

SNP Administrative Review Findings**Wabash City Schools (8060)****Program Year 2019****Wabash City Schools (8060)**

189 West Market St.
Wabash, IN 46992-1727

Food Service Contact

Mrs. Melanie Honeycutt
Food Service Director
(260) 274-0898

Executive Contact

Mr. Jason Callahan
Superintendent
(260) 563-2151

No. of Sites / Reviewed: 5 / 1
Month of Review: December 2018

Commendations

- * The SFA works very hard to provide the best meals possible to the students of Wabash City Schools. They have a passion for food service and strive for excellence.

Verification - Wabash City Schools (8060)**212. Household failed to respond to verification request - SFA follow-up?****Finding 9035: SFA did not follow up as required when households failed to respond to a Verification request.**

Student benefits were not updated in POS system within the allotted 10 day period.

Corrective Action:

When benefits are decreased, changes must be made in the POS system 10 days after household is notified of change. In the future, SFA will be mindful of the deadlines for adjusting student benefits. No further action required.

215. SFA complete verification by Nov 15 or request extension?**Finding 9048: Verification not completed by November 15.**

For school year 2018-2019, the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

Corrective Action:

The SFA will set calendar reminders for next year to prompt them to complete verification within the approved timeframe. No further action is required.

Meal Counting & Claiming - Wabash City Schools (8060)**313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?****Finding 9000: Charge Policy**

Charge Policy is very vague, lacking cost of alternative meal, and how debt will be recovered. Also, SFA is claiming alternative meal for reimbursement and meal did not contain all required components.

Corrective Action:

The SFA has revised and submitted for corrective action the current charge policy to include all required elements. Reference state website: Charging Procedure Template. <https://www.doe.in.gov/nutrition/snp-pricing-guidance>. No further action required.

Resource Management Comprehensive Review - Wabash City Schools (8060)**763. NonProgram Food Participation****Finding 9000: Resource Management not completed**

Comprehensive resource management review must be completed in the following areas: non-profit FS account and non-program foods revenue.

Corrective Action:

SFA has submitted all answers to comprehensive resource management questions required by the SA. All responses satisfy the requirements of the program. No further action required.

General Program Compliance - Wabash City Schools (8060)

1400. Food safety plan – contain required elements, copy available at each school?

Finding 9000: Update Food Safety Plan

The food safety plan is outdated and is lacking the following items: equipment logs, instructions on how to use equipment, signed pages indicating staff has been trained using the manual, dates indicating updates have been made.

Corrective Action:

SFA has submitted an updated Food Safety Plan to include the following: equipment logs, instructions on how to use equipment, signed pages indicating staff has been trained using the manual, dates indicating updates have been made. No further action required.

SNP Administrative Review Findings

Wabash City Schools (8060)

Program Year 2019

Wabash Middle School (8694)

189 West Market St.
Wabash, IN 46992-1727

Food Service Contact

Mrs. Melanie Honeycutt
Food Service Director
(260) 274-0898

Month of Review: December 2018

Date of Onsite Review: January 17, 2019

Other Federal Programs - Wabash Middle School (8694)

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

Finding 9000: Item not credible as part of ASSP

Fruit roll-up was offered as part of the ASSP and is not a credible item.

Corrective Action:

SFA has removed the fruit roll-up as an offering for ASSP. The item will now only be used as an a la carte item at lunch. No further action required.

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

Finding 9225: Production records are not completed daily and maintained for a minimum of 3 years.

Production records are not completed for the After School Snack Program.

Corrective Action:

SFA has submitted, as corrective action, the new ASSP detailed menu for the elementary and middle/high school program. This contains size of items served and how many of each served daily. No further action required.

Meal Components & Quantities - Wabash Middle School (8694)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups?

Finding 9000: Cereal not whole grain item

Breakfast offering of Frosted Flakes cereal is not compliant due to the item not containing whole grain as the first ingredient.

Corrective Action:

SFA has removed cereal item from breakfast offering and will no longer serve the non-compliant item. No further action required.

403. DOR - two varieties of milk available, allowable substitutions

Finding 9000: Technical Assistance

Technical Assistance:

While it is not required to have a milk substitution on hand if one is not currently needed by a student with a milk intolerance or allergy, it is good practice to have one available or know where one can be purchased if the need arises. The SFA should be prepared to make reasonable accommodations for milk substitutes, when requested.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9000: Additional Signage needed for service line

No signage on service line that describes what constitutes a reimbursable meal.

Corrective Action:

SFA has ordered signage to sit on top of the serving line which describes what constitutes a reimbursable meal for breakfast and lunch. No further action required.

SNP Administrative Review Findings

Wabash City Schools (8060)

Program Year 2019

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Crediting documents not available

Crediting documents (CN labels or product formulation statements) were not available from SFA for review.

Corrective Action:

SFA was able to obtain the required CN labels or product formulation statements for each entrée item on menu while SA was onsite. No further action required.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Production records missing required components

Production record used by SFA does not contain required components.

Corrective Action:

SFA will use production record template from the state website. SFA has downloaded new production record template and no further action is required.

General Program Compliance - Wabash Middle School (8694)

904. On-site monitoring review – CA required in general areas of review?

Finding 9000: Monitoring of Cafeteria Environment

Foods are being smashed and thrown on cafeteria floor by students, creating a hazardous environment.

Corrective Action:

SFA has submitted their corrective action plan for correcting the issue which includes taking foods off menu that are being smashed and better monitoring of meal service. No further action required.

1411. Did any review of products indicate violations of the Buy American provision?

Finding 9000: Technical Assistance

Technical Assistance:

SA provided technical assistance as to what documentation was needed from vendors to determine if domestic alternatives were considered or if exceptions would be made if:

- The agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of domestic agricultural food components are significantly higher than the non-domestic ones
- The exception was related to the domestic food as prohibitively costly or limited quantity availability