



SNP Administrative Review Findings
Program Year 2024

The Oaks Academy (K307)

The Oaks Academy (K307)

1301 E. 16th Street
Indianapolis, IN 46202-1947

No. of Sites / Reviewed: 3 / 1
Month of Review: October 2023

Food Service Contact

Mrs. Rhonda Harris
Food Service Manager
(317) 822-4908
rharris@theoaksacademy.org
FSMC: Aramark

Executive Contact

Mr. Derek Johnson
CFO
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Commendations

- * The staff were very honest and diligent in working to fix corrections from this review.
- * The foodservice staff interacted with the children and took pride in serving their students.

Certification and Benefit Issuance - The Oaks Academy (K307)

134. Direct Certification matches were performed according to the required timeframes

Finding 9025: Direct Certification matches not performed according to the required timeframes

The SFA did not conduct Direct Certification matches according to the required timeframes. The first DC match was not pulled at the beginning of the school year. It occurred on September 26, 2023, while the first day of school is August 21, 2023. In addition, possible match approval did not occur in CNP web to ensure students were added to the dc list.

Corrective Action:

As corrective action, direct certification matches most occur in a timely matter and must be conducted monthly. Direct certification training must be completed in Moodle and documentation must be submitted to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system. In the point of service, the price charged compared to the eligibility was incorrect for multiple students and was changed mid-month.

Corrective Action:

As corrective action, eligibility and pricing for the students must be updated to match.

Technical Assistance:

Technical assistance was provided on the day of the review.

Resource Management Comprehensive Review - The Oaks Academy (K307)

768. Unique Situations

Technical Assistance: Student Debt

It is noted that there are students with \$300-400 in meal debt. As a reminder, the bad debt policy must be followed for collection and the recovery of funds restored to the food service account.



General Program Compliance - The Oaks Academy (K307)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements. The wellness policy is missing nutrition promotion element.

Corrective Action:

As corrective action the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be submitted to the state agency.

Technical Assistance:

Wellness policy resource can be found here. <https://www.in.gov/doe/nutrition/wellness-policies/>. Technical assistance was provided on the day of the review.

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

Technical Assistance: Annual Training Hours

As a reminder, the director and nutrition staff must meet the annual required hours as a program requirement. The director must meet the 12-hour requirement while other food service staff need 4-6 hours depending on part or full-time. In addition, the trainings that are completed must be relative to the program.



SNP Administrative Review Findings
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The Oaks Academy- Brookside (B297) Food Service Contact
1301 E. 16th Street
Indianapolis, IN 46202-1947
Ms. Rhonda Harris
Foodservice Manager
(317) 822-4908

Month of Review: October 2023
Date of Onsite Review: November 17, 2023

Other Federal Programs - The Oaks Academy- Brookside (B297)

7. *Site monitored in first 4 weeks of operation, date, deficiencies.*

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

Monitoring for the After School Snack Program has not been completed.

Corrective Action:

As corrective action, please explain what procedures will be in place to ensure that the after-school snack program will be monitored in the future.

Technical Assistance:

Technical assistance was provided during the onsite review.

11. *DOR and Review Period Snacks missing components.*

Technical Assistance: After School Snack Program

More snack variety is encouraged for this program. It is observed that an apple is the fruit option just about every day for the month of review. The internal FSD should be reviewing the ASSP menus and requiring changes when variety is not noted.

Meal Counting & Claiming - The Oaks Academy- Brookside (B297)

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.

Corrective Action:

As corrective action, an updated POS system must be implemented to accurately record a daily meal count by eligibility category at the point of service. In addition, please describe what procedures will be in place going forward for implementation of an accurate system.

Technical Assistance:

This was discussed, and technical assistance was provided on the day of the review.

321. *Review Period meal counts are reasonable compared to Day of Review meal counts*

Finding 9069: Day of Review meal counts not reasonable compared to Review Period meal counts.

The NSLP and SBP meals by category reported by the school for each serving day of the review period were compared to meal counts by category reported by the school on the Day of Review. The system doesn't have the capability to display a daily meal count. Currently a spreadsheet of all students who eat is used and is manually filtered by meal type and category.



SNP Administrative Review Findings

The Oaks Academy (K307)

Program Year 2024

Due to this, an edit check has never been completed. The school's explanation does not describe an acceptable meal count system and the problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

As corrective action, an edit check must be completed as it is a program requirement. A completed edit check must be submitted to the state agency as well.

Technical Assistance:

Technical assistance was provided on the day of the review.

324. Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.

Finding 9073: Questionable patterns in the reported counts of free, reduced, and paid meals for the Review Period.

There were patterns in the reported counts of free, reduced, and paid meals for the Review Period that appear questionable for NSLP and SBP. The explanation provided by the SFA was not acceptable. Questionable meal count practices: Rosters were used to record meal counts and then entered into a POS that was not meant for school nutrition programs. The POS did not generate a daily meal count of paid, free, and reduced meals served. It was determined that the transaction report shows a date stamp of when meals are entered into the POS, but not the dates the meals were served. The original rosters were discarded after being entered into the POS. The system did not allow for a daily edit check, nor could reviewers confirm that meals were claimed in the month in which they were served.

Corrective Action:

As corrective action, a reliable and acceptable meal counting system must be used that records meals on the day they are served and can easily provide information to complete a daily edit check. Please complete Moodle meal counting and claiming training and submit documentation to the state agency as well.

Technical Assistance:

Technical assistance was provided on the day of the review.

Meal Components & Quantities - The Oaks Academy- Brookside (B297)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Technical Assistance: Meal Pattern

For both breakfast and lunch, please make sure that students are selecting a fruit or vegetable. Many students needed a reminder to take one of the required components for both breakfast and lunch. Students should stop first to be marked in the POS system appropriately, as this was an issue as well.

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

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. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review: Insufficient serving sizes for the vegetable. Only ½ cup was offered while ¾ c must be offered.

Corrective Action:

As corrective action, the food service staff, both the FSMC and SFA internal FSD, must complete the Moodle meal pattern training and submit documentation to the state agency.



SNP Administrative Review Findings

The Oaks Academy (K307)

Program Year 2024

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of the vegetable meal component before the meal service started.

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. Two percent milk is offered in addition to 1% with no documentation of the substitute.

Corrective Action:

This was discussed with the food service staff on the day of review, and it was understood that offering 2% milk is not an allowable option. It was discussed that this will be changed immediately, and a fat-free milk will be offered. **No additional response required.**

Technical Assistance:

Technical assistance was provided on the day of the review.

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

Finding 9081: Review of Productions records expanded to the entire Review Period.

Based on a review of production records and other supporting food crediting documentation for the entire Review Period, some meals served during the Review Period did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Review Period meals missing required meal components: no red orange vegetable was served during the week of review for lunch. Carrots were planned but a side salad was served on October 6th. In addition, breakfast productions records show that yogurt was being used as a fruit option for breakfast.

Corrective Action:

As corrective action, Moodle meal pattern training must be completed by the food service staff, including both the FSMC and the SFA internal FSD, and documentation of completion must be sent to the state agency.

Technical Assistance:

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

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 planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. 1/2 cup of vegetable is served for the review period each day. This occurs during the entire month of review as well. In addition, no grain for the salad is recorded on production records. The reviewers saw on the day of review that a grain is served with the salad, however the serving size is insufficient for the week since it is only 1 oz.

Corrective Action:

As corrective action, a week of production records must be submitted to the state agency. In addition, a 2 oz grain must be served with the daily salad option to meet the weekly grain requirements.

Technical Assistance:

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



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411. *Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions*

Finding 9077: School did not comply with planned menu for the Review Period

One week of planned menus from the Review Period were compared to production records for the same week. The daily meal pattern minimums and maximums for each meal service line, menu type, and age/grade group were not met. Meals not meeting meal pattern requirements due to menu substitutions: broccoli. The broccoli was planned during the review period, but no vegetable was served or recorded for October 10, 2023. Missing vegetable subgroups can lead to fiscal action.

Corrective Action:

As corrective action, one week of production records must be submitted to the state agency as well as the planned menu.

Technical Assistance:

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

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

Technical Assistance:

Offer vs serve training was completed after the review was started. As a reminder, OVS training must be conducted annually at the beginning of the school year as a program requirement. In addition, if all staff are trained on one day, a sign in sheet with the topics, agenda, and attendance data must be retained as proof.

General Program Compliance - The Oaks Academy- Brookside (B297)

901. *On-site monitoring review(s) were 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. Site monitoring was not yet completed for this year and was not completed for the prior school year.

Corrective Action:

As corrective action, please describe what procedures will be in place to ensure that site monitoring is completed in the future.

Technical Assistance:

The site monitoring form was sent to the SFA, and technical assistance was provided on the day of the review.

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

Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested.

The school did not provide two food safety inspection reports for the current school year and no documentation was available to substantiate the SFA has requested two food safety inspections for the current year.

Corrective Action:

At the beginning of the school year, to inspections from the health department must be requested as a program requirement. Please explain what procedures will be in place to ensure that the health inspection request letter will be sent so that the required two inspections are received.

Technical Assistance:

The health inspection request letter template can be found here

<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>.



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.

Corrective Action:

As corrective action, the staff must begin temping the milk cooler and completed milk cooler temperature logs for one month must be sent to the state agency as documentation.

Technical Assistance:

Technical assistance was provided on the day of the review.

1502. Records are retained for 3 years

Finding 9000: Other Finding

The original point of service meal counts were thrown away once entered into the point-of-sale system. As a program requirement, original program records must be retained.

Corrective Action:

This was explained on the day of the review and the SFA understands this requirement and ensures that records will be retained going forward. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review.