

SNP Administrative Review Findings**Westview School Corporation (4525)****Program Year 2023****Westview School Corporation (4525)**

1545 South 600 West
Topeka, IN 46571-9737

Food Service Contact

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Executive Contact

Mr. Randy Miller
Superintendent
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No. of Sites / Reviewed: 5 / 1
Month of Review: March 2023

Commendations

- * The staff have kept a clean kitchen and products were organized in the storeroom, freezer, and cooler.
- * Staff continually are cleaning the serving line between meal service.
- * The staff did a wonderful job organizing and preparing for the Administrative Review. In addition, all staff was available to learn throughout the day while the review was conducted. This allowed the review to be completed quickly.

Technical Assistance

- * When a student is found on the DC list, application should be removed from the application file. If you do not want to destroy the application, place it in the DC file. As new applications are sent in, attach it to the previous application to have a history of applications.
- * When a zero application is received, approve based on face value. This application should be verified for cause or at least call to see how they are supplying housing and food for the children. An application with a DC number that is not found, should be approved at face value then check to see if the family has documentation of receiving benefits. Some numbers could be a type of Medicaid that is not approved for meal benefits.
- * It is highly recommended for staff to batch cook between classes and not have all food prepared before 10 am. The eggs and potatoes were not holding the heat on the serving line.
- * Please place signage indicating that students or other non-food service personnel are not allowed beyond the serving line in the kitchen. One student went back and heated up lunch in the microwave; this could lead to cross contamination.
- * The breakfast menu needs to accurately reflect what is being offered daily and not just listing the cereal option. All components should be listed on the menu. This could be part of the reason participation is low.
- * The staff need to complete weight versus volume training to ensure they fully understand the difference in serving sizes for products that are measured based on volume vs. weight.
The basic meal pattern training and production record training are to be completed.
The manager needs to complete crediting grains to fully understand the whole grain rich requirements.

Certification and Benefit Issuance - Westview School Corporation (4525)

126. *Certification: selected applications correctly approved*

Finding 9901: Selected applications correctly approved

Two applications were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.

Corrective Action:

Corrections have been made to certification errors. Letters have been sent to each family notifying them of the corrections and reduction in benefits. No further action required.

Verification - Westview School Corporation (4525)

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

Finding 9037: Confirmation review not conducted as required.

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

Corrective Action:

The reviewer discussed with the Food Service Director that two signatures need to be on the application for the confirmation

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review. It is recommended that this is completed on the back of each application using the verification box. If implemented next fall as discussed, no further action is required.

Resource Management Comprehensive Review - Westview School Corporation (4525)**757. Allowable Costs Test****Finding 9000: Other Finding**

Dumpster fees were charged directly to the food service account. If the food service has dumpsters for food service use only, then that cost would be considered an allowable direct cost.

Corrective Action:

The corporation is seeking approval for an indirect cost rate. No further action is required.

Technical Assistance:

The reviewer discussed with the Superintendent, CFO and Food Service Director the options of having dumpsters exclusively for food service or establishing an indirect rate to collect funds from food service for indirect cost items.

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) used in the preparation of the meals.

Corrective Action:

The reviewer discussed with the food service director the guidance on calculating the cost of adult meals. It will be implemented for next school year. If implemented correctly, no further action is required.

Technical Assistance:

The adult meal pricing guidance is located on our Financial page at https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd_F7-2sORFEPT87UYek9tGrAlcc/edit. The highest student paid price must be used when calculating the adult prices.

General Program Compliance - Westview School Corporation (4525)**1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements****Finding 9009: SFSP & SBP Outreach**

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures.

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Westview School Corporation (4525)

Program Year 2023

Westview Elementary School (3702)

1545 South 600 West
Topeka, IN 46571-9737

Food Service Contact

Mrs. Jennifer Marchant
Food Service Manager
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Month of Review: March 2023

Date of Onsite Review: April 19, 2023

Meal Components & Quantities - Westview Elementary School (3702)

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 during the Day of Review, the portion sizes of meal components from the planned menu and served on the previous 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 previous Day of Review: Only 1/2 cup of vegetables were offered.

Corrective Action:

The reviewer discussed with the kitchen manager and food service director the importance of following the planned menu. This was not a finding in previous reviews, so meals will not be disallowed for this period. The manager will complete further training in meeting the Basic Meal Pattern requirements. No further action is required.

Technical Assistance:

The school was advised on how to ensure that the meal pattern is met for the upcoming cycle for this menu.

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

One week of planned menus from the Review Period were compared to production records for the same week. The school substituted some items on the planned menus. While substitutions are allowed, the daily meal pattern minimums and maximums for each meal service line, menu type, and age/grade group were not met for one or more of the substituted menus. Meals not meeting meal pattern requirements due to menu substitutions: Fresh vegetables were substituted for the refried beans so the bean/legume subgroup was not met.

Corrective Action:

The menu was updated for the next menu cycle showing that beans are listed in the cycle rotation for the week reviewed. The production records from the week this cycle is served next month is to be emailed to the Field Specialist.

May 9, 2023, production records were emailed to Field Specialist and met the vegetable sub-group requirements. No further action is required.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Discussed the importance of all staff members understanding the meal pattern to ensure all subgroups are served during the week. Recommended that everyone complete the Basic Meal Pattern training this summer.

General Program Compliance - Westview Elementary School (3702)

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: Food temperatures not adequately monitored. The temperature of the egg and

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potato cubes were not taken before meal service after being held in the hot box. The product was allowed to sit on the line without the serving line turned on during meal service.

Corrective Action:

Staff are to take temperature of product before putting it on the serving line. The product is to return to the hot box during serving lines or the serving line unit turned on to maintain temperature. Temperature logs need to reflect the temperature of the product being placed on the serving line. One week's worth of the logs are to be sent to the Field Specialist showing corrective action.

Received temperature logs on May 9, 2023. No further action is required.

Technical Assistance:

The reviewer discussed with the kitchen staff the importance of maintaining food at 135 degrees during the meal service to allow students to have hot food.