



SNP Administrative Review Findings
Program Year 2024

Global Preparatory Academy (9975)

Global Preparatory Academy (9975)

2033 Sugar Grove Ave.
Indianapolis, IN 46202-1134

No. of Sites / Reviewed: 1 / 1
Month of Review: February 2024

Food Service Contact

Food Service Director
(317) 974-9911
operations@globalprepindy.org
FSMC: Indianapolis Public Schools

Executive Contact

Ms. Mariama Shaheed
CEO
(317) 226-4244
mshaheed@globalprepindy.org

Commendations

- * This site is commended for the Spanish materials provided for Spanish speaking families.
- * The serving line is nicely arranged and well organized.

Resource Management Comprehensive Review - Global Preparatory Academy (9975)

750. Year End Available Balance

Finding 9000: Other Finding

School foodservice funds are not tracked separately from other school funds. A Nonprofit School Food Service account or separate foodservice line-item budget is required to keep separate and track all revenue and expenses for the food service account.

Corrective Action:

As corrective action, the sponsor must ensure a Nonprofit School Food Service Account or fund is set up to separately track all revenue and expenses using federal Child Nutrition Program funds. The Nonprofit School Food Service should include all federal and state reimbursements received as well as local revenue from the sale of program and non-program foods. All expenditures must be reasonable, allowable, and allocable. In addition, please submit a copy of a fund report such as the general ledger, profit and loss statement, etc. from the nonprofit food service account to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.

General Program Compliance - Global Preparatory Academy (9975)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on appropriate program materials.

Corrective Action:

The full nondiscrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. **As corrective action, please update the following program materials with the correct non-discrimination statement: SSO flyers. Submit a copy of the updated resource(s) to the state agency.**

Technical Assistance:

The IDOE SCN Civil Rights webpage contains links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links to access the long and short civil rights statements.

<https://www.in.gov/doe/nutrition/civil-rights-requirements/>.

The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.



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

Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements. The following elements are missing: two goals for nutrition education and promotion, two goals for other activities, and communication (annually update parents, students, community, and staff about content and implementation of the wellness policy).

Corrective Action:

As corrective action the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be submitted to the state agency as corrective action.

Technical Assistance:

Technical assistance was provided on the day of the review. Wellness policy resources can be found here <https://www.in.gov/doi/nutrition/wellness-policies/>.

1216. School Nutrition Programs staff met/will meet annual training requirements

Technical Assistance: Annual Training Requirements

As a reminder, part time food service staff need 4 hours of professional standards hours and full-time staff need 6 hours. Currently, only one employee has completed 30 minutes of training. Please note that this must be complete by the end of the school year.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 10142: SBP Outreach

School Breakfast Program (SBP) outreach to households was not conducted by the SFA.

Corrective Action:

A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced-price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year.

As corrective action, the End of School Year Reminders and Updates Moodle Training must be completed.

Additionally, breakfast notification must be communicated to households and the notification must be documented. The training certificate and breakfast notification must be provided to the state agency as proof of corrective action.

Technical Assistance:

USDA Policy SP 40 - 2011 Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program can be found at the following link: <https://fns-prod.azureedge.us/sites/default/files/cn/SP40-2011os.pdf>.

IX Special Provision Options - Global Preparatory Academy (9975)

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

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 SFA's participating in CEP corporation wide, this would include all households.



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Corrective Action:

Provide a copy of the notification to the state reviewer as corrective action and the date it was sent to households.

Technical Assistance:

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



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Global Preparatory Academy (9975)

Global Preparatory Academy (1112)

2033 Sugar Grove Ave.
Indianapolis, IN 46202-1134

Food Service Contact

Ms. Aisha Goens
Director of Operations
(317) 974-9911

Month of Review: February 2024

Date of Onsite Review: March 20, 2024

Meal Counting & Claiming - Global Preparatory Academy (1112)

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

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the day of review, the meal service line clicker procedure does not provide an accurate count by eligibility category at the point of service. It is observed that meal counters are unable identify a reimbursable meal, clickers were not working at some point during the meal service, and students were rushing past the line. The reviewer kept count of meals and got a different number compared to the clicker amount, verifying that this is an unacceptable method.

Corrective Action:

As corrective action, the clicker method must stop, and the meal count sheet must be used going forward. Meal counting and claiming training must be completed and submitted to state agency. Thirty days of accurate meal counts must be submitted as well.

Technical Assistance:

Technical assistance was provided on the day of the review. Meal counting sheets were shared.

321. Review Period meal counts are reasonable compared to Day of Review meal counts

Finding 9000: Edit Check

An edit check was not being completed. The edit check must include the eligible free and attendance factor as well and they daily meal counts for the month.

Corrective Action:

As corrective action, the sheet that is used to complete the monthly claim must be updated by adding an eligible free column. Please submit a completed edit check containing all required information for one month to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review. Edit check resource was shared as well.

<https://www.in.gov/doe/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.

Finding 9073: Questionable patterns in the reported counts of free, reduced, and paid meals for the Review Period.

There were patterns in the reported counts meals for the month of review that appear questionable for the population of students participating in the NSLP and SBP. The explanation provided by the school for the questionable meal count patterns was not acceptable. Pre-k meals have the same number claimed for 2 weeks. In addition, on the day of review, pre-k meal counts had been recorded prior to lunch being served.

Corrective Action:

As corrective action, the clicker will be disallowed for this site. The meal counting procedures must be changed. Meal count sheets must be used as corrective action for pre-k meals. Please also submit meal counting and claiming Moodle training to state agency as corrective action.

Technical Assistance:

Technical assistance was provided to the state agency.



Meal Components & Quantities - Global Preparatory Academy (1112)

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

Technical Assistance: Share Table

Please remember to refer students to the share table if they are wanting extra food. Multiple students tried to take three or more juices during meal service on the day of the review.

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

Finding 9002: Meal components missing on day of review.

As observed on the day of review, the staff did not prepare the three-bean chili entrée with the Tostitos for the grain requirement prior to meal service. It is planned in the menu, however, was not executed on the line.

Corrective Action:

As corrective action, meal pattern training must be completed by all food service staff and documentation must be submitted to state agency.

Technical Assistance:

The school was advised and given the opportunity to add the Tostitos grain to the entrée during the meal service when missing components were observed.

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Technical Assistance: Breakfast Grab and Go Bags

At breakfast, if grab and go bags are used, the meal counter must physically look into each student's bag to identify if they have a reimbursable meal. There were several occasions where the counter did not check the bag and the student did not have a reimbursable meal.

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Technical Assistance: Meal Components & Quantities

During lunch, there were multiple occasions of students grabbing an incomplete meal. Please note that as a CEP school with no charging policy, if students are going to take a meal, a full reimbursable meal must be taken. In addition, it is unallowable to let students add individual items to their home lunch for free. A student must select a reimbursable meal, the school must track any food given away for free, or the cashier must track and charge a la carte prices for individual food items. However, if the school wants to allow this, a charging policy must be implemented.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. It is noted that the staff is not accommodating lactose allergies appropriately. Food service staff states that students with lactose allergies get juice in place of milk and a lactose free milk is not purchased.



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Corrective Action:

A milk substitute request can come from a parent or guardian, but the substitute must be nutritionally equivalent to milk. If the requested substitute is not nutritionally equivalent, and therefore outside of the meal pattern, the request must come in the form of a medical statement from a medical professional with prescriptive authority. The SFA will accommodate all special dietary needs regarding milk substitution correctly going forward. **As corrective action, the director must complete the special dietary needs training in Moodle to ensure requirements are understood. Submit the training certificate to the state agency as documentation that the training has been completed.**

Technical Assistance:

All special dietary needs are now recognized as a disability and therefore, must be accommodated.

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s). Only MyPlate signs are identified throughout the cafeteria and serving line.

Corrective Action:

As corrective action, meal pattern signage must be implemented on the serving line. Please submit documentation that this is updated and posted to the state agency.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Meal pattern signage resources were shared.

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

Technical Assistance: Yogurt Power Pack Lunches

For the yogurt meal options for students, please note that since the yogurt meal box does not contain a 1/2 of fruit or vegetable, students must select a minimum of 1/2 cup of fruit or vegetable to complete the meal along with the other meal offerings. On the day of review, the food service staff thought that students who choose the yogurt meal have a full reimbursable meal. A fruit and/or vegetable could be added to the container in the future.

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:

- Production records were incomplete.
- Serving sizes and component contributions were not included on the production record.
- Production records are also not separated by meal type. Breakfast and lunch are completed on one sheet.
- Components are not documented by category on the production record.

All items served must be recorded on production records. This includes power pack meals since there are multiple versions of the power pack meal. Milk must be included on production records as well. Milk was not documented on the 2/8 production record. No meals are disallowed, as reviewer saw that milk is served daily.

Corrective Action:

As corrective action completed (breakfast and lunch) production records for one week must be submitted to the state agency. In addition, provide proof of production record training for staff to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.



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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. Meals were counted as reimbursable under OVS when a meal was incomplete due to missing the minimum number of required meal components.

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. In addition, staff must be complete the meal pattern training and submit documentation to the state agency.

Technical Assistance:

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

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve (OVS).

If OVS is implemented, all foodservice staff must be OVS trained. According to reviewed documentation, only one employee was OVS trained.

Corrective Action:

As corrective action, food service staff must complete OVS training in Moodle and submit training certificate to state agency.

Technical Assistance:

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

502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line

Finding 9080: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least ½ cup fruit or vegetable) is not identified near or at the beginning of the meal service line(s).

Corrective Action:

As corrective action, OVS signage must be displayed on the serving line. Submit documentation to the state agency that this is posted.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Meal pattern signage resources were shared on the day of review.

General Program Compliance - Global Preparatory Academy (1112)

812. Day of Review- Program benefits were available to all children without discrimination

Technical Assistance: Extra Food Items

The reviewer was informed that students in the last lunch period can go through the line to get extras at the end of the lunch service. While this was not allowed during the review, this must not be done going forward. The SFA should adjust the order so there are not many extras.



812. *Day of Review- Program benefits were available to all children without discrimination*

Finding 9102: Discrimination in Program benefits observed on Day of Review.

As observed on the day of review, Program benefits were not made available to all children without discrimination. All students must be able to have the same food choices regardless of if the student is unable to come to the cafeteria to get their meal due to in school suspension. It was noted that the students are given a meal without asking the student what items they would like. In addition, students with special needs cannot be allowed to take two entrees' while other students can take one.

Corrective Action:

As corrective action, please explain what procedures will be in place to ensure that students are receiving equal meal benefits.

Technical Assistance:

Technical assistance was provided on the day of the review.

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

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

The food safety plan was not accessible to staff onsite. The food safety plan was able to be reviewed electronically, however the food safety plan must be onsite and accessible to all food service employees for reference.

Corrective Action:

This was corrected, and the food safety plan was printed and stored onsite for future reference. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review.

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

Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

As corrective action, the most recent health inspection was posted on the day of the review. **No additional response is required.**

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: two refrigerators in back storage room.

Corrective Action:

As corrective action, begin checking and recording temperatures for the two refrigeration units and submit documentation of temperature logs to the state agency.