

**SNP Administrative Review Findings****Westfield Washington Schools (3030)****Program Year 2023****Westfield Washington Schools (3030)**

18160 Market Court  
Westfield, IN 46074-5056

**Food Service Contact**

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No. of Sites / Reviewed: 10 / 2  
Month of Review: December 2022

**General Program Compliance - Westfield Washington Schools (3030)**

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

**Technical Assistance: SFA-Appointed Food Service Director Civil Rights Training**

While all FSMC-related staff was trained on Civil Rights, the SFA was reminded that the school-appointed FSD is also required to complete annual Civil Rights training. The training can be located on the IDOE's Moodle training platform: <https://moodle.doe.in.gov/>

Field specialist will follow-up with SFA to ensure training is completed.

*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: Resources for Wellness Policy Evaluation**

IDOE Wellness Policy Webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Wellness Policy Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

IDOE Triennial Assessment Template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

*1213. New School Nutrition Programs Director met food safety certification training requirements*

**Technical Assistance: SFA-Appointed Food Service Director Food Safety Certification**

While the FSMC-FSD is food safety certified, the school-appointed FSD is not.

The school-appointed FSD can receive food safety certification by working with an organization identified on the Indiana Department of Health's website, <http://www.in.gov/isdh/21059.htm>, such as ServSafe, or may complete the Institute of Child Nutrition's Food Safety in Schools online course located at <https://theicn.docebosaas.com/learn>.

Field specialist will follow-up with SFA to ensure training is completed.

*1214. School Nutrition Programs Director met/will meet annual training requirements*

**Technical Assistance: SFA-Appointed Food Service Director Annual Training Requirements**

The SFA was reminded that the school-appointed FSD is also required to meet 12 hours of professional development training annually. The Indiana Department of Education (IDOE) provides various in-person trainings, webinars, and e-learning courses focusing on USDA's rules and regulations, as well as other topics throughout the school year. Find the IDOE's Trainings webpage here: <https://www.in.gov/doe/nutrition/trainings/>

Moodle is the platform that houses the IDOE's e-learning courses: <https://moodle.doe.in.gov/>

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Additional sources of training include The Institute for Child Nutrition (ICN), <https://theicn.org/>, and the Indiana School Nutrition Association, <https://www.indianasna.org/>.

Training documentation/certificates of completion should be tracked and retained as proof that the annual training requirements have been met.

1501. *Records are retained for 3 years*

**Technical Assistance: FSMC Monitoring Resources**

IDOE Procurement/FSMC & Vendors Webpage: <https://www.in.gov/doi/nutrition/procurement/procurement-fsmc-and-vendors-nsip/>

FSMC Vendor Monitor Review Form: <https://www.in.gov/doi/files/food-service-management-company-vendor-monitor-review-2020-usda-foods-004.pdf>

USDA Foods Monthly Reconciliation Report: <https://drive.google.com/file/d/136tJOPORXnilpKg-ObX6JqgaVUzS4FOu/view?usp=sharing>

1501. *Records are retained for 3 years*

**Finding 9152: SFA not retaining Program records for a minimum of 3 years.**

The SFA is not retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits. Records from the previous FSMC, Aramark, were not retained with Westfield Washington when the contract ended.

**Corrective Action:**

Technical assistance regarding recordkeeping requirements was provided to the SFA-appointed food service director as well as the FSMC-appointed food service director & associated staff. All verbally acknowledged that they understood the requirements and recordkeeping expectations moving forward. No further corrective action needed.

**Technical Assistance:**

Record Retention Factsheet:

[https://docs.google.com/document/d/1pv9\\_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?usp=sharing](https://docs.google.com/document/d/1pv9_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?usp=sharing)

**SNP Administrative Review Findings**

**Westfield Washington Schools (3030)**

*Program Year 2023*

**Carey Ridge Elementary (2494)**

18160 Market Court  
Westfield, IN 46074-5056

**Food Service Contact**

Mr. Paul Sherrer  
General Manager  
(863) 307-8168

Month of Review: December 2022

**Meal Components & Quantities - Carey Ridge Elementary (2494)**

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

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Production records and supporting crediting documentation were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served.

Though the daily minimum grain requirement was met across all lunch entrée offerings, the minimum grain requirement for the entire week would not be met if a student chose the muffin & yogurt or sun butter & jelly entrée options daily at lunch. The 1 oz muffin option is not paired with an additional 1 oz grain equivalent daily.

**Corrective Action:**

The food service department's dietitians were provided technical assistance during the onsite visit. Menu ideas were discussed to ensure the minimum requirement for grains is met across all entrée options throughout the week moving forward. The menu rotation for the muffin & yogurt and sun butter & jelly entrée options was updated for February/remainder of school year and approved by field specialist. No further corrective action is needed.

**SNP Administrative Review Findings**

**Westfield Washington Schools (3030)**

*Program Year 2023*

**Monon Trail Elementary (2498)**

18160 Market Court  
Westfield, IN 46074-5056

**Food Service Contact**

Mr. Paul Sherrer  
General Manager  
(863) 307-8168

Month of Review: December 2022

**Meal Components & Quantities - Monon Trail Elementary (2498)**

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

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Production records and supporting crediting documentation were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served.

Though the daily minimum grain requirement was met across all lunch entrée offerings, the minimum grain requirement for the entire week would not be met if a student chose the muffin & yogurt or sun butter & jelly entrée options daily at lunch. The 1 oz muffin option is not paired with an additional 1 oz grain equivalent daily.

**Corrective Action:**

The food service department's dietitians were provided technical assistance during the onsite visit. Menu ideas were discussed to ensure the minimum requirement for grains is met across all entrée options throughout the week moving forward. The menu rotation for the muffin & yogurt and sun butter & jelly entrée options was updated for February/remainder of school year and approved by field specialist. No further corrective action is needed.