



SNP Administrative Review Findings

St Joseph County Juvenile Justice Center (K239)

Program Year 2025

St Joseph County Juvenile Justice Center (K239)

1000 S Michigan Street
South Bend, IN 46601-3426

Food Service Contact

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Executive Contact

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Executive Director
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No. of Sites / Reviewed: 1 / 1
Month of Review: October 2024

Commendations

- * The FSD was prepared for the review and was open to any and all suggestions for improving the program.

Technical Assistance

- * If salt is available on the table where students eat, it must be calculated in the nutrient analysis to ensure sodium levels are within allowable range with meal pattern requirements.
- * As a reminder, only kitchen staff should be allowed in the kitchen. All others who enter must be approved and must wear a hair restraint. No staff should be permitted in food storage areas. Additionally, staff should not help themselves to food.

No Administrative Findings during Review



SNP Administrative Review Findings

St Joseph County Juvenile Justice Center (K239)

Program Year 2025

Juvenile Justice Center (7632)

1000 S Michigan Street
South Bend, IN 46601-3426

Food Service Contact

Ms. Carol Boreman
Food Service Supervisor
(574) 235-5402

Month of Review: October 2024

Date of Onsite Review: November 19, 2024

Other Federal Programs - Juvenile Justice Center (7632)

11. DOR and Review Period Snacks missing components.

Finding 9233: Snacks missing meal components on Day of Review and Review Period disallowed. *Repeat Finding

After School Snacks during the month of review (October 2024) were found to be missing a component; therefore, the snacks are non-reimbursable. Due to this being a repeat finding, snack documentation was also reviewed for the previous month (September 2024). Numerous days during September 2024 were also found to be missing components.

In all, 349 snacks missing meal components claimed for reimbursement for the Review Period are disallowed. Fiscal action has been assessed in the amount of \$422.29.

Additionally, numerous days during the month of review were found to be insufficient when the fruit/vegetable component was served. These snacks were not disallowed; however, this issue must also be corrected immediately.

Corrective Action:

The SFA must correct the After School Snack menu, showing two of the four required components are served in the required portion size to meet meal pattern requirements. Please submit a snack menu (components and serving sizes) for one month as corrective action.

Meal Components & Quantities - Juvenile Justice Center (7632)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding 9000: Adult-only options

The school had adult-only entree options. Time spent preparing foods should always focus on serving the students healthy, nutritious, high quality meals. If food is served to adults, those same offerings should be available to students as well.

Corrective Action:

The SFA will add the additional entree options to the daily menu for the students. In doing so, they can continue with the additional options. As corrective action, the SFA will submit either a production record or menu showing the addition of entree choices for the students.

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

Finding 9000: Crediting Documents

Crediting documents were not retained for all foods served during the week of review.

Corrective Action:

The SFA must obtain crediting documentation before ordering or adding a new item to the menu. As corrective action, the SFA will submit one week of lunch production records along with crediting documentation.



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409. Review Period- Required meal components per weekly meal pattern requirements were not offered and served to students

Finding 9000: Production Records

While much progress has been made since the previous Administrative Review, there continues to be room for improvement regarding production records. During a review of October's production records, the SA noted incorrect serving sizes and component contributions were recorded.

Corrective Action:

The SFA must always secure accurate crediting documentation (CN label or Product Formulation Statement) and record the data found within those documents on the production records. The SFA will submit one week of completed lunch production records along with crediting documentation for foods served.

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

Technical Assistance

Fruit should only be tracked on production records as a specific fruit under the fruit component. Do not track fruit under the vegetable sub-group contribution section.

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

Technical Assistance

The intent of the Child Nutrition Programs is to offer a variety of nutrient-dense foods while following meal pattern requirements. The FSD should strive to develop cycle menus that offer a variety of foods. Currently, the only fruit offered at breakfast is a whole orange and orange juice. At lunch, only whole apples are offered. Additionally, the FSD should try to incorporate different grain options for lunch. Four out of seven days observed showed the grain offered was two slices of wheat bread.

409. Review Period- Required meal components per weekly meal pattern requirements must be offered and served to students

Technical Assistance

There are numerous grain and meat/meat alternate items available for breakfast. Students can select the minimum required or all. In allowing students to select all items offered, the meal cost is far greater than the reimbursement rate, creating a deficit in food expenses. Additionally, the SFA is likely to be out of compliance regarding calories, saturated fat, and sodium. The SFA should work with the administration and the State Agency to explore ways to decrease the amount of food allowed to be selected for a reimbursable meal to better align with nutritional standards for meals.

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

Technical Assistance

One cup of fruit must be offered at lunch. If offering only one - 1/2c fruit option, students must be informed they may select two portions.



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Program Year 2025

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 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 being served. Weekly vegetable subgroup requirements were not met for the following subgroups: Red/Orange and Beans/Peas.

Corrective Action:

As corrective action, please explain how the menu will be corrected to meet portion size requirements. A corrected menu must be submitted to the State Agency. Additionally, the SFA will complete the meal pattern training on Moodle and submit their training certificate as corrective action.

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.

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Aside from the FSD, cafeteria staff have not received training on OVS requirements for breakfast or lunch. Since staff are completing the meal count sheet, they must know what constitutes a reimbursable meal.

Corrective Action:

The FSD must conduct OVS training with all kitchen staff for breakfast and lunch. Please submit the documents used to train staff and the sign-in sheet as proof of completed training.

Technical Assistance:

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