

**SNP Administrative Review Findings****Western Wayne Schools (8355)****Program Year 2023****Western Wayne Schools (8355)**

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Cambridge City, IN 47327-1349

**Food Service Contact**

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No. of Sites / Reviewed: 3 / 1

Month of Review: April 2023

**Commendations**

- \* Menus were student friendly and offered a lot of variety for both breakfast and lunch. The kitchen was extremely clean. Review documents were well organized. The food service staff were hospitable.

**Meal Counting & Claiming - Western Wayne Schools (8355)**

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Finding: Documenting Meal Count for Field Trips**

Field trip meal counts are not being properly documented.

**Corrective Action:**

As stated on the Field Trip Fact Sheet emailed on August 8, 2023, the below requirements must be required when claiming any meals served on field trip days. For purpose of your corrective action, your SFA is to submit a step-by-step field trip meal counting procedure that is to be given to both school managers and posted in their office for easy reference.

Field Trip Meal Counting and Claiming

SFAs must establish a local meal counting and claiming procedure to count field trip meals accurately. Meals must be counted at the point of service (POS). The POS is defined as when the student has received the reimbursable meal.

- Lunch field trip meals should be served between 10:00 a.m. to 2:00 p.m.
- Offer vs. Serve (OVS) is not required for field trip meals. If not operating OVS, all components (including milk) must be taken before the meal is counted for reimbursement.
  - Meals can be pre-bagged and sent with field trip staff to distribute to students at the off-site location. When distributing off-site, the meal count must be taken using a paper roster and turned into food service staff upon arrival from the field trip.
- Students can pick up meals before leaving for a field trip (possible OVS option). These meals can be counted using standard daily meal-counting procedures. Names should be written on the bags so students can grab them from the transport container at the off-site location.
- Unacceptable meal count procedures include:
  - Using field trip attendance
  - Claiming the number of meals ordered before the field trip
  - Backing out the number of leftovers from the total number of meals prepared to determine the number served
  - Claiming the total number of meals prepared
  - Claiming meals eaten by adults
- All staff counting field trip meals should be trained on meal count procedures, identification of a reimbursable meal, and civil rights.

**Technical Assistance:**

A technical assistance was conducted using the Field Trip Fact Sheet as a reference guide.

**SNP Administrative Review Findings****Western Wayne Schools (8355)***Program Year 2023***Resource Management Comprehensive Review - Western Wayne Schools (8355)***765. Adult Meals***Finding: Determining Adult Meal Prices When a CEP SFA**

The FSD was unaware how to determine the adult meal prices once becoming a CEP SFA.

**Corrective Action:**

Since your SFA is Community Eligibility Provision (CEP), your SFA is required to use the "non-pricing" method. To calculate non-pricing adult meal prices for lunch, take the sum of the free reimbursement rate for students, plus the extra .08 cents, plus the per meal value of USDA donated foods. SFAs must include an additional .02 reimbursement in the adult pricing formula if they receive the severe-needs lunch rate. The adult lunch price must be equal to or higher than the total. To calculate non-pricing adult meal prices for breakfast, use the free reimbursement rate that the school receives. Always keep in mind, some schools will receive severe needs reimbursement rate while others will not. Currently your SFA receives the severe needs reimbursement rate. For your corrective action, confirm that you will always use the "non-pricing" method when determining the annual adult meal prices.

**Technical Assistance:**

A technical assistance was conducted during the onsite.

*765. Adult Meals***Finding: Incorrect Adult Meal Prices**

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) used in the preparation of the meals. At the time of the onsite review, adults were charged \$4.60 instead of \$4.85 for lunch and breakfast was charged for \$1 instead of \$2.45.

**Corrective Action:**

This needs to be changed immediately. Submit with your corrective action documentation that the adult breakfast was changed to \$2.75 and lunch price was changed to \$4.85 including the effective date. As a reminder this needs to be correct on the 2024 CNPweb Site Information Sheets.

Lastly, the number of breakfast and lunches sold for the entire school year 2022-23. The total number of adult breakfasts sold last school year needs to be multiplied by \$1.45. Next, the total number of adult lunches sold last school year needs to be multiplied by 25 cents. Add these totals of breakfasts and lunches together and that amount needs paid to the non-profit food service account from a nonfederal source. Submit a receipt of transfer of funds with your corrective action plan.

**Technical Assistance:**

A technical assistance was conducted during the AR Exit meeting.

**General Program Compliance - Western Wayne Schools (8355)**

*1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance on Validating Snack Items**

All food items should be run through the Healthy Generation Smart Snack Calculator by the SFA not by the supplier of the snack items.

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Finding: School Breakfast Program Outreach**

The SFA does not inform households of the availability of the School Breakfast Program prior to (or at the beginning) of the school year and provide reminders about the availability of the School Breakfast Program throughout the school year.

**Corrective Action:**

Schools participating in the School Breakfast Program must inform families of the availability of breakfast. A notification of the availability of breakfast must be relayed prior to or at the beginning of the school year in the informational packets sent to households for the new school year. Additionally, schools should send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year. For corrective action purposes, confirm this requirement will be met annually and give us the dates for this school year that SBP reminders will be sent to households. Lastly, consider celebrating National School Breakfast Week with the households the first week of March each year.

**Technical Assistance:**

A technical assistance was conducted while onsite and during the AR Exit meeting.

**SNP Administrative Review Findings**

**Western Wayne Schools (8355)**

*Program Year 2023*

**Lincoln Middle School (8965)**

215 E Parkway Dr  
Cambridge City, IN 47327-1349

**Food Service Contact**

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Month of Review: April 2023

Date of Onsite Review: May 10, 2023

**Meal Components & Quantities - Lincoln Middle School (8965)**

*500. Day of Review- Offer vs. Serve was properly implemented*

**Finding: Incorrect Offer vs. Serve Practice**

For lunch, the cashier was requiring the students to take both a fruit and vegetable for lunch. While this is acceptable, it totally defeats the purpose of Offer vs. Serve and costs the SFA additional food cost that may not be necessary.

**Corrective Action:**

Offer vs. Serve is a meal service method designed to reduce food waste and food costs in the National School Lunch Program and School Breakfast Program without jeopardizing the nutritional integrity of the meals served. At lunch, schools must offer all five components (fruit, vegetables, grains, meat/meat alternates, fluid milk) and students must select at least three components, one of which is 1/2 cup fruit and/or vegetable. At breakfast, schools must offer at least four food items from three required components (fruit, grains, fluid milk) and students must select at least three food items, one of which is 1/2 cup fruit and/or vegetable. Students may always be allowed to take all the components in the full portion sizes if they choose. Train your staff on these Offer vs. Serve procedures. For your corrective action plan, submit the date, agenda, and signatures of attendees. Additional Offer vs. Serve can be found on our Moodle Training Website.

**Technical Assistance:**

During the onsite lunch observation, the field specialist trained the cashier between serving groups. The cashier was able to correct this finding during the onsite observation.