



SNP Administrative Review Findings Program Year 2025

Hammond Urban Academy (9705)

Hammond Urban Academy (9705)

33 Muenich Ct.
Hammond, IN 46320-1706

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

Food Service Contact

Ms. Kari Andresen-Nimon
Food Service Director
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FSMC: Lunch At Hand/EAT

Executive Contact

Dr. Deborah Snedden
Superintendent
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Commendations

- * The SFA has worked on increasing options for students to provide additional choices. The kitchen was clean and organized.

Meal Counting & Claiming - Hammond Urban Academy (9705)

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

Finding 10153: Edit Checks

Edit checks were not conducted and/or documented.

Corrective Action:

As corrective action please provide a copy of the most recently completed edit check. Going forward edit checks must be completed each month prior to submitting each claim for reimbursement.

The SFA and SA created an edit check on site during the AR. No further action is necessary.

Technical Assistance:

Edit check resources can be found under the recordkeeping section of the following website:

<https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

Resource Management Comprehensive Review - Hammond Urban Academy (9705)

766. *Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio*

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. **As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.**

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link:

<https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods.



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General Program Compliance - Hammond Urban Academy (9705)

1217. SFA's process and frequency for tracking training hours is sufficient

Finding 10126: Professional Standards Training Requirements and Documentation

Training for all food service staff is not being tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide an updated tracking tool.

Technical Assistance:

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtlYwq14INtakNMHpypSVN9ALp6iPsCTzk/edit?usp=sharing>.

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>.

1403. Review of agricultural food components indicates violations of the Buy American provision

USDA Buy American Provision Updated Policy Guidance- Technical Assistance

USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year.

For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>.

To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>.

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.



SNP Administrative Review Findings

Hammond Urban Academy (9705)

Program Year 2025

Hammond Urban Academy (4486)

33 Muenich Ct.
Hammond, IN 46320-1706

Food Service Contact

Mrs. Kari Andresen-Nimon
Food Service Director
(219) 852-0500

Month of Review: December 2024

Meal Components & Quantities - Hammond Urban Academy (4486)

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

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the 9-12 grade group. Insufficient quantities of meal components may result in a disallowance of meals. Insufficient portion sizes observed on the day of review: the SFA served 97 meals to students in grades 9-12 without meeting the full 2 oz grain portion size requirement.

Corrective Action:

Meals served with insufficient portions are considered unallowable; however, for this incident fiscal action will be waived. Future instances of insufficient portions cannot be waived and will result in fiscal action. **The SFA is required to update their menu to reflect that high school students receive the full serving size of the grain component. Provide the updated menu to state agency as corrective action.**

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. The following are required on the production record each day for breakfast and lunch: menu item, serving size, servings prepared, items served, items leftover, number of reimbursable meals, and meal type.

Corrective Action:

As corrective action, update the production record format and provide completed breakfast and lunch production records for a one-week period to the state agency.

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, students selected a reimbursable meal, the student was made to select an additional item(s).

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.



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General Program Compliance - Hammond Urban Academy (4486)

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

Finding 9000: Share Table

The state agency witnessed an adult take food off the share table. Share table items are only for students to consume. Any leftovers from the share table that are not taken by students must be disposed of or donated to appropriate non-profit organizations.

Corrective Action:

Place signage or provide a memo to teachers notifying them that the share table items are only for students. Submit to the state agency once completed.

Technical Assistance:

A sharing table fact sheet can be found at the following link: <https://www.in.gov/doe/files/Sharing-Table-Fact-Sheet.pdf>.