

SNP Administrative Review Findings

Wa-Nee Community Schools (2285)

Program Year 2022

Wa-Nee Community Schools (2285)

1300 North Main St
Nappanee, IN 46550-9310

Food Service Contact

Mrs. Sheila Cripe
Food Service Director
(574) 862-2710

Executive Contact

Dr. Scot D Croner
Superintendent
(574) 773-3131

No. of Sites / Reviewed: 5 / 1
Month of Review: November 2021

Commendations

- * The staff at Northwood Middle School were pleasant to work with and they interacted with the students coming through the serving line.
- * The kitchen, storage areas and cafeteria were kept clean and organized.
- * The dedication of Sheila to the program has been evident in her quick responses to completing all the Administrative Review task as each item was requested. She has kept very detailed records to show what is happening in the program.
- * Students were patient with the cashiers to wait until their transaction was approved before leaving the line. This is a reflection on your staff training students to wait in the line until the transaction is complete. The cashiers were polite and pleasant in their responses to the students letting them know it was okay to exit the line.

Resource Management Comprehensive Review - Wa-Nee Community Schools (2285)

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Non-Program Revenue Tool not in compliance for school year 2021.

The revenue from Non-Program Food needs to be increased according to the Non-Program Revenue Tool.

Corrective Action:

Prices were increased at the start of school year 2022. The SFA is to run a five-day analysis of non-program food revenue to see if the current price increases are covering the cost at a correct percentage ratio.

Technical Assistance:

Discussed with Food Service Director and Superintendent areas that could be causing an issue with the non-program food cost and revenue ratio.

773. Proper Classification of Costs (Direct/Indirect)

Finding 9000: Inaccurately reported the indirect cost under miscellaneous expenses.

The indirect cost of trash and pest control were reported under miscellaneous expenses and not as indirect cost.

Corrective Action:

The 2020-2021 Annual Financial Report is to be updated to reflect that \$28,383.93 is an indirect cost and miscellaneous expense account is to be reduced by \$28,383.93.

Technical Assistance:

Discussed with Food Service Director and Superintendent that expenses which are not a full direct cost to the School Food Service Account needs to be calculated using the Indirect Cost rate and reported as Indirect Cost expenditures.

General Program Compliance - Wa-Nee Community Schools (2285)

1212. New School Nutrition Programs Director met hiring requirements

Technical Assistance:

Discussed with Food Service Director that to complete the hiring requirements for when she was hired, the following courses will need to be completed or documented that they have already been completed. Due to the fact some courses have

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changed an equivalent course may need to be substituted into the list. The Food Service Director is to work with the Field Specialist to complete this task by February 15, 2023.

1. Complete inTEAM's e-learning courses for directors:

- Civil Rights Compliance for Child Nutrition Programs
- Counting for Directors
- Indiana's Food Production Records
- Nutritional Quality and Meal Pattern Compliance for Menu Planners Parts 1 and 2
- Crediting Foods
- Weight versus Volume
- Reducing Application Errors Part 1, 2, and 3
- Verification for Directors

2• Attend IDOE's new Food Service Director Training (FSD 101 training).

3• Attend at least two IDOE trainings, in addition to FSD 101 - IDOE highly recommends new Food Service Directors to attend all IDOE trainings that are offered.

4• Familiarize oneself with IDOE's website - [DOE: Nutrition \(in.gov\)](http://doe.in.gov)

5• Complete the following Institute of Child Nutrition's online courses under the Child Nutrition tab - <https://theicn.org>

- Financial Management: A Course for School Nutrition Directors
- Inventory Management – Controlling Cost
- USDA State Agency Guidance to Procurement Topic 1, 2, and 3

SNP Administrative Review Findings

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Program Year 2022

Northwood Middle School (1669)

1300 North Main St
Nappanee, IN 46550-9310

Food Service Contact

Mrs. Sheila Cripe
Food Service Director
(574) 862-2710

Month of Review: November 2021

Date of Onsite Review: December 14, 2021

Meal Components & Quantities - Northwood Middle School (1669)

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

Finding 9000: Inaccurate Recipe serving sizes

Review of Taco meat and BBQ chicken recipe showed a discrepancy in the creditable meat/meat alternates based on serving size.

Corrective Action:

An updated Taco Meat recipe and BBQ Chicken recipe is to be emailed to Field Specialist.

Technical Assistance:

Discussed with Food Service Director the way to calculate the amount of meat/meat alternate using the Food buying Guide.

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

Technical Assistance

Technical Assistance:

Production records did not show all the food products used to produce meals. Recommend that staff complete Production Record training in InTeam