



SNP Administrative Review Findings

Shepherd Community Inc. (74923)

Program Year 2019

Shepherd Community Inc. (74923)

4107 E Washington St
Indianapolis, IN 46201-4538

Food Service Contact

Mrs. Kathy Bianco
Kitchen Manager
(317) 375-0203

Executive Contact

Mr. Jay Height
Executive Director
(317) 375-0203

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

General Program Compliance - Shepherd Community Inc. (74923)

1217. Frequency of tracking training hours

Finding 9000: Technical Assistance- Professional Standards Tracking

Technical Assistance:

Discussed with staff that the IDOE professional standards tracking tool is relatively easy to use and better captures training tracking requirements- it can be found here: <https://www.doe.in.gov/nutrition/professional-standards>.

SNP Administrative Review Findings**Shepherd Community Inc. (74923)****Program Year 2019****Shepherd Community Center (J820)**4107 E Washington St
Indianapolis, IN 46201-4538**Food Service Contact**Mrs. Kathy Bianco
Kitchen Manager
(317) 375-0203

Month of Review: December 2018

Date of Onsite Review: January 22, 2019

Meal Counting & Claiming - Shepherd Community Center (J820)*318. DOR - accurate meal counts by category at POS?***Finding 9000: Technical Assistance- Meal Counting Procedure****Technical Assistance:**

On the day of review a substitute teacher did not know they were responsible for checking off their students' names as they received their meals- an entire class received meals, ate, and left without being counted, thus the school will miss out on the reimbursement for those students for the day. It is recommended that a procedure be provided to substitute teachers- posting it near the serving line will also help remind other teachers of their responsibility to check off their students' names once they have received a meal.

Meal Components & Quantities - Shepherd Community Center (J820)*402. DOR - quantities served meet daily meal pattern requirements for age/grade groups?***Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Insufficient portion sizes observed on the Day of Review: only 1 whole banana was served to each student, this only credits as 1/2 cup fruit (1 cup is the minimum requirement for breakfast).

Corrective Action:

The menu planners will adjust the breakfast menu so that on days when whole fruit (apples, bananas, oranges) that only provides 1/2 cup fruit, and additional 1/2 cup is served from another source. Please note that continued fruit quantity findings may result in fiscal action. No further action required.

*403. DOR - two varieties of milk available, allowable substitutions?***Finding 9053: Milk variety not offered throughout serving period on Day of Review.**

As observed on the Day of Review for breakfast, at least two required milk varieties were not available throughout the serving period on all meal service lines. Only 1% unflavored milk was offered. This is a repeat finding from the last Administrative Review, thus the reviewer is considering all breakfasts served on the Day of Review non-reimbursable. Fiscal action has been calculated in the amount of \$177.62.

Corrective Action:

Fat free unflavored milk will be ordered and offered at breakfast as the menu planners do not want to offer flavored milks at breakfast. No further action required.

Technical Assistance:

Discussed with menu planners, they did not realize that variety included milk fat content, not just flavor. They had been not serving chocolate milk at breakfast to accommodate preschool meal pattern.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

SNP Administrative Review Findings**Shepherd Community Inc. (74923)****Program Year 2019****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.

Corrective Action:

Discussed with the Kitchen Manager where to find signs on the IDOE website for breakfast and lunch, they will be posted in the serving area immediately. No further action required.

Technical Assistance:

Meal signage examples were sent to the Kitchen Manager.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for the Review Period, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Only one type of milk was offered at breakfast. Vegetable subgroup quantity requirements were not met for the Red/Orange, Dark Green, Bean/Legume, and Starchy vegetable subgroups at lunch.

Corrective Action:

Fat free unflavored milk will be ordered and offered at breakfast as the menu planners do not want to offer flavored milks at breakfast. Portion sizes of vegetables served at lunch will be increased to ensure the weekly vegetable subgroup quantity requirements are met. No further action required.

Technical Assistance:

The reviewer and the menu planners reviewed the menus and portion sizes and agreed upon ways to increase portion sizes of vegetables, as well as allowable milk types.

410. Review period menus and production records - Quantities and meal pattern requirements met?**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 planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Only 1/2 cup fruit was served at breakfast for multiple days (the minimum is 1 cup). This is a repeat finding from the last Administrative Review, thus the reviewer is considering all breakfasts served on one day in the Review Period non-reimbursable. Fiscal action has been calculated in the amount of \$121.98. Only 1/2 cup vegetable was served at lunch for multiple days (the minimum is 3/4 cup).

Corrective Action:

The planned menu was reviewed with the menu planner and portion sizes of whole fruit at breakfast and vegetables at lunch will be increased to meet daily requirements. Standardized serving utensils will also be purchased to ensure consistent and correct servings. No further action required.

General Program Compliance - Shepherd Community Center (J820)**1406. Most recent Food safety inspection posted, visible to public?****Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

The most recent food safety inspection report was not posted in a publicly visible location- it was hanging in the back of the kitchen.

Corrective Action:

The kitchen manager will hang a copy of the most recent inspection where it will be visible from the serving line. No further action required.

1411. Did any review of products indicate violations of the Buy American provision?

SNP Administrative Review Findings

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Finding 9000: Technical Assistance- Buy American Provision

Technical Assistance:

Discussed with Kitchen Manager requirement to source domestic agricultural products as able and as required, she will work with vendors.



SNP Administrative Review Findings

Shepherd Community Inc. (74923)

Program Year 2019

St. Matthews (J817)

4107 E Washington St
Indianapolis, IN 46201-4538

Food Service Contact

Mrs. Katherine Bianco
Kitchen Manager
(317) 375-0203

Month of Review: December 2018

Date of Onsite Review: January 22, 2019

No Findings during Site J817 Review