



SNP Administrative Review Findings
Program Year 2024

Invent Learning Hub (8675)

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1849 E. Pleasant Run Pkwy S. Dr.
Indianapolis, IN 46203-2006

Food Service Contact

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Executive Contact

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

Commendations

- * SFA organized the resource management documents and keeps them filed very well.
- * The staff were attentive and willing to make any corrections that were noted on site.
- * This site has a great grab and go breakfast cart that includes a colorful sign and a picture of the meal that is being served.
- * This site has very good publicization of the FFVP on morning announcements. Teachers also go into great detail about the item that is being served for the day.

General Program Compliance - Invent Learning Hub (8675)

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 on appropriate program materials. As a program requirement, the nondiscrimination statement must be on all program materials. If the program is mentioned in an emailed newsletter, the non-discrimination statement should be included as well. Please note that all outreach materials must include the statement as well. Nondiscrimination statements were not found on summer outreach flyers and breakfast program outreach.

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, the following program materials were updated on the day of review: breakfast program outreach and summer outreach. **No additional response is required.**

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/doi/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: Other activities section and communication section.

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 provided as corrective action.

Technical Assistance:

Technical assistance was provided on the day of the review.



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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 assess 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 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 re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.
- 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/doi/nutrition/wellness-policies/>.

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

Finding 9000: Food Safety Certification

A food safety training was not completed by the SFA director.

Corrective Action:

As corrective action, food safety training must be completed by the director. Please complete the training and send documentation to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review and the training link to the Institute of Child Nutrition was shared with the SFA. <https://theicn.docebosaas.com/learn/course/21/Food%2520Safety%2520in%2520Schools>.

1214. *School Nutrition Programs Director met/will meet annual training requirements*

Technical Assistance: Professional Standards

Be sure that professional standards hours are completed by the end of the school year deadline. The director and manager currently have 1.25 and 3.25. Twelve hours are needed for the director and 10 are needed for the manager. It's very beneficial to include planned hours on the training tracker excel spreadsheet as well as the completed ones to show that the planned schedule of trainings will ensure the annual requirement is met.

1501. *Records are retained for 3 years*

Technical Assistance: Record Retention

As a program requirement, records must be retained for 3 years after the final claim for reimbursement for the fiscal year. Be sure that all program records within this timeframe are filed and retained.



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Month of Review: February 2024
Date of Onsite Review: March 12, 2024

Food Service Contact

Mrs. Aleicha Ostler
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(317) 832-4900

After School Snack Program - Invent Learning Hub (9532)

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 daily for the After School Snack Program.

Corrective Action:

As corrective action, production records must be completed and maintained to ensure full components were taken for snack. After school snack program training in Moodle must also be completed by the SFA. Please send training documentation and completed ASSP production records for one month to state agency.

Technical Assistance:

This was discussed, and technical assistance was provided on the day of the review.

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

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

Afterschool Snack Program operation monitoring is not completed at this site.

Corrective Action:

Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. As corrective action, the SFA must monitor the ASSP, and a copy of the completed monitoring form must be included in the submission of the corrective action. A timeline must also be submitted explaining when the second monitoring visit of the year will be conducted.

Technical Assistance:

Technical assistance was provided on the day of the review.

1906. FFVP: Unallowable products offered during the FFVP meal service.

Technical Assistance: Other Finding

For the FFVP, the goal of the program is to allow for students to try different fruits and vegetables that they normally do not eat or have exposure to. Items that are already planned on the menu for breakfast and lunch such as bananas and oranges should not be served for FFVP.



Meal Counting & Claiming - Invent Learning Hub (9532)

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

Technical Assistance: Meal Counts

Kindergarten lunch meals must be counted at the point of service one after the other. A group counting method after all students have been served is not allowed. Students must be marked off on the meal count sheet after each student has a reimbursable meal.

323. Review Period- daily lunch counts by category do not exceed the number of attendance-adjusted eligible students by category

Technical Assistance: Edit Check

Edit check spread sheet says 103% for attendance factor. The percentage cannot be 100% and above. This was discussed on the day of review and technical assistance was provided.

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 Counting & Claiming

Please note that meal count sheets must be completed in full. A signature at the bottom by the meal counter must be included as well for completion.

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

Finding 9000: July 2023 SSO claim

Meals served in July 2023 were accidentally submitted as both Seamless Summer Option (SSO) and School Nutrition Programs meals (SNP). This resulted in this site receiving duplicate reimbursement for the same meals. The July 2023 SSO claim included both SSO and SNP with identical claimed amounts. There were 584 lunches under SNP and SSO, and 405 breakfasts for both programs. Both included 9 days of program operation. SNP meals should have included only 96 for breakfast, 138 for lunch, and 13 for snack.

Corrective Action:

As corrective action, the July 2023 SSO claim was revised claim to reflect the correct number of meals served for the SNP, and then reduced the SSO meals claimed by that same amount. Since the claim has been paid, there will be a net difference of \$3,646.05 that will be taken from future claims for reimbursement. This is understood and no response is required.

Technical Assistance:

For this coming summer, please remember that SSO meal counts must be separated from school year meal counts.



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 for lunch and snack. 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 non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results. This issue occurred for lunch and snack. Lunch was underclaimed and snack was over claimed. This is due to clerical errors when transferring numbers for the daily meal count sheets to the edit check excel sheet for claim.

Corrective Action:

The difference between the SFA count and the State agency validated count, by category, is documented. Discussion took place as to how to prevent transfer errors and to also have a second person check entries. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review.

Meal Components & Quantities - Invent Learning Hub (9532)

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*

Technical Assistance: Reimbursable Meal Signage

Signage of what constitutes of a reimbursable meal should be posted on cart or in classroom where kindergarten students receive and eat their meal.

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. An insufficient vegetable serving was noted. Baked beans at 1/2 cup were planned and served on 2/12/24 with no other vegetable served to make up for the 3/4 cup requirement. While no meals will be disallowed for this insufficiency, the SFA is reminded that 3/4 cup of vegetable must be served for this age group.

Corrective Action:

As corrective action, please explain how the menu will be corrected to meet portion size requirements when this meal is planned in the future. A corrected future menu must be submitted to the State Agency as well.

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.



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General Program Compliance - Invent Learning Hub (9532)

811. *The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits*

Technical Assistance: Civil Rights

The "And Justice for All" poster should be displayed on the cart while kindergarten students receive lunch.

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

Technical Assistance: Health Inspection

As a program requirement, SFA's are required to send a health inspection request letter to the health department to ensure that 2 health inspections are requested for the school year in the event that the health department does not inspect the school twice. Resources were shared with the SFA on the day of the review.

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The food storage area displayed dust and evidence of pests were observed in food containers and near stored food. Food must be stored in containers with tight fitted lids. Any spills must be cleaned as soon as possible. This includes milk cooler spills.

Corrective Action:

The SFA and food service staff discussed the plan for additional procedures therefore, no additional response is required. However, the SFA should regularly inspect the food preparation areas and point out any areas of concern to the vendor for immediate resolution.

Technical Assistance:

Technical Assistance was provided on the day of the review.