

**SNP Administrative Review Findings**

**KIPP Indy Public Schools (9400)**

*Program Year 2024*

**KIPP Indy Public Schools (9400)**

1740 E 30th Street  
Indianapolis, IN 46218-2605

No. of Sites / Reviewed: 3 / 1  
Month of Review: March 2024

**Food Service Contact**

Mr. Kyle Rouse  
Director of Facilities &  
Transportation  
(317) 775-7613  
krouse@kippindy.org  
FSMC: Aramark

**Executive Contact**

Mr. David Spencer  
Chief Operations Officer  
(317) 771-6974  
dspencer@kippindy.org

**Commendations**

- \* The SFA and FSMC had very organized documents prepared for review.
- \* This site provides Spanish signage for students.
- \* The wellness policy was very detailed, and the assessment included great comments and corrections.

**General Program Compliance - KIPP Indy Public Schools (9400)**

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

**Technical Assistance: Training Tracking**

The FSMC director maintains a training tracker sheet, however, the director is not tracking hours on the sheet. Please add the director's hours to the sheet as well.

**SNP Administrative Review Findings****KIPP Indy Public Schools (9400)****Program Year 2024****KIPP Indy College Prep (5860)**

1740 E 30th Street  
Indianapolis, IN 46218-2605

**Food Service Contact**

Mr. Kyle Rouse  
Director of Facilities & Transportation  
(317) 775-7613

Month of Review: March 2024

Date of Onsite Review: April 4, 2024

**Meal Counting & Claiming - KIPP Indy College Prep (5860)**

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

**Technical Assistance: Meal Counting & Claiming**

As observed on the day of review, the POS system uses a student pin number or popsicle sticks with number written on them for younger student. Implementing a scanner system would be beneficial in getting students through the line quick and efficiently as well as easing the claim consolidation. It was observed that students who do not know their pin or forgot the popsicle stick are entered on a meal count sheet.

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

**Technical Assistance: Meal Counting & Claiming**

Reducing the amount of breakfast meal count locations would be beneficial in reducing the current amount of paperwork for entering each claim.

*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 fully. This includes entering the date each day and circling the meal type. This information must be completely filled out each day to have valid documentation to submit an accurate claim. It also may be beneficial to add a space on the meal count sheet for teachers to mark the appropriate grade group station for ease of completing the claim.

*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 of free, reduced, and paid meals for the Review Period that appear questionable for the population of students participating in the SBP. Questionable meal count practices: strike though meal counting, skipping numbers meal counting. Meals that are not marked with a hash mark cannot be validated. Therefore, 143 breakfast meals were disallowed.

**Corrective Action:**

As corrective action, teachers that conduct meal counting must complete the meal count training in Moodle and submit training documentation to the state agency.

**Technical Assistance:**

Technical assistance was provided on the day of the review.

**Meal Components & Quantities - KIPP Indy College Prep (5860)**

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

**Technical Assistance: Meal Components & Quantities**

Implementing clam shells for the yogurt meals will be beneficial to discourage students from taking only a portion of the yogurt meal entrée.

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

**Finding 9000: Other Finding**

Four of the yogurt meals were taken with no fruit or vegetable on the day of the review. The school adjusted the day of review lunch counts to deduct the four meals.

**Corrective Action:**

As corrective action, food service staff must complete the meal pattern training in Moodle and submit documentation to State Agency.

**Technical Assistance:**

Technical assistance was provided on the day of the review.

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 as service sizes and menu items were not recorded.
- The production record did not detail all choices offered within one or more meal components, specifically milk type.
- When the salad was served, the grain served with the salad was not listed on the production record.

**Corrective Action:**

This was discussed on the day of the review and the FSMC explained that ongoing production records training is occurring currently. **As additional corrective action, submit one week's worth of completed production records to the State Agency.**

**Technical Assistance:**

Technical assistance was provided on the day of the review.

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. The reviewer had to assist in telling the cashiers when a meal was not reimbursable.

**Corrective Action:**

**As corrective action, retrain cashiers and all staff completing the point-of-service count in OVS requirements using Moodle training, 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 to the State Agency.**

**Technical Assistance:**

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

**SNP Administrative Review Findings**  
*Program Year 2024*

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**General Program Compliance - KIPP Indy College Prep (5860)**

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

**Technical Assistance: Health Inspection Request Letter**

Be sure that a health inspection request letter is sent at the beginning of the school year to ensure that two inspections are received. It is a requirement regardless of the health department's routine schedule. The request letter is required and beneficial in the event that two inspections are not received for the year.

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

**Technical Assistance: Storage**

Be sure that all opened products are dated.