SNP Administrative Review Findings

<table>
<thead>
<tr>
<th>South Bend Community School Corp (7205)</th>
<th>Food Service Contact</th>
<th>Executive Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>215 S. Dr Martin Luther King Jr. Blvd</td>
<td>Ms. Kareemah Fowler</td>
<td>Dr. Todd Cummings</td>
</tr>
<tr>
<td>South Bend, IN 46601-2003</td>
<td>Chief Financial Officer</td>
<td>Superintendent</td>
</tr>
<tr>
<td></td>
<td>(574) 393-6097</td>
<td>(574) 393-6000</td>
</tr>
<tr>
<td></td>
<td>FSMC: Chartwells</td>
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</tr>
</tbody>
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No. of Sites / Reviewed: 35 / 6
Month of Review: February 2020

Commendations

* Enjoyed the variety of food choices available at the middle schools. The homemade pizza was delicious.

Technical Assistance

* Sponsor monitoring should be completed by an individual without responsibilities to the daily operations of the school.

Certification and Benefit Issuance - South Bend Community School Corp (7205)

126. Certification: selected applications correctly approved

**Finding 9901: Selected applications correctly approved**
Multiple applications were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.

**Corrective Action:**
 Corrections have been made to certification errors.

133. Direct Certifications were correctly certified

**Finding 9024: Direct Certifications were not correctly certified**
Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for reduced meals incorrectly, while they should have been receiving free meals.

**Corrective Action:**
The SFA has changed their benefit status and sent letters home to the household notifying them of their benefits change. No further action is necessary.

Verification - South Bend Community School Corp (7205)

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

**Technical Assistance**
Direct verification should be the first step after the application samples and confirmation review have taken place. By conducting direct verification prior to notifying the household, the SFA may quite possibly eliminate the need to send out household notifications to some of the selected households.

**Technical Assistance:**
Direct verification should be the first step after the application samples and confirmation review have taken place. By conducting direct verification prior to notifying the household, the SFA may quite possibly eliminate the need to send out household notifications to some of the selected households. Please include this step in the verification process for the 2020-21 School Year.
Resource Management Comprehensive Review - South Bend Community School Corp (7205)

765. Adult Meals

**Technical Assistance - Pricing**

**Technical Assistance:**
At St. John the Baptist, the adult meal price was below the adult meal price of schools within their corporation. The SFA must enforce this pricing method at their parochial schools as well.
SNP Administrative Review Findings  
Program Year 2020  
Adams High School (7505)  
Food Service Contact  
215 S. Dr Martin Luther King Jr. Blvd  
Mrs. Jennifer Baker  
South Bend, IN  46601-2003  
Manager  
(574) 393-5348  

Month of Review: February 2020  
Date of Onsite Review: March 3, 2020  

General Program Compliance - Adams High School (7505)  
1411. Review of agricultural food components indicates violations of the Buy American provision  

Technical Assistance: Buy American  
It is the responsibility of the School Food Authority to enforce the Buy American provision when making purchases from food brokers. Please ensure that staff who receive food product deliveries in the schools are aware of the Buy American provision.
Dickinson Fine Arts School (7559)  
215 S. Dr Martin Luther King Jr. Blvd  
South Bend, IN 46601-2003  

Food Service Contact  
Ms. Brenda Smith  
Manager  
(574) 393-3922  

Month of Review: February 2020  
Date of Onsite Review: March 2, 2020  

**General Program Compliance - Dickinson Fine Arts School (7559)**  

1408. Temperature logs are available  

**Finding 9149: Temperature logs unavailable for review.**  
FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: February 3 & 4th.  

**Corrective Action:**  
The SFA and state agency discussed that temperatures need to be taken daily; no further action is necessary.  

1409. On-site or off-site storage violations were observed  

**Technical Assistance - Date Marking**  

**Technical Assistance:**  
There were canned products in the dry store room that were not date marked after they were pulled from their original packaging. Keeping products date marked is critical to ensure it is safe to consume.
## SNP Administrative Review Findings

### South Bend Community School Corp (7205)

**Program Year 2020**

<table>
<thead>
<tr>
<th>Edison Middle School (7537)</th>
<th>Food Service Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>215 S. Dr Martin Luther King Jr. Blvd</td>
<td>Mrs. Jenny Lane</td>
</tr>
<tr>
<td>South Bend, IN 46601-2003</td>
<td>Manager</td>
</tr>
<tr>
<td></td>
<td>(574) 283-8948</td>
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**Month of Review:** February 2020  
**Date of Onsite Review:** March 3, 2020

### No Findings during Site 7537 Review
## SNP Administrative Review Findings

**South Bend Community School Corp (7205)**

### Kennedy Primary Academy School (7555)
215 S. Dr Martin Luther King Jr. Blvd
South Bend, IN  46601-2003

### Food Service Contact
Ms. Betrice Roberts
Manager
(574) 393-3112

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**Month of Review: February 2020**

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**No Findings during Site 7555 Review**
Riley High School (7513)
215 S. Dr Martin Luther King Jr. Blvd
South Bend, IN  46601-2003
Food Service Contact
Ms. Monice Foster
Manager
(574) 393-5144

Month of Review: February 2020

**General Program Compliance - Riley High School (7513)**

1409. On-site or off-site storage violations were observed

**Technical Assistance - Date Marking**

Technical Assistance:
There were frozen products in the walk in that were not date marked after they were pulled from their original packaging. Keeping products date marked is critical to ensure it is safe to consume.

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

**Technical Assistance - Buy American Violation**

Technical Assistance:
It is the responsibility of the School Food Authority to enforce the Buy American provision when making purchases from food brokers. Please ensure that staff who receive food product deliveries in the schools are aware of the Buy American provision.

The FSD and reviewer discussed that all food products on CNP are required to be products of the United States, with limited exceptions made on a case by case basis by the SFA, not the food broker. The FSD agrees and will inform the vendor to only provide American products from here on out, unless an exception is requested. No further action is necessary.
**SNP Administrative Review Findings**

**South Bend Community School Corp (7205)**

**Program Year 2020**

<table>
<thead>
<tr>
<th>St John the Baptist (D265)</th>
<th>Food Service Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>215 S. Dr Martin Luther King Jr. Blvd</td>
<td>Ms. Brian Carver</td>
</tr>
<tr>
<td>South Bend, IN 46601-2003</td>
<td>Principal</td>
</tr>
<tr>
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<td>(574) 232-9849</td>
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Month of Review: February 2020

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### General Program Compliance - St John the Baptist (D265)

#### 1408. Temperature logs are available

**Technical Assistance - Temperature Logs**

**Technical Assistance:**
The milk fridge was not temped on Monday, March 2nd. The SFA and state agency discussed that temperatures need to be taken daily; no further action is necessary.