site review for breakfast by February 1st. SFAs must perform no less than one onsite review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and 50% of schools operating the School Breakfast Program (SBP) under its jurisdiction. As a reminder, the schools not reviewed this year for breakfast must be reviewed by February 1st of next school year.

1406. The most recent food safety inspection report is posted in a publicly visible location

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

**Corrective Action:**

During the onsite review, the food service director posted the health inspection in the cafeteria for public display. Furthermore, the FSD explained all signage requirements to the kitchen manager. Therefore, additional corrective action is not required.

1409. Onsite or off-site storage violations were observed

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for handling, storing, and distributing purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. On the day of review, there was evidence of food spoilage and ice buildup on pipes in the freezer, with food stored directly under the buildup.

**Corrective Action:**

During the onsite review, the kitchen manager immediately discarded foods that showed spoilage. Additionally, the kitchen manager placed a maintenance work order to defrost the pipes while directly moving food not to be stored under the buildup. The FSD has required the kitchen manager to complete a weekly HACCP self-inspection. Therefore, additional corrective action is not required.