

**SNP Administrative Review Findings**

**MSD Southwest Allen Co Schools (0125)**

**Program Year 2019**

**MSD Southwest Allen Co Schools (0125)**

4824 Homestead Rd  
Fort Wayne, IN 46814-5461

**Food Service Contact**

Mr. Brant A Brown  
Food Service Director  
(260) 431-2282

**Executive Contact**

Dr. Phil Downs  
Superintendent  
(260) 431-2010

No. of Sites / Reviewed: 9 / 2  
Month of Review: December 2018

**Certification and Benefit Issuance - MSD Southwest Allen Co Schools (0125)**

*126. Certification Benefits/Issuance Review Method, applications correctly approved?*

**Finding 9017: The application approval process is not implemented correctly.**

Based on the selected students, eligibility determination errors were found. Two applications were incorrectly approved for free meal benefits.

**Corrective Action:**

The SFA is required to notify family that their benefits were changed during a state review. A letter was sent to parents letting them know their benefits were changing to reduced. Staff approving applications are required to attend training this summer. No further action at this time.

**Technical Assistance:**

Discussed with food service director the importance of checking applications that have dollar amounts in the teens due to the fact they probably are the hourly rate.

*132. Direct Certification list – correct information, from proper agency?*

**Finding 9023: Direct Certification list used by the SFA does not meet requirements**

Migrant and foster children were automatically noted as Directly Certified when indicated on a household application. The school's homeless/migrant liaison was not asked to confirm migrant status.

**Corrective Action:**

The SFA is required to develop a procedure for the Migrant, Homeless and Foster Liaison to provide them with a list of students and the date they are added as one of those categories per the requirements listed in the USDA Eligibility Guidance Manual on page 38-41. The procedure must be provided as corrective action.

**Technical Assistance:**

Discussed with food service director the importance of having documentation of these students and when they are added to the list. Acceptable documentation [7 CFR 245.2] for MEP participation includes:

- A list of names of participating children;
- The effective dates and the signature of a MEP official; or
- A letter from an MEP official or local educational liaison provided by the household to the school confirming the child currently participates in MEP.

**Verification - MSD Southwest Allen Co Schools (0125)**

*210. Direct verification of selected applications, conducted according to requirements?*

**Finding 9000: Technical Assistance**

**Technical Assistance:**

Discussed with Food Service Director the importance and benefit of conducting Direct Verification to help eliminate the need to contact households.

*215. SFA complete verification by Nov 15 or request extension?*

**SNP Administrative Review Findings****MSD Southwest Allen Co Schools (0125)****Program Year 2019****Finding 9048: Verification not completed by November 15.**

The SFA did not complete its verification process prior to November 15 in the 2018-2019 school year.

**Corrective Action:**

The SFA is required to attend training for verification before starting the process on October 1 for the 2019-2020 school year. No further action at this time.

**Technical Assistance:**

Discussed with Food Service Director the importance of starting the verification process by October 1 and completing the process by November 15.

**Meal Counting & Claiming - MSD Southwest Allen Co Schools (0125)**

313. *On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?*

**Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with food service director and assistant superintendent that the current charge policy is not being implemented on the serving line at the schools reviewed. Discussed ways they could update the policy and properly implement it.

**General Program Compliance - MSD Southwest Allen Co Schools (0125)**

810. *Non-discrimination on appropriate Program materials?*

**Finding 9000: Incorrect non-discrimination statement**

The menu had the wrong short version of the non-discrimination statement on it.

**Corrective Action:**

The SFA has updated the non-discrimination statement on the menu for next month. No further action required.

1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

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

The current policy does not have all of the required components in it as listed in Local School Wellness Policy Implementation Under the HHFKA of 2010: specific goals for nutrition promotion and education, physical activity, and other school based activities that promote student wellness.

**Corrective Action:**

The SFA is required to update Local Wellness Policy and submit it to the assigned Field Specialist.

**Technical Assistance:**

Discussed with food service director and assistant superintendent the new requirements.

1110. *Did on-site observation validate responses to Smart Snacks Questions #1100-1103 on the Off-Site Assessment Tool?*

**Finding 9010: Smart Snacks information on the Off-site Assessment Tool not validated, or deficiencies found.**

Food items sold a la carte based on a recipe did were not assessed for compliance with Smart Snacks requirements.

**Corrective Action:**

The SFA is required to document that a la carte sandwiches-egg salad, tuna salad and chicken salad recipes are approved to be sold a la carte or stop selling these items a la carte or menu them daily or every other day. The Food Service Director decided to stop selling these sandwiches to students. No further action required.

**Technical Assistance:**

Discussed with the food service director that all food items sold a la carte must be assessed for compliance with Smart Snack standards. There were no documentation for items with a recipe.

**SNP Administrative Review Findings**

**MSD Southwest Allen Co Schools (0125)**

**Program Year 2019**

1400. *Food safety plan – contain required elements, copy available at each school?*

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Food Safety manual is missing a list of employees, equipment, where recipes are located and the process method of the recipes.

**Corrective Action:**

The SFA is required to update the Food Safety Plan at each school and submit them to the assigned Field Specialist.

**Technical Assistance:**

Discussed with food service director and managers the importance of having a complete food safety manual.

1403. *Did any review of agricultural food components indicate violations of the <i>Buy American</i> provision?*

**Finding 9000: Technical Assistance**

**Technical Assistance:**

Discussed with food service director and managers the importance of having documentation of why food is purchased outside of the US when domestic products are available.

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

**Finding 9000: SFSP Outreach**

**Technical Assistance:**

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the SFSP. Please visit <https://www.doe.in.gov/nutrition/summer-food-service-program> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability.

**SNP Administrative Review Findings**

**MSD Southwest Allen Co Schools (0125)**

**Program Year 2019**

**Covington Elementary (0072)**

4824 Homestead Rd  
Fort Wayne, IN 46814-5461

**Food Service Contact**

Mrs. Amy Nelson  
Lead Operator  
(260) 431-0522

Month of Review: December 2018

Date of Onsite Review: February 6, 2019

**Meal Components & Quantities - Covington Elementary (0072)**

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

**Finding 9000: Grain-based desserts exceeds maximum**

An item that qualifies as a grain-based dessert is served daily with the yogurt meal, and exceeds the 2.00 ounce/equivalent weekly maximum for serving grain-based desserts.

**Corrective Action:**

The SFA has changed the menu options for grain served with the yogurt grain- the cinnamon toast package will only be served twice a week. No further action required.

**Technical Assistance:**

The FSD understands the weekly limit for grain-based desserts. Discussed other grain options with the yogurt choice.

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

**Finding 9000: Technical Assistance**

**Technical Assistance:**

Reminded one of the cashiers that of the three required items on a tray, one must be 1/2 cup of fruit or vegetable or combination. One small mandarine orange does not count as 1/2 cup, students needed to take 2 to have 1/2 cup of fruit.

**General Program Compliance - Covington Elementary (0072)**

901. On-site monitoring review completed prior to February 1?

**Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension, and the wrong form was used. A breakfast review has not been completed at any school in the district.

**Corrective Action:**

The SFA is required to conduct breakfast on-site reviews at 4 schools. Copies of the completed monitoring forms must be submitted to the assigned Field Specialist.

**Technical Assistance:**

Discussed with food service manager the importance of conducting breakfast reviews at half of the schools annual and to be sure the correct form is downloaded.

**SNP Administrative Review Findings****MSD Southwest Allen Co Schools (0125)****Program Year 2019****Summit Middle School (0063)**

4824 Homestead Rd  
Fort Wayne, IN 46814-5461

**Food Service Contact**

Mrs. Maria Rittenhouse  
Lead Operator  
(260) 431-2522

Month of Review: December 2018

Date of Onsite Review: February 5, 2019

**Meal Components & Quantities - Summit Middle School (0063)****404. DOR - signage explaining reimbursable meal near/at beginning of service line?****Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s). Breakfast signage was not displayed.

**Corrective Action:**

The SFA is required to put up breakfast signage that includes offer versus serve verbiage. Proof needs to be submitted to the assigned Field Specialist.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. Discussed with manager and food service director that breakfast signage must be placed at the beginning of the line describing what makes up a reimbursable meal.

**409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.****Finding 9000: Grain-based desserts exceeds maximum**

An item that qualifies as a grain-based dessert is served daily with the yogurt meal, and exceeds the 2.00 ounce/equivalent weekly maximum for serving grain-based desserts.

**Corrective Action:**

The SFA has changed the menu options for grain served with the yogurt grain- the cinnamon toast package will only be served twice a week. No further action required.

**Technical Assistance:**

The FSD understands the weekly limit for grain-based desserts. Discussed other grain options with the yogurt choice.

**General Program Compliance - Summit Middle School (0063)****901. On-site monitoring review completed prior to February 1?****Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year for breakfast at any of the schools.

**Corrective Action:**

The SFA is required to review breakfast at four schools this year including Summit Middle School. Copies of the completed monitoring forms must be submitted to the assigned Field Specialist.

**Technical Assistance:**

Discussed with Food Service Director that half of the schools offering breakfast must be reviewed each year. Explained that a new form is available each year and it needs to be downloaded from IDOE Website at <https://www.doe.in.gov/nutrition/site-review>.