

SNP Administrative Review Findings

MSD of Warren County (8115)

Program Year 2023

MSD of Warren County (8115)

101 North Monroe Street  
Williamsport, IN 47993-1140

Food Service Contact

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No. of Sites / Reviewed: 4 / 1  
Month of Review: December 2022

Commendations

- \* The SFA had great records for the Verification process. Each step was documented, written and verbal communication was tracked, along with the date and time it occurred. Everything was organized well and easy to navigate.

Technical Assistance

- \* The SFA is reminded to keep a close watch on increasing pricing of items. Some items commonly used in kitchens can become expensive if not paying close attention to invoicing. Be mindful and research other companies that offer the same product to ensure you are receiving the best pricing.
- \* As a reminder, catering labor should be billed at an hourly rate separate from normal food service operations. This cost should be factored into catering expenses.
- \* The SFA should further develop their charge policy to state how negative balances will be recouped and how donations will be distributed.
- \* Before assigning foster/ward of the state benefit status to a student, the school is reminded to retain written documentation as proof of the benefit.

General Program Compliance - MSD of Warren County (8115)

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

**Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Non-discrimination statement was incorrect on school website.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: As corrective action, the SFA will provide documentation that the non-discrimination statement has been updated using the correct verbiage.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: correct verbiage can be found at <https://www.in.gov/doe/nutrition/civil-rights-requirements/>

1400. The written food safety plan contains required elements and a copy is available at each school

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Standard operating procedures for many kitchen operations.

**Corrective Action:**

The SFA will further develop their Food Safety Plan to include all kitchen standard operating procedures. They will submit their timeline for developing the Food Safety Plan as corrective action.

**Technical Assistance:**

Food Safety Plan template can be found at: <https://www.in.gov/doe/nutrition/food-safety/>



**SNP Administrative Review Findings**

**MSD of Warren County (8115)**

**Program Year 2023**

**Seeger Jr.-Sr. High School (8737)**

101 North Monroe Street  
Williamsport, IN 47993-1140

**Food Service Contact**

Mrs. Lacey Sturgeon  
Food Service Director  
(765) 762-2500

Month of Review: December 2022

Date of Onsite Review: January 18, 2023

**Meal Components & Quantities - Seeger Jr.-Sr. High School (8737)**

*401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components*

**Technical Assistance**

Cashiers can keep fruit and vegetable choices at the POS to allow students to make a reimbursable meal without needing to return to the serving line. This would alleviate congestion at the serving line and POS.

*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: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

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

**Corrective Action:**

The SFA was able to obtain signage for breakfast while the State Agency was on-site. New breakfast signage is sufficient and no further action is required.

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

**Finding 9000: Menu**

The menu did not state all required components were available daily for the month of review. Also, component serving size requirement was incorrectly listed.

**Corrective Action:**

The SFA will submit a revised menu, stating correctly, all required components and serving size requirement.

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

**Finding 9000: Production Records**

Crediting was incorrect on production records for many components during the week of review.

**Corrective Action:**

The SFA will review all production record templates used and correct all crediting for MMA, Grains, Fruits, and Vegetables. The SFA will submit two days of production records along with crediting documentation as corrective action.

**SNP Administrative Review Findings****MSD of Warren County (8115)****Program Year 2023****General Program Compliance - Seeger Jr.-Sr. High School (8737)***812. Day of Review- Program benefits were available to all children without discrimination***Technical Assistance**

The SFA is reminded to instruct all cashiers to treat all students the same. Cashiers should not be paying for certain student's meals or a la carte items with 'spare change'.

*1105. Foods and beverages sold to students during the school day meet Smart Snacks standards***Finding 9161: Beverages sold in the school do not meet Smart Snack requirements for the youngest age/grade group enrolled.**

The school includes 6-12 enrollment. Beverages sold in a school with mixed grades must meet the Smart Snacks standards for the youngest age/grade group enrolled. The school is not in compliance with this requirement.

**Corrective Action:**

The school has rearranged the beverage cooler to clearly identify which drinks are able to be purchased by the different grade levels. Also, since grade levels are mixed during some lunch shifts, cashiers will look at the student's profile to ensure they are a high school student before allowing them to purchase drinks other than water, milk, and 100% juice. If implemented as discussed, no further action is needed.

*1409. On-site or off-site storage violations were observed***Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. During on-site review, unlabeled and undated foods were observed in the cooler and freezer.

**Corrective Action:**

All foods must be labeled and dated to ensure safety and freshness. All foods in question were corrected. SFA also spoke with staff members to ensure all were aware of the requirement. Moving forward, if the SFA continues to implement these procedures, no further action is required.