



SNP Administrative Review Findings
Program Year 2025

Ace Preparatory Academy (9970)

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5326 Hillside Ave.
Indianapolis, IN 46220-3446

Food Service Contact

Mrs. Kerriesha L Adams
Operations Consultant
(812) 589-7285
kadams@aceprepacademy.org
FSMC: SSD Management

Executive Contact

Ms. Amanda Liles
Principal
(317) 744-9847
aliles@aceprepacademy.org

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2025

Commendations

- * Staff were willing to work with the reviewer to immediately correct some issues when noted during the onsite review.
- * The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff were available to learn throughout the day while the review was conducted. This allowed the review to be completed quickly.

Technical Assistance

- * The kitchen area should have a dedicated area for paperwork, so it is easily accessible. All folders and binders should be clearly labeled.
- * Current practice of counting at the point of service is using a name roster. The students go by so fast the staff member checking off names has a hard time catching all to be counted. It is recommended that you use the state agency CEP daily meal count form to accurately and quickly record meals. A copy can be found here: <https://www.in.gov/doi/files/CEP-Daily-Meal-Count-Form.pdf>.
- * It is recommended that the SFA utilize the state agency calendar of due dates to make sure all required items are completed. The calendar is linked below.
<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqaaoLlw/edit?usp=sharing>.

General Program Compliance - Ace Preparatory Academy (9970)

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: Site specific information such as description of program overview and facility.

1. Type of Facility
2. Average daily participation
3. Employee list
4. Equipment list/inventory
5. Table of contents

Corrective Action:

For corrective action please provide an updated food safety plan.



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Month of Review: March 2025

Date of Onsite Review: April 8, 2025

General Program Compliance - Ace Preparatory Academy (1111)

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

Finding 9145: Food safety plan was not available at the reviewed school

A copy of the written food safety plan was not available at the reviewed school.

Corrective Action: As corrective action a physical copy of a site-specific food safety plan must be made available for each site. Please provide proof that this has been completed.

1405. *Two food safety inspections are received each school year from the local health department*

Finding 9146: Food Safety Inspections

The school did not provide two food safety inspection reports for the current school year and no documentation was available to substantiate that the SFA has requested two food safety inspections for the current year.

Corrective Action: Provide to the state agency a letter template to be used moving forward to request two annual inspections.

Technical Assistance:

By sending the annual notification to the Health Department at the beginning of the school year requesting two inspections, each site remains in compliance whether the health department completes two inspections or not. For this reason, the School Food Authority should annually submit a request using the template found here:

<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>. Additional information on Food Safety can be found here: <https://www.in.gov/doe/nutrition/food-safety/>.

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 were unavailable for food items.

Corrective Action: Temperatures must be monitored and logged daily for all foods. Submit logs with at least one week of monitored temperatures to the state agency as corrective action. The reviewer suggests recording food temperatures on the production sheet.

Technical Assistance:

Sample food safety logs can be found at the following website: <https://theicn.org/icn-resources-a-z/food-safety/>.

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Hazardous foods that were refrigerated, prepared, or opened, and held for more than 24 hours were not date marked. The First In, First Out (FIFO) inventory management method is not being used as no food items that have been taken out of original cases have been date marked.

Corrective Action: Provide standard operating procedures for FIFO and date marking. Submit proof of employee training for FIFO and date marking including a dated agenda and sign-in sheet.