

SNP Administrative Review Findings

Western Boone Co Community School Corporation (0615)

Program Year 2022

Western Boone Co Community School Corporation (0615)
1201 N State Road 75
Thorntown, IN 46071-9229

Food Service Contact
Mrs. Jane Taylor
Food Service Director
(765) 485-2409

Executive Contact
Mr. Rob Ramey
Superintendent
(765) 482-6333

No. of Sites / Reviewed: 3 / 1
Month of Review: October 2021

Commendations:

- The kitchen at Granville Wells Elementary was neat and clean.
- A nice variety of lunch entrees were offered at the elementary schools.
- Staff was friendly and documentation was well organized.

General Program Compliance - Western Boone Co Community School Corporation (0615)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 9000: Civil Rights

The non-discrimination statement was not included on the school meal letter and the webpages containing the school menus.

Corrective Action:

As corrective action the SFA will update the websites and documents mentioned to include the non-discrimination statement. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Non-discrimination statement requirements were discussed with the food service director the day of review.

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

Technical Assistance:

Although the policy was reviewed last school year, the local school wellness policy did not contain guidelines for non-sold foods. This will be re-addressed during the next school wellness policy review. Additionally, it was recommended to make the policy more accessible to households rather than just posting it as part of the school board policies.

SNP Administrative Review Findings

Western Boone Co Community School Corporation (0615)

Program Year 2022

Granville Wells Elementary School (0521)

1201 N State Road 75
Thorntown, IN 46071-9229

Food Service Contact

Mrs. Jane Taylor
Food Service Director
(765) 485-2409

Month of Review: October 2021

Date of Onsite Review: November 18, 2021

Meal Counting & Claiming - Granville Wells Elementary School (0521)

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.

Due to a computer software system and report design error, four adult lunch meals were claimed for reimbursement.

Corrective Action:

The director worked directly with the software company on the day of review to ensure the formula to calculate student meals was updated. Adult meals were moved out of the program meal section and into the "other meals/a la carte" section of the report. The point-of-sale screen was also updated to ensure adult meals would not be added to the meal count for the Seamless Summer Program. Additional response is not required.

Technical Assistance:

The requirement to separate adult and student meals was explained the day of review.

Meal Components & Quantities - Granville Wells Elementary School (0521)

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

Technical Assistance:

Technical assistance was provided to the director and manager on the day of review regarding component crediting. Foodservice staff must understand that portion sizes may vary for menu items within the same component category. (i.e., the portion required to serve a 1 oz equivalent of yogurt is different than the portion needed to serve a 1 oz equivalent of peanut butter.) It is recommended for all foodservice staff to complete the meal pattern, crediting, and weights versus volume training. The director plans to first train managers on November 30th and then complete additional staff training.

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

Finding 9000: Other Finding

The production record used during the month of review did not contain all required information (i.e., component contribution, date, etc.)

Corrective Action:

As corrective action the director agrees to utilize the state agency production record format for all schools. Additional response is not required.

Technical Assistance:

The reviewer gave the director an example of the state agency production record on the day of review.

Program Year 2022

411. *Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions*

Finding 9077: School did not comply with planned menu for the Review Period

While menus were planned correctly, the intended portion sizes of all menu items were not clearly communicated to all foodservice staff. Additionally, some menu substitutions did not meet minimum requirements. As a result, insufficient portions were served during the month of review.

Corrective Action:

The foodservice director is working on a production menu for foodservice staff to utilize, which will clearly communicate the portion size of each menu item. Additionally, the director and manager will work together to find appropriate food substitutions when regularly planned menu items are not available. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Some examples of a production menu were provided on the day of review. Additionally, the director and manager were given guidance for substituting like items when planned menu items are not available for purchase.

Dietary Specifications - Granville Wells Elementary School (0521)

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*

Finding 9083: Incorrect recording of fruit and vegetable serving sizes as required for Dietary Specifications and/or Nutrient Analysis.

Portions sizes of fruits (except juice and USDA fruit cups) and vegetables for breakfast and lunch were recorded as 3 oz or 3/8 cup for the month of review, which is insufficient to meet minimum meal pattern requirements.

Corrective Action:

Corrective action was implemented on the day of review. Fruit and vegetable portion sizes were increased to 1/2 cup each to meet the 1 cup portion size for breakfast as well as the offer-versus-serve and vegetable subgroup requirements for lunch. The SFA agrees to continue implementing the corrective action as specified on the day of review. Additional response is not required.

Technical Assistance:

Technical assistance provided: Meal pattern portion size requirements were discussed with the director and manager on the day of review.