

SNP Administrative Review Findings

Zionsville Community Schools (0630)

Program Year 2023

Zionsville Community Schools (0630)

900 Mulberry Street
Zionsville, IN 46077-1141

Food Service Contact

Ms. Janet Swander
Food Service Director
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Executive Contact

Mrs. Rebecca Coffman
Superintendent
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No. of Sites / Reviewed: 9 / 2
Month of Review: February 2023

Commendations

- * Whole fruits were cut for elementary students allowing small children to easily enjoy fresh fruit offerings.
- * A nice variety of fresh fruits and vegetables were offered at both reviewed schools.
- * The new kitchen spaces were nicely designed and fun to tour!
- * Staff were friendly, open to suggestions, and eager to learn.

Technical Assistance

- * Only two of the four cereals found in storage meet the sugar limits for the pre-K meal pattern. Please be sure to only serve cereals to pre-K students containing 6 grams of sugar or less per dry ounce.
- * Consider operating a share table at each school and then if a school operates food rescue, giving what is not taken from the share table to food rescue. School nutrition programs should be providing extras for school children first before going to a food rescue location.
- * Offer versus serve technical assistance was provided to cashiers at the high school the day of review.
- * The director was reminded that if juice is offered daily, there is a limitation that only 50% of fruit offerings be in the form of juice. Therefore, if only 1/2 cup of a whole fruit is offered with the 1/2 cup juice for the full cup requirement, only one juice serving can be counted towards the meal. A second serving would need to be charged a la carte. Consider offering more whole fruit choices in fresh, canned, or frozen variety.
- * As time allows, consider offering more entrée variety at the high school level to increase student meal satisfaction. You could accomplish this by allowing students to self-serve some fresh fruits and vegetables which would free up time for staff to prepare additional entrée options. Also consider adding a few pieces of colorful fresh vegetables to the mixed green salad to increase color and appeal.
- * When/if indirect costs are not assessed for the entire school year (i.e., only charged for one semester), the SFA should receive in writing that the amount not charged is not considered a loan or require repayment.
- * The school's bad debt policy should specify that non-federal funds will be transferred to the school lunch fund to cover meal debt once it is considered non-recoverable. The transfer should happen regularly. Please show documentation that the transfer has happened for the bad debt reported.
- * Due to the increase in reimbursements and an extra temporary per-meal boost in reimbursements from the recent Keep Kids Fed Act, the ratio requirements can be difficult to meet despite sufficient pricing. The SFA is reminded to evaluate a la carte prices to ensure compliance with non-program food revenue requirements on an annual basis.

Resource Management Comprehensive Review - Zionsville Community Schools (0630)

765. Adult Meals

Finding 9000: Non-Program Adult Meals

Meals were served at no cost to maintenance staff who were not directly employed by school foodservice.

Corrective Action:

As corrective action the SFA will calculate the number of meals served to maintenance staff and restore the funds to the school lunch fund. Please provide your meal calculation and proof of transfer as documentation. Corrective action has been provided for this finding. Therefore, no further action is necessary.

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Program Year 2023

Technical Assistance:

Requirements for non-program adult meals were explained the day of review.

General Program Compliance - Zionsville Community Schools (0630)

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

Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.

It was noted during the review that milk substitutions are not provided for students. Most substitution requests came from parents or guardians stating to provide either nothing as a substitute or water/juice.

Corrective Action:

All special dietary needs are now recognized as a disability and therefore, must be accommodated. When the special dietary needs request/notification for milk comes from a parent or guardian, a nutritionally equivalent milk substitute must be offered. Requests for substitutes outside of the meal pattern must come from a licensed medical professional with prescriptive authority. The SFA will accommodate all special dietary needs regarding milk substitution correctly going forward. The director has taken the special dietary needs training in Moodle to ensure requirements are understood. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

It may be a best practice to inform parents of milk substitute options available and even ask which substitute their child would prefer.

1219. *Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

Finding 9000: Employees outside the School Nutrition Program who have program responsibilities are not trained

Employees outside the School Nutrition Program whose responsibilities include School Nutrition Program duties are not trained (i.e., preschool leaders performing the point-of-service count).

Corrective Action:

As corrective action, training has been provided and documentation of training certificates for all employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program has been submitted to the State Agency. Additional response is not required.

Technical Assistance:

Training requirements were discussed with the director the day of review. It is recommended to include non-food service staff in your training tracker.

SNP Administrative Review Findings

Zionsville Community Schools (0630)

Program Year 2023

Trailside Elementary School (0546)

900 Mulberry Street
Zionsville, IN 46077-1141

Food Service Contact

Mrs. Kristan Graves
Food Service Manager
(317) 873-8057

Month of Review: February 2023

Date of Onsite Review: March 28, 2023

Meal Counting & Claiming - Trailside Elementary School (0546)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9000: Pre-K Meals

Pre-K meals were counted using an order rather than a point-of-service count.

Corrective Action:

Going forward, the order form will be sent back to the pre-K classrooms when the meals are served. The staff member serving the meal will mark a second checkmark, confirming that a student has received the meal they ordered. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

A point-of-service count must be taken to ensure meals are served only to students who are present at the time of meal service.



SNP Administrative Review Findings

Zionsville Community Schools (0630)

Program Year 2023

Zionsville High School (0512)

900 Mulberry Street
Zionsville, IN 46077-1141

Food Service Contact

Mrs. Jennifer Rogers
Food Service Manager
(317) 873-3355

Month of Review: February 2023

Date of Onsite Review: March 29, 2023

No Findings during Site 0512 Review