



SNP Administrative Review Findings

**Avondale Meadows Academy
(9645)**

Program Year 2024

Avondale Meadows Academy (9645)

3980 Meadows Drive
Indianapolis, IN 46205-3114

No. of Sites / Reviewed: 3 / 1
Month of Review: March 2024

Food Service Contact

Ms. Laura Burton
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FSMC: Aramark

Executive Contact

Ms. Janie Seivers
Director of Business Affairs
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Commendations

- * This site offers an extensive variety of fruits and vegetables for students. There are many different fruit and vegetables choices for students to choose.
- * The food service staff and SFA were very kind and were receptive to technical assistance that was provided onsite.

Resource Management Comprehensive Review - Avondale Meadows Academy (9645)

757. Allowable Costs Test

Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.

The State agency reviewed a sample representing 10% of expenses for the most recently completed 2023 program year, using the SFA's detailed general ledger and FSMC invoices. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: \$975 of food provided for a school sponsored Parent Engagement Night. School sponsored functions not promoting Nutrition Services would not be considered an allowable cost to the program.

Corrective Action:

Please submit a proof of transfer for the \$975.00 determined in unallowable cost from a nonfederal source of funds to the Nonprofit School Food Service Account. **Proof of transfer was received, and corrective action is considered complete.**

General Program Compliance - Avondale Meadows Academy (9645)

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. **The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment and updated policy, if applicable, must be submitted to the State Agency.**

-The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. The policy must be reassessed with input from all interested stakeholders as through the wellness committee. **Provide documentation of notification used to inform households of the reassessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.**



Program Year 2024

-Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.

Technical Assistance:

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

1213. New School Nutrition Programs Director met food safety certification training requirements

Finding 9000: Food Safety Training

Food safety certification training was not completed by the director. As a program requirement, The Institute of Child Nutrition (ICN) or equivalent food safety certification training must be completed and documentation retained by the food service director.

Corrective Action:

As corrective action, please complete the ICN food safety training (or equivalent training) and submit documentation to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review. The ICN food safety course can be found here: <https://theicn.docebosaas.com/pages/40/school-nutrition-dashboard?ctl166=se-%22food%20safety%22>. Additional food safety certification options can be found here: <https://www.in.gov/health/food-protection/food-protection-manager-certification/>.

1215. School Nutrition Programs Manager(s) met/will meet annual training requirements

Technical Assistance: Annual Training Hours

As we are nearing the end of the school year, please note that as a program manager, 10 hours of professional standards training hours are needed. The manager currently has 2 hours and 30 minutes.

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

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained. Teachers that are conducting meal counting for the ASSP must be trained in the applicable meal counting procedures, meal pattern, and civil rights. This also applies to front office staff that are taking meal counts for late breakfast students.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, please provide procedures that will take place to train all staff that conduct meal counting for the programs. All teachers and school individuals must be trained in Civil rights and all relevant responsibilities related to the program.**

Technical Assistance:

Technical assistance was provided on the day of the review.



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IX Special Provision Options - Avondale Meadows Academy (9645)

2115. CEP most recent approval – documentation support ISP and claiming percentages? Did the School Food Authority send out annual notification to households?

Finding 10115: Annual notification of CEP participation was not sent to households at the beginning of the school year

Annual notification to households is required annually for all schools participating in CEP. For SFAs participating in CEP corporation wide, this would include all households. Currently, CEP is briefly mentioned in the student handbook. A formal notification is required.

Corrective Action:

As corrective action, please state what procedures will be in place to ensure that this requirement is met at the beginning of next school year.

Technical Assistance:

A sample notification template can be found here: https://www.in.gov/doe/nutrition/community-eligibility-provision/#CEP_Forms.



SNP Administrative Review Findings

Avondale Meadows Academy
(9645)

Program Year 2024

Avondale Meadows Middle School
(7094)

3980 Meadows Drive
Indianapolis, IN 46205-3114

Food Service Contact

Ms. Jessica Jackson
Food Service Manager
(317) 362-1353

Month of Review: March 2024

Date of Onsite Review: April 25, 2024

Other Federal Programs - Avondale Meadows Middle School (7094)

4. Validate snack counts – snacks properly counted and claimed?

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period were not separated by school, therefore resulting in inaccurate claims. Snack meal count sheets must include the actual site and address where the snack is occurring. The SFA meal counts for the ASSP are different than the state agency validated meal counts. The site has claimed 600 snacks while the state agency has validated 416 snacks for the month of review. This results in an overclaim of 184 meals.

Corrective Action:

As corrective action, please provide an updated meal count sheet designated for the middle school to ensure correct site name and information is included for the after-school snack program next year.

Technical Assistance:

Resources were shared on the day of the review and technical assistance was provided.

6. Day of review Menu, Meal Patterns, Production records.

Finding 9225: Production records are not completed daily and maintained for a minimum of 3 years.

Production records are not completed fully and are not separated by site.

Corrective Action:

As corrective action, production records for snack must be separated by site. Please submit a production record template that is designated for the middle school or please use the DOE ASSP production record template for the ASSP next year. Please state which procedure will be done for next school year.

Technical Assistance:

Technical assistance was provided on the day of the review.

6. Day of review Menu, Meal Patterns, Production records.

Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.

Production records do not reflect that the planned portion sizes meet the meal pattern component requirements for the review period. It was confirmed that only a half cup of fruit was given. This does not meet the 3/4 c fruit of vegetable requirement for the after-school snack program. Review period Snack menu inadequate portion size(s): fruit on 3/5, 3/11, 3/12, 3/14, 3/18, 3/19. Meals including insufficient portion sizes will not be disallowed.

Corrective Action:

As corrective action, food service staff must complete the after-school snack program training in Moodle and submit documentation to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.



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7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

The SFA has not monitored this site's Afterschool Snack Program.

Corrective Action:

Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. **As corrective action, please provide a timeline detailing when the first and second monitoring visit of the year will be conducted to ensure that the program requirement is met for future program operation.**

Technical Assistance:

Technical assistance was provided on the day of the review.

11. DOR and Review Period Snacks missing components.

Finding 9233: Snacks missing meal components on Day of Review and Review Period disallowed.

During the review period for ASSP, pudding was served, which is not a creditable component per USDA meal pattern requirements. Pudding was served on 3/7. At the middle school location, 34 snacks were served, and 98 snacks were served at Avondale Meadows Academy. Snacks that included the pudding on 3/7 will be disallowed.

Corrective Action:

As corrective action, the after-school snack program training must be completed by the food service staff. These requirements were discussed on the day of the review. Documentation must be submitted to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.

Meal Counting & Claiming - Avondale Meadows Middle School (7094)

322. Review Period- daily meal counts by category do not exceed the number of eligible students by category

Finding 9000: Other Finding

During one day during the review period, the number of free lunch meals claimed exceeded the number of eligible free students. To ensure that this does not occur, an edit check is required to be completed daily by the SFA. An edit check is not being conducted currently.

Corrective Action:

As corrective action, a completed edit check for one month must be submitted to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review. Edit check resources were sent as well.

<https://www.in.gov/doi/files/Edit-Check-Daily-Meal-Counts.pdf>

324. Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.

Technical Assistance: Meal Count Sheets

As a reminder meal count sheets must be completed in full. This includes documenting the total meals to claim at the bottom of the page.



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324. *Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.*

Finding 9073: Questionable patterns in the reported in snack counts for the Review Period.

There were patterns in the reported meal counts for the review period that appear questionable. Questionable meal count practices: circling only one number or group method circling on days during the review period for the ASSP. No meals will be disallowed for questionable meal counting method; however, it is noted that meal counts must always be conducted with hashmarks.

Corrective Action:

As corrective action, teachers that conduct meal counts for ASSP must be trained on meal counting and claiming and the after-school snack program. Please submit training documentation for these two trainings including certificate and sign in sheet to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.

Meal Components & Quantities - Avondale Meadows Middle School (7094)

400. *Day of Review- all required meal components were available to all students during the entire meal service*

Technical Assistance: Offer vs. Serve

Students must be reminded that at breakfast, a 1/2 cup of fruit must be taken as a reimbursable meal requirement. Likewise, at lunch students must take 1/2 of fruit or vegetable to meet the requirements for offer vs serve.

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

Technical Assistance: Daily Salad

The daily salad option on the day of review contained a 1 grain equivalent of Cheeze-Its. It is noted that a 2 oz roll is planned with the salad, however, that item was unavailable. While the 1oz grain meets the daily grain requirement, it will not meet the weekly grain requirements if it is served daily over the course of a week. In the future, please plan a 2 oz grain item with this salad.

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 records did not detail all fruit and vegetable choices offered daily as well as grain with the salad on some dates during the review period. It was observed on the day of review that the FSMC plans grains with the salad and does an array of fruit and vegetable options daily for students; however, this must be included on the production records going forward. The production records must reflect what is served each day showing that the OVS requirements are met. Production records only include 1 hot vegetable option served at 1/2 cup portion and 1 fruit option served at 1/2 cup portion. In addition, on March 4th, no grain is documented on the production records for the salad. It is also noted that the red/ orange subgroup is insufficient as it is documented that only 1/2 c was served for the week which does not meet the 3/4c weekly requirement.



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Corrective Action:

As corrective action completed lunch production records for one week that includes all offered fruit, vegetable, and grain choices must be submitted to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.

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

Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.

Productions records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period, meet the minimum meal pattern requirements for the age/grade group(s) being served. Weekly vegetable subgroup requirements were not met for the following subgroup(s): red orange. One half cup was served for the week, not meeting the 3/4 cup weekly requirement.

Corrective Action:

As corrective action, please explain how the menu will be planned and corrected to meet portion size requirements. A corrected menu including serving sizes must be submitted to the state agency.

Technical Assistance:

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

General Program Compliance - Avondale Meadows Middle School (7094)

901. On-site monitoring review(s) were completed prior to February 1

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension.

Corrective Action:

Please describe plans for next school year to ensure that on-site reviews for lunch and breakfast will be conducted in a timely manner before the February 1st deadline.

Technical Assistance:

Technical assistance was provided on the day of the review. It is a best practice to complete onsite reviews as soon as possible to fix potential counting and claiming issues early in the school year.

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 10156: Posted Health Inspection

The posted health inspection was not the most current inspection

Corrective Action:

The most current inspection was posted for public viewing on the day of the onsite review. Please ensure that the most current inspection will be posted for public viewing in the future. **Additional response is not required.**

Technical Assistance:

Technical assistance was provided on the day of the review.