



SNP Administrative Review Findings

Heritage Institute of Arts and Technology (HIAT) (9990)

Program Year 2024

Heritage Institute of Arts and Technology (HIAT) (9990)

5861 Harrison Street
Merrillville, IN 46410-2442

Food Service Contact

Mr. Paul Farrington
Interim Food Service Director
(317) 797-8078
pfarrington@phalenacademies.org
FSMC: Veterans Café and Grill

Executive Contact

Mr. Paul Farrington
Regional Director of Operations
(317) 797-8078
pfarrington@phalenacademies.org

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

Resource Management Comprehensive Review - Heritage Institute of Arts and Technology (HIAT) (9990)

751. Expenses Exceeded Revenues

Finding 9114: Expenses Exceed Revenue

Based on the SFA's Statement of Revenues and Expenses for the most recently completed program year, the SFA had total Nonprofit Food Service Expenses greater than its Total Nonprofit Food Service Revenues. Sufficient funds were transferred into the nonprofit school food service account from allowable non-Federal sources to make up the difference, however, the AFR is not correct and does not reflect this.

Corrective Action:

As corrective action, the SFA is required to update and submit their annual financial report for program year 2023.

755. Allowable Costs

Finding 9117: Unallowable general expenses charged to the nonprofit school food service account.

Based on the SFA's accounting records for the most recently completed for program year 2024, general expenses charged to the nonprofit school foodservice account were not reasonable, necessary and/or allocable. Unallowable expenses, purpose of expenditures and amounts: The vendor and SFA signed a contract that included a 20 cent increase for lunch meals and 15 cents for breakfast meals. This change to the contract was not approved by the state agency and therefore is considered an unallowable expense. During program year 2024, the SFA was billed and paid for 4,215 breakfast meals and 6,568 lunch meals totaling \$10,783.

Corrective Action:

These funds are considered unallowable to be paid out of the food service account. As corrective action, the food service account must be reimbursed the funds totaling \$10,783.

It has been determined that nonfederal funds in excess of \$10,783 have previously been transferred to the nonprofit food service fund. **This is sufficient and no further action is necessary.**

General Program Compliance - Heritage Institute of Arts and Technology (HIAT) (9990)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 10152: Civil Rights Training

One or more foodservice employees have not completed civil rights within the last 12 months.

Corrective Action:

As corrective action, please submit documentation of the employee's completed Civil Rights training.



Program Year 2024

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

Finding 10146: Professional Standards Documentation

Documentation was not provided to validate trainings listed on the Professional Standards Training Tracking tool. The SFA did not retain training documents used to train staff nor did they retain a sign-in sheet.

Corrective Action:

As corrective action, the SFA will submit plans for future trainings and procedures for documenting all trainings going forward.



SNP Administrative Review Findings

Heritage Institute of Arts and Technology (HIAT) (9990)

Program Year 2024

**Heritage Institute of Arts and
Technology (1116)**
5861 Harrison Street
Merrillville, IN 46410-2442

Food Service Contact
Ms. Bessie Smith
Food Service Manager
(219) 318-9240

Month of Review: February 2024

Date of Onsite Review: March 21, 2024

Meal Counting & Claiming - Heritage Institute of Arts and Technology (1116)

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, each type of meal service line does not provide an accurate count by eligibility category at the point of service. There was a field trip that occurred on March 21, 2024, and meals were not counted at the point of sale for this. The meal counter added seventy-five meals to the daily meal sheet that was being used in the cafeteria for service on site. The field trip meals were not counted at the point of service and are considered unallowable.

Corrective Action:

All meals from the field trip are considered unallowable the SFA has agreed not to claim them. **The SFA and state agency discussed that all meals need to be taken at the point of service. This is understood and no further action is necessary.**

Meal Components & Quantities - Heritage Institute of Arts and Technology (1116)

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 age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review: vegetable component only met 1/2 cup offering on the day of review.

Corrective Action:

All meals on day of review are considered unallowable. The SFA is aware of this and will not claim those meals for reimbursement.

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

Finding 9000: Menu Certification

During the menu certification review, the state agency was not able to determine if all components were met as there were not recipes for several items.

Corrective Action:

Provide recipes to the state agency for the following menu items: Mostaccioli, Chicken Tacos, Quesadillas, and the Breakfast burrito.



Program Year 2024

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

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned menus for the menu certification week, there were insufficient serving sizes offered for the vegetable component on February 7, 2023. 3/4 cup of tomato soup does not credit as 3/4 cup of vegetable.

Corrective Action:

As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.

Technical Assistance:

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

General Program Compliance - Heritage Institute of Arts and Technology (1116)

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.

A copy was on site, however, it is not site specific, nor is it up to date.

Corrective Action:

The food safety plan must be updated and site specific for HIAT. **Provide a copy of the food safety plan to the state agency as corrective action.**

Technical Assistance:

Please find our food safety plan webpage helpful - <https://www.in.gov/doe/nutrition/food-safety/>

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

Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested.

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

Corrective Action:

For corrective action, the SFA will request an inspection from the local health department prior to the end of the school year. Provide the correspondence as corrective action.