

SNP Administrative Review Findings

Indiana Math and Science Academy West
(9785)

Program Year 2023

**Indiana Math and Science Academy West
(9785)**
4575 W 38th St
Indianapolis, IN 46254-3313

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FSMC: Ceres Food Group

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No. of Sites / Reviewed: 1 / 1
Month of Review: November 2022

Meal Counting & Claiming - Indiana Math and Science Academy West (9785)

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

Technical Assistance: Pre-K Meals & Google Tracking Form/Edit Checks

Technical Assistance:

Field Specialist discussed the process for tracking Pre-K meals with the Food Service Director. It is recommended to use the proper CEP meal count form versus the Google sheet currently in use.

CEP Meal Count Form: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:2f58ec4a-a42b-3d5f-a7b7-4148d854b3b0>

In addition, an Edit Check must be completed for the meals that are recorded manually to ensure meal counts are not being overclaimed when compared to daily attendance.

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

General Program Compliance - Indiana Math and Science Academy West (9785)

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

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found. *Repeat Finding

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: the policy could not be located on the school's website; the SFA does not appear to have a local wellness committee; outreach to potential stakeholder participation does not appear to have been conducted; public knowledge about the Wellness Policy and any recent updates do not appear to be posted on the website or accessible anywhere else.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Please outline the timeline for creating a school-level wellness committee, identify how potential stakeholders will be notified about participating in the committee, and set a date by which the committee will meet to review the current wellness policy to ensure it meets the basic requirements.

Technical Assistance:

Wellness Policy webpage: <https://www.in.gov/doi/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doi/files/minimum-requirements.pdf>

Triennial Assessment template: <https://www.in.gov/doi/files/triennial-assessment-template.pdf>

Program Year 2023

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

Technical Assistance: Professional Standards Training Tracker

Technical Assistance:

Field Specialist reviewed the USDA professional standards training requirements with the Food Service Director. The current system for tracking staff training is very disorganized. It is recommended to use the following IDOE training tracker to ensure all required info is maintained and logged consistently: <https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>

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

Finding 9009: SFSP & SBP Outreach *Repeat Finding

Documentation of Summer Food Service Program (SFSP) and School Breakfast Program (SBP) outreach to households was not provided by the SFA. Even when as SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement. In addition, SFAs must notify households of the availability and benefits of the School Breakfast Program several times per year.

Corrective Action:

The SFA agreed to conduct SFSP & SBP outreach as discussed during the onsite visit. Copies/examples of the outreach provided will be retained as part of the required program documentation. If the SFA implements the corrective action as outlined above, no additional response is needed.

Program Year 2023**IMSA Charter School (5837)**

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Food Service Contact

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Month of Review: November 2022

Meal Counting & Claiming - IMSA Charter School (5837)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed. A second review of the monthly meal counts is warranted prior to submitting the claim to ensure the counts are accurate.

Corrective Action:

The difference between the SFA Count and the State agency validated count is documented. As corrective action, the Food Service Director agreed to have a second individual, the onsite food service operations monitor, check the meal counts for accuracy before the monthly claim is filed by the FSD. If implemented as agreed upon, no further corrective action is necessary.