



SNP Administrative Review Findings

Michigan City Area Schools (4925)

Program Year 2024

Michigan City Area Schools (4925)

408 S Carroll Ave
Michigan City, IN 46360-5680

Food Service Contact

Mrs. Nicole Santana
Food Service Director
(219) 873-2000
nsantana@mcas.k12.in.us

Executive Contact

Dr. Barbara Eason-Watkins
Superintendent
(219) 873-2000
bewatkins@mcas.k12.in.us

No. of Sites / Reviewed: 13 / 3

Month of Review: March 2024

Commendations

- * The food service staff did a terrific job planning, organizing, and preparing for their 2024 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements.

Technical Assistance

- * At Coolspring, the share table contained many milks. Since the school is operating offer versus serve (OVS), students are not required to take milk. Please make sure students are aware of this, so excess milk does not go to waste.

Resource Management Comprehensive Review - Michigan City Area Schools (4925)

772. Applying Indirect Costs to Closed Out Years

Technical Assistance - Indirect Costs

The indirect costs were not included as an expense for the 2023 - 2024 AFR, however, it should have been. Indirect costs are required to be entered on the prior year's AFR if the transfer occurred within 90 days of the end of the school year. This has been completed by the SFA and no further action is necessary.

General Program Compliance - Michigan City Area Schools (4925)

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy: The review and update of the local school wellness policy did not occur as required.

Corrective Action:

As corrective action the following must occur:

- LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. **For corrective action, the local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment must be submitted to the State Agency.**

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

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

Technical Assistance - Food Safety Plan

The Food Safety Plan is out of date and will need to be revised. The standard operating procedures look fine, but food safety plans need to be site specific depending on the operations and equipment of the school. In addition to the three reviewed schools, you are required to update the food safety plans at every other school.



SNP Administrative Review Findings
Program Year 2024

Michigan City Area Schools (4925)

Coolspring Elementary School (4373)

408 S Carroll Ave
Michigan City, IN 46360-5680

Food Service Contact

Ms. Cristina Cobb
Tech 3
(219) 873-2073

Month of Review: March 2024

Date of Onsite Review: April 9, 2024

Meal Components & Quantities - Coolspring Elementary School (4373)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10139: Production Records

The following issues were noted with production records: the production record format did not include all required information: total purchase units of food prepared.

Corrective Action:

As corrective action, please provide an updated production record template showing all required data is included. Also, provide proof of production record training for staff.



SNP Administrative Review Findings

Michigan City Area Schools (4925)

Program Year 2024

Edgewood Elementary School (4805)

408 S Carroll Ave
Michigan City, IN 46360-5680

Food Service Contact

Ms. Diana Walpole
Tech 3
(219) 873-2079

Month of Review: March 2024

Date of Onsite Review: April 10, 2024

Meal Components & Quantities - Edgewood Elementary School (4805)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10139: Production Records

The following issues were noted with production records: the production record format did not include all required information: total purchase units of food prepared.

Corrective Action:

As corrective action, please provide an updated production record template showing all required data is included. Also, provide proof of production record training for staff.

General Program Compliance - Edgewood Elementary School (4805)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9000: Site Specific Food Safety Plan

The food safety plan on site was not specific to Edgewood.

Corrective Action:

The SFA is required to revise the food safety plan to make it site specific for each school. **As corrective action, please provide a copy to the state agency when completed.**



SNP Administrative Review Findings

Michigan City Area Schools (4925)

Program Year 2024

Krueger Martin T. Jr. High School
(4788)
408 S Carroll Ave
Michigan City, IN 46360-5680

Food Service Contact
Mrs. Kim Elliott
Manager
(219) 873-2176

Month of Review: March 2024

Date of Onsite Review: April 11, 2024

Meal Components & Quantities - Krueger Martin T. Jr. High School (4788)

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

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s). This occurred for breakfast meal service - students already had three items including a fruit and they were told to grab an additional fruit.

Corrective Action:

As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Krueger Martin T. Jr. High School (4788)

1411. Review of agricultural food components indicates violations of the Buy American provision

Finding 10157: Buy American

Review of agricultural food components indicates violations of the Buy American provision. Documentation was not available to determine if domestic alternatives were considered or exceptions were granted. The school purchased cherry tomatoes that were a product of Mexico.

Corrective Action:

As corrective action, the FSD will reach out to the food distributor to ensure all future deliveries are products from the United States. Provide this correspondence to the state agency when completed.

Technical Assistance:

If a kitchen manager receives a delivery with product not from the United States and they have available substitutions, the products can be sent back to the distributor.