INDIANA
DEPARTMENT *of*
EDUCATION

SNP Administrative Review Findings

Open Door Youth Services (K066)

Program Year 2026

Open Door Youth Services (K066)
2524 Corydon Pike
Suite 108
New Albany, IN 47150-6126

Food Service Contact
Ms. Robin Montgomery
Residential Director
(812) 948-5481
rmontgomery@floydcounty.in.gov

Executive Contact
Ms. Leah Pezzarossi
Executive Director
(812) 948-5481
lpezzarossi@floydcounty.in.gov

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2026

Commendations

* Staff were friendly and eager to learn.

Technical Assistance

* During the review, it was observed that many donations are received by the sponsor including fruits, vegetables, breads, meats, soups, etc. The sponsor is reminded that federal reimbursements for the Child Nutrition Programs must be put back into the lunch, breakfast and snack programs.

  Further, with the increased demands of the NSLP and SBP, the sponsor may find maintaining compliance with the program too taxing for the few benefits received. It may be in the sponsor's best interest to consider whether participation in the Child Nutrition Programs continues to be a good fit for Open Door Youth Services.
* The sponsor was unprepared for the on-site review. Few documents had been gathered as requested by the State agency (SA). The sponsor was able to provide most documentation over the course of the on-site review. Training for the Administrative Review is always offered and is required by the State agency for all sponsors receiving an Administrative Review. Written documentation and checklists are provided multiple times to each SFA outlining all required documentation to have available during the on-site review. If questions arise as to the requirements, the sponsor is expected to contact the State agency before the review and request technical assistance.

Meal Counting & Claiming - Open Door Youth Services (K066)

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

Finding 9000: Lack of Internal Controls
During the review, it was observed that claims for reimbursement do not receive a second check for accuracy. While the RCCI has one person completing the paperwork and another submitting the claim, no double-check of the claim paperwork is occurring.

Corrective Action:
For corrective action, the RCCI must submit a written procedure detailing how claims for reimbursement will undergo a second check by a secondary reviewer. The person preparing the claim for reimbursement and the secondary reviewer must both sign or initial, and date the claim documentation to demonstrate that internal controls are in place.

Technical Assistance:
Technical assistance was provided onsite.

General Program Compliance - Open Door Youth Services (K066)

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 policy has not been assessed once every three years as required. Additionally, the results of the most recent assessment of the local school wellness policy are not available to the public.

Corrective Action:
As corrective action the following must occur:

- The RCCI 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 and updated wellness policy must be submitted to the State Agency.

-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/doe/nutrition/wellness-policies/.

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

Technical Assistance - Annual Professional Standards Requirements

Annual training for all staff with food service responsibilities is a program requirement. These regulations provide consistent, national professional standards that strengthen the ability of school nutrition professionals to perform their duties effectively and efficiently. Required annual training hours vary by school nutrition program personnel as follows:

Program directors - 12 hours
Program managers - 10 hours
Program staff ≥ 20 hours per week - 6 hours
Program staff < 20 hours per week - 4 hours

A professional standards training fact sheet is located here - https://docs.google.com/document/d/13iQ5p0ZBndLIBW_-mgAvojW7j3EAcnLVTC0qgoRUKmU/edit?usp=sharing.

1400. The written food safety plan contains required elements, and a copy is available at each school

Finding 9143: A copy of the written food safety plan is not available at each school.
The RCCI does not have a written food safety plan.

Corrective Action:
For corrective action, the RCCI must develop a written food safety plan and submit the food safety plan to the State agency.

Technical Assistance:
Food safety guidance can be found at the following webpage - https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information. The food safety plan should serve as a training tool for staff.

1403. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance-USDA Buy American Provision Updated Policy Guidance

USDA has recently updated guidance to program sponsors regarding the Buy American provision. The following are some of the Buy American requirements that have been codified in regulations: Two limited exceptions when non-domestic foods may be purchased by school food authorities; A new threshold for school food authorities that use exceptions (in SY 2025-26, the non-domestic food purchases cap will be 10 percent); The requirement for SFAs to maintain documentation to demonstrate the use of exceptions. Visit the following website to view additional requirements: https://www.fns.usda.gov/cn/buy-american-provisions. A recorded webinar on updates to the Buy American provision can be found here: https://www.fns.usda.gov/cn/buy-american-provisions/webinar. A copy of the USDA Buy American tracking tool can be downloaded here: https://www.fns.usda.gov/sites/default/files/resource-files/SP23-2024a.xlsx.

1500. Reports are submitted to the Indiana Department of Education as required

Technical Assistance-Required Reporting Deadlines

For the current program year, the RCCI did not submit its Verification Summary Report (VSR) to the State agency by the due date. The VSR is due annually by January 15 and is still required to be submitted by RCCI's.

IDOE's Calendar of Due Dates can be found at https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit.

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2524 Corydon Pike
Suite 108
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Robin Montgomery
Residential Director
(812) 948-5481

Month of Review: March 2026
Date of Onsite Review: April 14, 2026

Other Federal Programs - Open Door Youth Services (Z029)

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 and maintained for a minimum of 3 years. All sponsors are required to maintain daily production and menu records for all after-school snacks. All snacks served for the month of review must be disallowed, contributing toward fiscal action calculations.

Corrective Action:
A snack production record was completed for the day of review. For additional corrective action, the RCCI must continue to complete production records daily. Submit 1 week of completed snack production records to the State agency.

Technical Assistance:
The reviewer worked with the RCCI during the review to complete a production for the day of review.

The template for the snack production record is located here: https://www.in.gov/doe/files/snack-pr-and-count-sheet.pdf

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance-Updated After School Snack Program Meal Pattern

Effective July 1, 2025, the After School Snack meal pattern has been updated. The updated meal pattern requires that no more than half of the weekly fruit or vegetable offerings may be in the form of juice. Additionally, fruits and vegetables are listed as separate components. Furthermore, grain-based desserts may not be used to meet the grain requirement.

The updated meal pattern is located here - https://docs.google.com/document/d/1FDA6kzBIRnpgB1iQ0666Y1L3WVZ2rqcXtcKFospl8P4/edit?tab=t.0.

The Grain-Based Desserts Served in the After School Snack Program Fact Sheet is located here - https://docs.google.com/document/d/12thcXnE8-T53aaXoobt73mCmeEJUHXodTS03bDMG7g0/edit?pli=1&tab=t.0.

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

Finding 9228: Afterschool Snack Program Monitoring *Repeat Finding
The RCCI has not monitored this site's Afterschool Snack Program.

Corrective Action:
Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. As corrective action, the RCCI 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 monitoring visits for the year will be conducted.

Technical Assistance:
The ASSP must be monitored a minimum of two times per program year with the initial monitoring occurring within the first 4 weeks of program operations.

The Afterschool Snack Program monitoring form is located here: https://www.in.gov/doe/files/self-prep-snack-review-form.doc

Afterschool Snack Program information and resources can be found here: https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.

10. Non-discrimination poster displayed, visible to participants?

Technical Assistance- USDA Approved Non-Discrimination Poster

The most current USDA-approved non-discrimination poster is not prominently displayed where it is visible to program participants in the Snack meal service area(s). While printed posters are currently unavailable sponsors are able to make copies of posters to display. Poster availability will be noted in the weekly school nutrition newsletter once they become available.

Meal Counting & Claiming - Open Door Youth Services (Z029)

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. Breakfast and lunch are recorded on a snack count sheet instead of using a roster or check off list. Further, meals are not counted at the actual point of service (POS). Meals are recorded after service has occurred.

Corrective Action:
For corrective action, the RCCI must implement a meal counting method that provides an accurate count by eligibility category at the point of service. Submit a copy of the meal count document that will be used to document meals served at the POS to the State agency.

Technical Assistance:
Check-off lists indicate the names of each eligible child, by category, and are used at the point of service to record the number of reimbursable meals served. As each child is served a meal, his/her name is checked off on the list. At the end of the service, check marks are added up by category, to determine the daily meal count.

A check off list template is available here - https://www.in.gov/doe/files/Check-Off-List-RCCI.pdf

Meal Components & Quantities - Open Door Youth Services (Z029)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9053: Milk variety not offered throughout serving period on Day of Review.
As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines.

Corrective Action:
The USDA meal pattern requires that two allowable milk varieties must be available throughout all meal services. For corrective action, the food service director must update ordering and inventory practices to prevent shortages and train staff to

monitor milk availability throughout service. Please submit the updated procedures and training records completed with staff to the State Agency.

Technical Assistance:
The RCCI was advised of the requirement when it was observed that only one type of milk was being offered.

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

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 located near or at the beginning of the breakfast and lunch meal service line. Since the RCCI implements Offer vs. Serve, signage must also explain what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least ½ cup fruit or vegetable).

Corrective Action:
For corrective action, signage must be posted near or at the beginning of the meal service line(s). Submit supporting documentation demonstrating signage has been posted.

Technical Assistance:
Signage for identifying a reimbursable meal can be found here: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Signage_for_Identifying_a_Reimbursable_Meal.

410. Review Period- planned menu quantities meet the meal pattern requirements

Technical Assistance - Completion of Production Records

Production records are not completed by the kitchen staff preparing the meals. While the majority of a production record can be filled out prior to meal service (planning), the remainder must be completed immediately after with actual service numbers and leftovers. Generally, the staff involved in meal production would have this knowledge.

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.
Production 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).

At breakfast, an insufficient fruit serving was noted for the 9-12 grade group. Only 1/2 cup of fruit was served daily. The minimum daily requirement is 1 cup. This also results in an insufficiency for the week. Additionally, fruit juice was served daily at breakfast exceeding the weekly fruit juice limit. Over the course of a week, only 50% of the fruit offered can be in the form of juice.

The following insufficiencies were noted at lunch:
-an insufficient fruit serving was noted for the 9-12 grade group. Only 1/2 cup of fruit was served on one day and 3/4 cup of fruit on two days. The minimum daily requirement is 1 cup. This also results in an insufficiency for the week.
-an insufficient vegetable serving was noted for the 9-12 grade group. Only 3/4 cup of vegetable was served on two days. The minimum daily requirement is 1 cup.

Corrective Action:
For corrective action, please explain how the menu will be corrected to meet portion size requirements. One week of corrected menus, along with completed production records, must be submitted to the State Agency. Additionally, complete the

Meal Pattern training in Moodle. Submit the training certificate to the State Agency as documentation that the training has been completed.

Technical Assistance:
The RCCI 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. IDOE Moodle can be found here- https://moodle.doe.in.gov/.

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 10167: Whole Grain Requirement
The planned breakfast and lunch menus do not meet the whole grain requirement for grains offered each week. The RCCI must plan for at least 80% of the grains offered to be whole grain. The planned menu for the week of review falls below that threshold.

Breakfast: 49.44%
Lunch: 51.61%

Corrective Action:
For corrective action, the RCCI must state in writing how they will ensure the whole-grain requirement is met for all future menus. The menus must be updated and must be submitted to the State agency. Product formulation statements/CN labels must also be submitted to ensure compliance.

Technical Assistance:
During the review, ingredient labels were discussed with staff. In order to be considered whole grain, the ingredient list must specify that the grain used in the product is whole. Whole Grain-Rich Fact Sheet can be found here - https://docs.google.com/document/d/1BoFu_0vjI5PH8TnsltKSiB1So8d-azKI1jI-3t6kUAw/edit?tab=t.0.

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 10171: Standardized Recipes
Standardized recipes were not available for the following menu items served during the review period and/or day of review: Salmon Patties

Corrective Action:
For corrective action, standardized recipes must be developed for the above-mentioned menu items. Submit copies of completed recipes to the State Agency.

Technical Assistance:
A standardized recipe template with instructions can be found here:
https://drive.google.com/drive/folders/1TogadACpRuCsyZRu2doy9-9TDKwpKn8K.

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 10217: Crediting Documentation
Crediting documentation was not maintained for items served during the week of review. As a reminder, the RCCI must maintain crediting documentation to show that portion sizes served meet meal pattern requirements. The RCCI obtained some required crediting documentation for the week of review while the State Agency was on-site. However, crediting documentation could not be obtained for the following items:

-Breaded Chicken Patty
-Corndog

Corrective Action:
For corrective action, the following must be completed:

1) Obtain crediting documentation for the above-mentioned menu items. Submit copies of the documentation to the State Agency.
2) The menu planner must complete Crediting training in Moodle. Submit the training certificate to the State Agency as documentation that the training has been completed.
3) Review the Child Nutrition Labels and Product Formulation Statements Fact Sheet linked below. Sign and date the fact sheet confirming it has been reviewed. Submit the signed and dated fact sheet to the State agency.

Technical Assistance:
RCCIs must know how a menu item credits into the meal pattern prior to meal service. The RCCI is strongly encouraged to complete the crediting section of the production records daily using information from crediting documentation.
It is best to review labels annually and obtain crediting documentation when product formulations change. More tips on evaluating labels can be found here: https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGlVxdo9bQ3QTWQ--K07ReFk/edit.

Moodle can be found here- https://moodle.doe.in.gov/.

The Child Nutrition Labels and Product Formulation Statements Fact Sheet can be found here -
https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGlVxdo9bQ3QTWQ--K07ReFk/edit?tab=t.0

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9078: RCCI is not properly implementing Offer vs. Serve.
As observed on the day of review, staff 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.

On the day of review, one resident was observed not selecting a fruit at breakfast. The reviewer gave staff the opportunity to correct the meal and the resident selected a fruit cup of apple and orange slices. At lunch, the resident was required to take all meal components.

Corrective Action:
For corrective action, the following must occur:

1) The food service director must complete the Offer versus Serve training module in Moodle. Submit the certificate of completion to the State agency.
2) Retrain staff in OVS requirements, 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.

Technical Assistance:
The RCCI was provided with technical assistance during the on-site visit. Training courses are available on Moodle - https://moodle.doe.in.gov/. OVS information can be found here: https://www.in.gov/doe/nutrition/offer-versus-serve/.

Dietary Specifications - Open Door Youth Services (Z029)

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served. How is the SFA working towards transitional standards for sodium? Add sugar limit technical assistance here.

Finding 9166: Dietary Specifications not met for age/grade group served.
The RCCI's Dietary Specification Assessment Tool indicates a high-risk designation. A nutrient analysis must be conducted by the State agency as part of the Targeted Menu Review for the reviewed RCCI. At the time of review all requested

documentation was not provided and must be made available to state agency staff to complete the review. The administrative review cannot be considered complete until the nutrient analysis is conducted.

Corrective Action:
For corrective action, the RCCI must submit the following documentation:

1) Detailed menus and completed production records for one week
2) Standardized recipes for any menu items containing more than one ingredient
3) Nutritional labels for all commercially prepared food items
4) Crediting documentation (CN labels, manufacturer Product Formulation Statements)

Technical Assistance:
Nutrient and Meal Pattern Analysis Resources for School Meals are located here: https://www.fns.usda.gov/tn/program-operator/nutrient-meal-pattern-analysis.

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served. How is the SFA working towards transitional standards for sodium? Add sugar limit technical assistance here.

Technical Assistance- School Nutrition Standards

USDA Final Rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans has established added sugar limits for the following products served in the School Nutrition Programs effective July 1, 2025: breakfast cereals, yogurt, and flavored milk. Weekly added sugar limits are to be implemented beginning July 1, 2027. Additional information and updates to school nutrition standards can be found at the following link: https://www.fns.usda.gov/cn/school-nutrition-standards-updates.

General Program Compliance - Open Door Youth Services (Z029)

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

Technical Assistance - Health Inspections

The RCCI is reminded to send a letter to the health department at the start of each program year requesting a minimum of two inspections. Maintain this letter as documentation of the request.

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 9147: Food Safety Inspection Report
The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:
For corrective action, post the most recent food safety inspection report in a publicly visible location. Submit documentation to the State agency demonstrating that the report has been posted.

Technical Assistance:
As a reminder, the RCCI should always have the most recent health inspection posted in a location visible to the public.

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the RCCI's written food safety plan.
Proper HACCP principles not observed:

-Improper or insufficient personal hygiene - missing hair nets, ungloved hands, insufficient hand washing.
-Food temperatures not adequately monitored.
-Refrigerator and freezer temperatures not adequately monitored.

1408. Temperature logs are available

Finding 9149: Temperature logs unavailable for review. *Repeat Finding
FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were unavailable for: dry storage, freezer, walk-in cooler, reach-in cooler.

Corrective Action:
Temperatures must be monitored and logged daily for all refrigeration and freezer equipment as well as the storeroom. Submit logs with at least one week of monitored temperatures to the State Agency as corrective action.

Technical Assistance:
Sample food safety logs can be found at the following website: https://theicn.org/icn-resources-a-z/food-safety/.

1502. Records are retained for a minimum of five years

Finding 10227: Meal Count Rosters
Original daily meal count sheets are not maintained for a minimum of five years.

Corrective Action:
For corrective action, the RCCI must retain meal count records going forward for a minimum of five years. Additionally, develop and submit a procedure explaining who is responsible for maintaining productions records at the site level, where the records will be maintained, and how long the records will be maintained. Proof of training on the procedure must be submitted to the state agency.

Technical Assistance:
The record retention schedule for School Nutrition Programs is located here -
https://docs.google.com/document/d/1pv9_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?tab=t.0