



SNP Administrative Review Findings
Program Year 2024

Shepherd Community Inc. (74923)

Shepherd Community Inc. (74923)

4107 E Washington St
Indianapolis, IN 46201-4538

Food Service Contact

Mrs. Kathy Bianco
Kitchen Manager
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Executive Contact

Mr. Jay Height
Executive Director
(317) 375-0203
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No. of Sites / Reviewed: 2 / 2
Month of Review: March 2024

Commendations

- * This site provides a wide variety of Spanish materials for students and households.
- * The wellness policy is very detailed and written effectively. The wellness policy assessment was also very thorough in including identified areas that are needing improvement.

General Program Compliance - Shepherd Community Inc. (74923)

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 program materials.

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, please update the following program materials with the correct non-discrimination statement: CEP notification letter and SFSP outreach flyer. Submit a copy of the updated resources to the State Agency.**

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/doe/nutrition/civil-rights-requirements/>.

The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.

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

Technical Assistance: Annual Training Requirements

Please note that full-time school nutrition staff need 6 hours and part-time staff need 4 hours of professional standards training hours. As we are nearing the end of the school year, it is noted that the staff each have 30 minutes left to complete.



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Shepherd Community Inc. (74923)

Cornerstone (J817)
4107 E Washington St
Indianapolis, IN 46201-4538

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

Month of Review: March 2024

Other Federal Programs - Cornerstone (J817)

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

Technical Assistance: After School Snack Program

Meal counts for snacks were off by 1 due to clerical errors. Please double check meal counts when consolidating to ensure claims are completed correctly.

1700. *ASSP – areas identified requiring TA, CA?*

Technical Assistance: After School Snack Program

More variety for the after-school snack meal is encouraged. During the review period, students have a pretzel or goldfish each day with juice. There are four components for ASSP for the menu planner to choose two from for compliance.



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Shepherd Community Inc. (74923)

Shepherd Community Academy (C563) Food Service Contact

4107 E Washington St
Indianapolis, IN 46201-4538

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

Month of Review: March 2024
Date of Onsite Review: April 9, 2024

Meal Counting & Claiming - Shepherd Community Academy (C563)

320. Day of Review- meal count totals by category are combined and recorded correctly

Finding 9000: Other Finding

It was observed on the day of the review that some of the teachers were recording the meals on the sheet before the students had received their tray. Students only had milk in their hand at the time waiting in line. At breakfast, teachers have the same issue. Meals must always be marked as the students as they receive their meal.

Corrective Action:

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

Technical Assistance:

Please ensure that teachers are waiting to mark student meal once the student has the entire reimbursable meal in their hand. Technical assistance was provided on the day of review.

322. Review Period- daily meal counts by category do not exceed the number of eligible students by category

Technical Assistance: Edit Check

When the edit check is completed, please be sure to use the local or state attendance factor, whichever is greater and multiply by the total number of eligible students to obtain the attendance adjusted eligible students. This was discussed and technical assistance was provided on the day of the review.

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. This was due to a clerical error on 3/8 for lunch for one class. The total count should have been 12 but 13 was recorded and transferred to the excel sheet for consolidation.

Corrective Action:

The SFA understood this issue and going forward a careful double check of consolidation prior to transferring the numbers onto the excel sheet will be conducted going forward. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of review.



Meal Components & Quantities - Shepherd Community Academy (C563)

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Finding 9052: Day of Review Breakfast fruit 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. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review: peaches or applesauce for breakfast. A portion size of 1/2 cup of peaches was given on the day of review for breakfast. When the peaches ran out, 1/2 cup of applesauce was provided.

Corrective Action:

While no meals on the day of review will be disallowed, as corrective action, the food service director must take the Moodle meal pattern training and submit documentation to the state agency.

Technical Assistance:

Technical assistance was provided on the day of review.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Technical Assistance: Crediting

Please note that supporting documentation for menu certification includes CN labels and PFS to contribute to child nutrition crediting. These must be retained to ensure the meals are meeting the meal pattern requirements.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned menus for the menu certification week, there were insufficient serving sizes offered for fruit at breakfast on 3/4, 3/7, and 3/8. Only 1/2 cup of fruit was planned and served therefore, breakfast meals on these dates are disallowed.

Corrective Action:

For breakfast, 1 cup of fruit must be planned and served. As corrective action, provide revised future menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served must be submitted to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review. Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

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. Production records must include portion sizes served and meal pattern contributions for breakfast and lunch. In addition, the planned amount, served amount, and left over amount must be included on the production records as well. Lastly, please reflect the correct crediting on the production records.



Program Year 2024

Corrective Action:

As corrective action, the production records training in Moodle must be completed by the SFA and food service staff. Also, complete and correct breakfast and lunch production records for one week must be submitted to the State Agency.

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

Technical Assistance: Crediting

Please note that leafy greens credit half of the volume serve. For example, if 1/2c of lettuce is scooped, this credits as only 1/4 cup. Ensure that you are serving 1 cup of lettuce to credit as 1/2 cup.

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

Technical Assistance: Menu Quantities

When a recipe is created and used, all crediting components must be listed in the recipe and on production records.

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 entire 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 fruit serving was noted for breakfast on menus and production records. Insufficient fruits were served on 3/11, and 3/12, 3/18, and 3/21.

Corrective Action:

As corrective action, the production records training in Moodle must be completed by the SFA and food service staff. Also, complete and correct breakfast and lunch production records for one week must be submitted to the State Agency.

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.

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

Finding 10167: Whole Grain Requirement

The planned breakfast menu does not meet the whole grain requirement for grains offered each week. The SFA 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 at 60%.

Corrective Action:

As corrective action, the SFA must state in writing how they will ensure the whole grain requirement is met for all future menus. A week of Product formulation statements / CN labels must also be submitted to ensure compliance for grain items.



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Technical Assistance:

Technical assistance was provided on the day of the review. Crediting resources can be found here.

<https://docs.google.com/document/d/1VG7MQlssW4ReH48qQqxnuunWQIAqWOQpERLZUIfomeI/edit>

General Program Compliance - Shepherd Community Academy (C563)

1408. Temperature logs are available

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: milk cooler.

Corrective Action:

As corrective action, a milk cooler temperature log sheet must be printed and kept. This was corrected and verified on site.

No additional response is required.

Technical Assistance:

Technical assistance was provided on the day of the review.

1411. Review of agricultural food components indicates violations of the Buy American provision

Finding 10157: Buy American

A review of agricultural food components indicates violations of the Buy American provision. Documentation was not available to determine if domestic alternatives were considered or exceptions were granted. This included tomatoes from Mexico, yellow bell peppers from Mexico, and spring blend lettuce from Mexico.

Corrective Action:

As corrective action, please note that the majority of products ordered must be domestically produced. If products are purchased that do not fall within the Buy American Provision, an explanation form is needed for the items purchased. Please state how the Buy American Provision policy will be followed going forward.

Technical Assistance:

Technical assistance was provided on the day of the review.