



## SNP Administrative Review Findings

### Program Year 2025

## The Oaks Academy (K307)

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

### Food Service Contact

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No. of Sites / Reviewed: 4 / 1  
Month of Review: December 2024

### Commendations

- \* The new FSD has shown many efforts in learning and improving the program during the review process.
- \* Moving from a partial manual system to a fully electronic system has corrected all the prior meal counting and claiming issues identified during the last administrative review. The SFA is to be commended for understanding the importance of using an electronic database for benefit applications and point of sale system for collecting meal counts.
- \* A colorful daily vegetable variety is offered during lunch for students.

### Technical Assistance

- \* As a reminder, households cannot be required to complete meal benefit applications. Applying for meal benefits is considered optional.

### Certification and Benefit Issuance - The Oaks Academy (K307)

#### 128. Correct conversion factors used for applications with more than one income frequency

##### Technical Assistance: Conversion Factors

Conversion factors are not consistently documented correctly. The current system always reports the correct income; however, the incorrect frequency is listed on some applications. Ensure the system is reporting both the correct income and frequency used.

#### 133. Direct Certifications were correctly certified

##### Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. One household was certified for free meals incorrectly. It was determined that benefits expired at the end of the carryover period.

##### Corrective Action:

As corrective action, a new income application must be collected for the household. This was done during the onsite review. The reviewer confirmed the change of benefit and effective date in the free and reduced software onsite. **Therefore, no response is required.**

##### Technical Assistance:

Technical assistance was provided on the day of the review.

#### 141. Meal benefits are extended to students in households receiving SNAP, TANF, or FDPIR benefits

##### Finding 9000: Extended Benefits

Foster status was extended to non-foster household members.

##### Corrective Action:

As corrective action, students with extended foster benefits must be changed and income information must be collected for a new application for other household members. The reviewer confirmed the change of benefit and effective date in the free and reduced software onsite. **Therefore, no additional response is required.**



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#### Technical Assistance:

Technical assistance was provided, and the school understands that foster benefits must not be extended to household members. Income information for household was obtained during the onsite review.

### Verification - The Oaks Academy (K307)

208. Documentation demonstrates a confirmation review was conducted and required procedures were followed

#### Technical Assistance: Confirmation review when using an electronic meal application system

As a reminder, even though the application was approved using an electronic system when applications are selected for verification, a confirmation review should still take place by reviewing the information on the application. This confirmation review should be documented, including the date it took place and whether the benefit initially approved was correct.

211. SFA's verification notification letter included all required information

#### Finding 9000: Verification notification letter is outdated

The verification notification letter is normally updated annually. The one in the application system is an outdated version and includes an outdated non-discrimination statement.

#### Corrective Action:

Using the state agency notification template, update all notification letters. It is a best practice to add this to an annual calendar as a task, normally in late May when the templates have been updated on the state agency website. The FSD was able to update the letter templates in the system and upload them into the review tool while the reviewers were on site.

**Therefore, no additional action is necessary.**

#### Technical Assistance:

The sponsor was provided technical support as to where to find all the communication templates and given the opportunity to correct this issue while reviewers were on site.

### Resource Management Comprehensive Review - The Oaks Academy (K307)

752. Limitation on Net Cash Resources

#### Technical Assistance: Program Revenue and Bad Debt Policy

All revenue that accrues as a result of participation in USDA Child Nutrition Programs must be used to make program improvements to the program. This includes federal reimbursements, state match funding, student payments for paid and reduced meals, adult meal payments, and a la carte revenue. A system is in place to transfer revenue into the food service account each month as earned through paid and reduced meal purchases, a la carte purchases, and adult meals. A monthly reconciliation report of revenue to food service from the FACTS accounts should be a part of the recordkeeping requirements. The process, as described, transfers the debt from the food service account to the general fund FACTS accounts.

### 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

#### Technical Assistance: Wellness Policy

The wellness policy must include information regarding nutritional guidelines for all sold and non-sold foods and beverages. Resources can be found here: <https://www.in.gov/doe/nutrition/wellness-policies/>



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*1217. SFA's process and frequency for tracking training hours is sufficient*

**Technical Assistance: Professional Standards Hours Tracking**

Be sure the dates the training courses are completed and recorded in the tracking tool. In addition, please always include planned future trainings to be completed to ensure professional standards requirements are met.

*1501. Records are retained for 3 years*

**Technical Assistance: Record Retention**

As a reminder, documents must be retained and kept at their respective school sites or in the central office. A best practice would be to collect the production records monthly for ongoing retention purposes.

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance: Breakfast promotion**

In addition to the breakfast OVS newsletter that is sent to households, more breakfast promotion is needed due to low breakfast participation. It is suggested to promote the value of breakfast in the school newsletter as well as work to get different hot options for students to increase their participation.

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Finding 9009: SFSP Outreach**

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

**Corrective Action:**

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. **As corrective action, the End of School Year Reminders and Updates Moodle Training must be completed. The training certificate must be provided to the State Agency as proof of corrective action.**

**Technical Assistance:**

USDA Policy Memo SP 07-2014, SFSP 07-2014 Expanding Awareness and Access to Summer Meals can be read at the following link: [https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07\\_SFSP07-2014os.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07_SFSP07-2014os.pdf).



## SNP Administrative Review Findings

## The Oaks Academy (K307)

### Program Year 2025

#### The Oaks Academy Middle School (C774)

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

#### Food Service Contact

Mr. Taku M Mangoro  
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Month of Review: December 2024

Date of Onsite Review: January 8, 2025

### No Assigned Module - The Oaks Academy Middle School (C774)

#### 1. The Oaks Academy Middle School Checklist

##### Finding 9000: Pre-K Milk

Teachers distributing pre-k meals did not include a milk on each student's tray. Four pre-k meals were disallowed due to no milk being served for students due to students not being able to have milk.

##### Corrective Action:

As corrective action, the SFA was instructed to order and provide nutritionally equivalent milk. Shelf-stable options are acceptable as well. **Please submit documentation showing that nutritionally equivalent milk has been purchased or updated medical statements supporting that non-nutritionally equivalent milk should be served to these students. In addition, provide documentation supporting the disallowed meals was not claimed.**

##### Technical Assistance:

Technical assistance was provided on the day of the review. It was explained that nutritionally equivalent milk must be served to students who cannot have milk to meet meal pattern requirements. If something other than nutritionally equivalent milk is to be served, a medical statement must be obtained.

### General Program Compliance - The Oaks Academy Middle School (C774)

#### 811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits

##### Technical Assistance: Civil Rights Poster

Please ensure that the updated "And Justice for All" poster is posted. Signage can be found here: <https://fns-prod.azureedge.us/sites/default/files/resource-files/ajfa-green-030223.pdf>.

#### 1409. On-site or off-site storage violations were observed

##### Technical Assistance: Food Safety

As a reminder, the SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The food production area is unclean and/or disorderly. While staffing issues may have caused normal maintenance of countertops, cabinets, and floors to be neglected, it is important to maintain a regular cleaning schedule (daily for all surfaces and floors).