



SNP Administrative Review Findings

West Noble School Corporation (6065)

Program Year 2020

West Noble School Corporation (6065)

5050 N US 33
Ligonier, IN 46767-9606

Food Service Contact

Mrs. Debbie Rodriguez
Food Service Director
(260) 894-3191

Executive Contact

Mr. Galen Mast
Superintendent
(260) 849-3191

No. of Sites / Reviewed: 4 / 1
Month of Review: February 2020

Commendations

- * Staff kept detailed records of what was used in preparation. Documents were kept in a very organized manner and easy to read.
- * Staff members washed hands frequently, wore aprons during meal preparation and cleaned up as they finished preparation.
- * The Food Service Director was eager to learn and make corrections as needed during the on-site review.

Certification and Benefit Issuance - West Noble School Corporation (6065)

126. Certification: selected applications correctly approved

Finding 9017: Correct implementation of application approval process

The application approval process is not implemented correctly.

Corrective Action:

Food Service Director sent out a correction letter. No further action required.

Technical Assistance:

Discussed with the Food Service Director the importance of filing applications in numerical order and not by reduced and free.

Verification - West Noble School Corporation (6065)

208. Documentation demonstrates a confirmation review was conducted and required procedures were followed

Finding 9000: Confirming signature same as determining

The same signature was put in both determining and confirming.

Corrective Action:

Discussed with Food Service Director and treasurer the importance of both signing the back of the application being verified. No further action required at this time.

Technical Assistance:

Discussed with Food Service Director and treasurer the importance of both signing the back of the application being verified in the correct spot.



757. Allowable Costs Test

Technical Assistance

Technical Assistance:

The SFA should refer to the CNPWeb AFR instructions to ensure that expenses are recorded in the correct categories:
<https://www.doe.in.gov/nutrition/cnpweb-resources-snp>.



SNP Administrative Review Findings

West Noble School Corporation (6065)

Program Year 2020

West Noble Middle School (6509)

5050 N US 33
Ligonier, IN 46767-9606

Food Service Contact

Ms. Susie Culp
Head Cook
(260) 894-3191

Month of Review: February 2020

Date of Onsite Review: March 4, 2020

Meal Components & Quantities - West Noble Middle School (6509)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period Feb 24-28 2020 some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Pizza Joes, Johnny Marzetti, chili and cheese baked potato did not have the correct crediting for meat/meat alternate as reported on meal certification.

Corrective Action:

Manager and staff using scratch cook recipes are required to take training on how to write a recipe. The Pizza Joes, Johnny Marzetti, chili and cheese baked potato recipes are to be corrected and emailed to Field Specialist. If they decide not to use these recipes, the replacement meat/meat alternate along with crediting information is to be emailed to the Field Specialist.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Discussed in detail with the manager and assistant manager how to determine if enough meat/meat alternate is available in a recipe by checking the food buying guide.