

SNP Administrative Review Findings**Whitko Community School Corp (4455)****Program Year 2020****Whitko Community School Corp (4455)**

710 N SR 5, Suite B
Larwill, IN 46764-9776

Food Service Contact

Ms. Michelle Badskey
Food Service Manager
(260) 327-2210

Executive Contact

Dr. Brandon Penrod
Superintendent
(260) 327-3677

No. of Sites / Reviewed: 3 / 1
Month of Review: November 2019

Commendations

- * Manager and staff plan and serve a variety of fruits and vegetables.
- * New policy was implemented disallowing cash back when students paid with larger bills. This cut down on cashier errors.
- * Students are offered a variety of hot and cold entrees.
- * Food Service Director and staff member processing meal benefits kept accurate and organized records.
- * Food Service Director and high school manager spent many hours before on-site review correcting issues noted in off-site questions.

Verification - Whitko Community School Corp (4455)

210. *Direct Verification of selected applications was conducted according to requirements*

Finding 9000: Technical Assistance**Technical Assistance:**

Discussed with Food Service Director and staff completing verification that the final results letter needs to be sent out closer to the deadline listed on the original letter.

Resource Management Comprehensive Review - Whitko Community School Corp (4455)

753. *Internal Controls*

Finding 9000: Internal Controls.

The SFA has not implemented internal control procedures to maintain effective oversight over federal funds.

Corrective Action:

The SFA must implement internal control procedures to include financial management training, separation of duties, bad debt policy, physical controls (if applicable), and any other measures utilized to provide oversight of federal funds.

766. *Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio*

Finding 9000: Technical Assistance**Technical Assistance:**

Discussed with Food Service Director that they had a \$2 shortage in needing additional revenue. We looked at all of the selling prices and determined that the price of an extra milk needed to be increased. The changes have been made and a new assessment completed showing enough revenue has been received.

General Program Compliance - Whitko Community School Corp (4455)

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

SNP Administrative Review Findings**Whitko Community School Corp (4455)****Program Year 2020****Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Deficiencies found on-site: Policy still encourages Food Pyramid and not MyPlate. Reference to advertising Summer feeding meals states if they are offered.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: The next meeting of the Wellness Committee needs to address the updates to the Wellness Policy. A copy of the new Wellness Policy needs to be emailed to the Field Specialist.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

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

Finding 9000: Technical Assistance**Technical Assistance:**

Discussion with high school teachers and front office staff brought to light that suckers have been sold by the Art teacher to students as well as the Jr. Class selling chocolate covered pretzels. Smart Snacks sold in school regulations became effective July 1, 2014. Many training sessions on these new regulations were offered throughout the state in 2014 and ongoing training is offered during administrative review trainings to ensure compliance. Under these new regulations, there are nutrient standards that must be followed for all foods sold to students in schools, not just the cafeteria. The SFA should be advised that per the Indiana Smart Snacks fundraiser policy, there is a limit of 2 non-compliant fundraisers per school building per year. SFAs are required to have a person assigned to oversee and a process in place to ensure that limit is not exceeded at each site.

All food items sold in any school building during the school day by any organization must be run through the Healthier Generation calculator. The calculator and additional information on the Smart Snacks regulations can be found on our website: <http://www.doe.in.gov/nutrition/smart-snacks-schools>. The documentation showing compliance must be printed out and retained as part of the Smart Snack compliance protocol.

The Administrative guidelines for 8500-Food Services do not match the above requirements. These guidelines need to be updated to meet Smart Snack compliance and principals at each school need to be trained on the requirements.

1400. The written food safety plan contains required elements and a copy is available at each school

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Updated staff, equipment list, and process procedure and logging documentation of temperature logs.

Corrective Action:

SFA is required to update the Food Safety Plan. The staff and equipment list has been updated. The process procedure for recipes must be completed and available for Field Specialist to review. No further action at this time.

Technical Assistance:

Discussed with Middle/High School manager the requirements of the Food Safety Plan.

1500. Reports are submitted to Indiana Department of Education as required

Finding 9000: Missing breakfast claim

Breakfast claim was not completed in November 2018 and August 2019 for South Whitley Elementary School

Corrective Action:

School has hired an outside consultant to assist in correcting financial records. Current treasurer has implemented procedures where two staff members sign off on all claim data to ensure claims are properly recorded. The one time claim adjustment was implemented for the August 2019 South Whitley Elementary School. No further action required.



SNP Administrative Review Findings

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Program Year 2020

Technical Assistance:

Discussed with Food Service Director and treasurer that only one time claim can be entered after the 60 day cut off.

SNP Administrative Review Findings

Whitko Community School Corp (4455)

Program Year 2020

Whitko High School (9191)

710 N SR 5, Suite B
Larwill, IN 46764-9776

Food Service Contact

Mrs. Michelle R Badskey
Food service director
(574) 594-2210

Month of Review: November 2019

Date of Onsite Review: December 17, 2019

Meal Components & Quantities - Whitko High School (9191)

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

Finding 9000: Technical Assistance

Technical Assistance:

Discussed with manager and salad prep staff member that meat/meat alternates must be weighed and not just placed in a 2 oz. serving container. Chicken and cheese were weighed before meal service and more needed to be added to each container. This was corrected on site.

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

Finding 9000: Technical Assistance

Technical Assistance:

Discussed with high school manager that a sweet grain may not be offered daily with the packaged salads. The menu called for serving more than 2 oz. for the week. Manager changed the recipe to include cheese crackers 3 days a week and the sweet grain only 2 days a week.

501. Cafeteria staff have been trained on OVS

Finding 9000: Technical Assistance

Technical Assistance:

Discussed with manager that staff needs to have offer versus serve training annually.