

**SNP Administrative Review Findings**

**Warrick County School Corp (8130)**

*Program Year 2022*

**Warrick County School Corp (8130)**

300 E. Gum Street  
Boonville, IN 47601-1604

**Food Service Contact**

Mrs. Shenae M Rowe  
Food & Nutrition Director  
(812) 897-1341  
srowe@warrick.k12.in.us

**Executive Contact**

Dr. Todd Lambert  
Superintendent  
(812) 897-6050  
tlambert@warrick.k12.in.us

No. of Sites / Reviewed: 16 / 3

Month of Review: March 2022

**Commendations**

- \* The administrative food service department leads by example when menu planning, employee retention, communication with the State Agency, involvement in ISNA and SNA, and the willingness to mentor other schools. In addition, the admin team should be recognized for their efforts to start a recycling program during the pandemic for grab-and-go meals, along with providing quality meals sent home. These efforts have not gone unnoticed by the State Agency, and we commend all the schools for going above and beyond during the pandemic to produce the best quality meals.

**Technical Assistance**

- \* When a student declines the cereal portion of the cereal with a graham cracker meal, it is reminded that the graham cracker credits at .75 oz equivalent grain, and it does not meet the minimum component size when counting items to meet breakfast OVS.

**Resource Management Comprehensive Review - Warrick County School Corp (8130)**

*765. Adult Meals*

**Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.**

Breakfasts and lunches served to teachers, administrators, custodians, and other adults are not priced so that the adult payment in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meals. The overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) in preparing the meals. The minimum price for adult breakfast and lunch meals must be \$2.47 and \$4.57, respectively.

**Corrective Action:**

Breakfast and lunch served to adults must be priced so that the adult payment is sufficient to cover the overall cost of the meal, including the value of any USDA entitlement and bonus donated foods used to prepare the meal. Schools must set adult meal prices appropriately since the nonprofit food service account cannot pay or subsidize adult meals. For corrective action, the SFA must calculate the number of adult meals sold at the incorrect price, determine the difference, and restore the difference to the food service account using non-federal funds. Please provide documentation to support the restoration, including point-of-sale paperwork showing the number of adult meals priced lower than the required minimum pricing.

**Technical Assistance:**

Adult meal price resources can be found here: [https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd\\_F7-2sORFEPT87UYek9tGrAlcc/edit](https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd_F7-2sORFEPT87UYek9tGrAlcc/edit). While the USDA Adult Meal Pricing Guidance can be found here: <https://www.fns.usda.gov/cn/pricing-adult-meals-national-school-lunch-and-school-breakfast-programs>.

**General Program Compliance - Warrick County School Corp (8130)**

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

**Technical Assistance- Advisory Council Meetings**

The coordinated school health advisory council has not met since January 2020 because of the pandemic. The advisory council should meet at least annually to review nutrition and physical activity policies and develop an action plan for the coming school year. It is recommended to meet at least virtually to discuss any barriers or challenges the local school may have concerning the nutrition and physical activities of the local school wellness policy.

**SNP Administrative Review Findings**

**Warrick County School Corp (8130)**

*Program Year 2022*

**Boonville Middle School (8793)**

300 E. Gum Street  
Boonville, IN 47601-1604

**Food Service Contact**

Ms. Kim McLemore  
Cafeteria Manager  
(812) 897-1420

Month of Review: March 2022

Date of Onsite Review: April 5, 2022

**Commendations**

- \* The staff and school administration were welcoming on the day of review. The staff takes time to think about small things that make a huge difference, such as cutting heads of lettuce for better quality, taste testing foods before serving to students, ensuring labels are merchandised outward, and cleanliness of the kitchen.

**No Findings during Site 8793 Review**

**SNP Administrative Review Findings**

**Warrick County School Corp (8130)**

*Program Year 2022*

**John H. Castle Elem. School (8764)**

300 E. Gum Street  
Boonville, IN 47601-1604

**Food Service Contact**

Mrs. Kathy Gentry  
Cafeteria Manager  
(812) 853-8878

Month of Review: March 2022  
Date of Onsite Review: April 6, 2022

**Commendations**

- \* Staff asked questions on the day of review and welcomed feedback. The school feeds many children using the SSO waiver, and food storage areas are limited. The review day was truck day, and it was all hands on deck trying to put things away while ensuring first-in-first-out. The schools have a great color system in place to distinguish USDA foods from commercial school foods.

**Meal Counting & Claiming - John H. Castle Elem. School (8764)**

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

**Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

The breakfast meal counts are completed manually with tick sheets. At the end of each day, the manager sends an email with the number of meals served to the administrative office but does not include the meal count sheet. After reviewing the manual tick sheet, the following errors were determined.

- The tick sheets are not completed thoroughly- missing signature, dates, number prepared, breakdown of number served, etc.
- One day was overclaimed by one meal.
- One day was not reported to the administrative office, causing an underclaim. The SFA did not claim this day, but no meal count sheet was available on the review day.

**Corrective Action:**

After the site review, the manager was able to locate the misplaced meal count sheet within the temperature logs and provided it to the reviewer. As a result, the reviewer worked with the administrative food service office to revise the claim upward to reflect the total number of meals served for March 2022. In addition, a standard operating procedure was put in place that any school completing manual tick sheets must send the sheets to the administrative food service office each day to review for accuracy (including full completion of the sheet) before a bulk meal entry is made. Therefore, additional corrective action is not required.

**Meal Components & Quantities - John H. Castle Elem. School (8764)**

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

**Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

- The kiwi portion was insufficient (providing one whole cut into wedges). The portion should be 3oz by weight.

**Corrective Action:**

The manager added two more kiwi wedges to meet the required minimum serving during the onsite review. Therefore, an additional response is not required.

**Technical Assistance:**

The school was advised and given the opportunity to correct the insufficient quantity of 1 meal component before the meal service started. Therefore, no meals were disallowed.

**SNP Administrative Review Findings****Warrick County School Corp (8130)****Program Year 2022**

403. *Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines*

**Technical Assistance- Milk substitutions on the Day of Review are not allowable.**

On the day of review, the milk substitution did not meet the nutrition requirements equivalent to cow's milk. Milk substitutions were out of stock by the vendor, and the SFA had to make an emergency purchase at a local store. When doing so, the nutrition requirements were not determined. The SFA contacted the vendor and purchased an approved milk substitution for all schools that required it. As a reminder, the staff should always have the milk substitution available for the student at each meal service. If the school is OvS, the student can choose to decline the milk substitution once it is offered daily.

The nutrient requirement per cup (8 fluid ounces) can be found here:

[https://education.mn.gov/mdeprod/idcplg?IdcService=GET\\_FILE&dDocName=MDE071230&RevisionSelectionMethod=latestReleased&Rendition=primary](https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=MDE071230&RevisionSelectionMethod=latestReleased&Rendition=primary).

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

**Finding 9000: Production Records- All Locations**

The production record used for all schools does not contain all the Indiana required elements. The food production record is missing the column to record units/amount of food prepared (lbs., cans, etc.) and the number of servings for ala carte and adults. All servings are being recorded as part of the reimbursable student meal. Additionally, fruit and vegetables should be recoded by what is served rather than listing fresh or variety.

**Corrective Action:**

Food Production records provide a record that meal requirements were met for reimbursable meals, ensure that all menu items are served in the correct serving size, and enough food was prepared.

For corrective action, please complete the following.

1. The SFA must update the food production record to include all Indiana-required elements. Please provide a copy of the new food production record used for all schools.
2. The SFA needs to train staff to complete food production records. Please provide a written timeline of when the training will be held with all staff.

**Technical Assistance:**

The reviewer provided the food service director Indiana required elements of a food production record and instructions during the onsite review.

**SNP Administrative Review Findings****Warrick County School Corp (8130)****Program Year 2022****Oakdale Elementary School (8801)**300 E. Gum Street  
Boonville, IN 47601-1604**Food Service Contact**Ms. Barb Lowe  
Cafeteria Manager  
(812) 897-3710

Month of Review: March 2022

Date of Onsite Review: April 7, 2022

**Commendations**

- \* The school implemented ASSP for the first time and should be recognized for no findings during the site review. The meal pattern was correct, documentation of meal components was complete, and snack counts were taken as the students received them in the classrooms. Great Job!

**Meal Counting & Claiming - Oakdale Elementary School (8801)***318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service***Technical Assistance- Meal Counting for Field Trip Meals**

If meals are provided for field trips and picked up by someone other than the student, the meal count should be completed when the student receives the meal. It would be allowable for the teacher to take the meal count using a roster, ensuring the student receives the meal and return the roster to the cafeteria once they have returned from the field trip.

**Dietary Specifications - Oakdale Elementary School (8801)***603. Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool***Technical Assistance- Weights vs. Volume**

On the review day, the standardized recipe for parmesan broccoli called for 5oz. of cheese by weight. However, the staff measured the cheese by volume. The reviewer provided onsite technical assistance regarding weights and volume. It is suggested staff have the Institute of Child Nutrition basics at a glance poster for information on recipe abbreviations, measurement conversions, portioning tools, and steam table pan capacity. <https://theicn.org/resources/274/basics-at-a-glance/114177/basics-at-a-glance-print.pdf>.

**General Program Compliance - Oakdale Elementary School (8801)***1409. On-site or off-site storage violations were observed***Technical Assistance- Storage of Foods**

On the day of review, it was observed that some items not related to food service operation were stored in the walk-in cooler. When storing ready-to-eat foods, it is a best practice to store fresh produce over the deli meats in case the juice from the meat packaging or containers begins to leak. Storage space is limited in the walk-in cooler, so separate storage is not possible; store food in the following top to bottom order: ready-to-eat food; seafood; whole cuts of beef and pork; ground meat and ground fish; whole and ground poultry.