



SNP Administrative Review Findings
Program Year 2025

Thea Bowman Leadership Academy (9460)

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3401 W. 5th Ave.
Gary, IN 46406-1727

Food Service Contact

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

Commendations

- * There was a nice variety of entree choices, fruits, and vegetables for students.

Meal Counting & Claiming - Thea Bowman Leadership Academy (9460)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 10153: Edit Checks

Edit checks were not conducted and/or documented.

Corrective Action:

As corrective action please provide a copy of the most recently completed edit check. Going forward edit checks must be completed each month prior to submitting each claim for reimbursement.

Technical Assistance:

Edit check resources can be found under the recordkeeping section of the following website:

<https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

Resource Management Comprehensive Review - Thea Bowman Leadership Academy (9460)

765. Adult Meals

Finding 10163: Covering adult meal costs

Certain non-foodservice staff receive meals at no cost. A procedure has not been established to ensure non-federal funds are correctly transferred to the non-profit school foodservice account to cover the cost of these meals.

Corrective Action:

As corrective action submit to the State Agency a procedure for accurately tracking adult meals served at no cost and for covering the cost of meals served to non-foodservice staff at no charge, including the frequency in which funds will be transferred. Additionally, for the current school year, calculate the amount of meals served at no cost for the non-foodservice staff, determine the value of unpaid meals using the current adult meal price, and restore the value to the non-profit food service account using non-federal funds. Supporting documentation for these actions must be submitted to the State Agency.

Technical Assistance:

It is an allowable expense of the non-profit foodservice account, at local discretion, to provide a meal to foodservice staff at no cost. These meals must be tracked in the production record as an adult meal and are not eligible for reimbursement.



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General Program Compliance - Thea Bowman Leadership Academy (9460)

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 or used incorrectly on program materials. The short non-discrimination statement was not included on the breakfast outreach poster.

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 non-discrimination statement. Submit a copy of the updated resource(s) to the State Agency.

Technical Assistance:

The most currently linked non-discrimination statement can be found on the following webpage: <https://www.usda.gov/non-discrimination-statement>. Please review the school nutrition weekly newsletter regularly should there be any updates.

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

Finding 10140: Wellness Policy Review and Update

The review and update of the local school wellness policy did not occur as required.

Corrective Action:

As corrective action the following must occur:

- a) LEAs must assess the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee.
- b) A copy of the assessment and updated wellness policy must be submitted to the State Agency.
- c) Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1213. New School Nutrition Programs Director met food safety certification training requirements

Finding 10176: Food safety certification training requirements

Food safety certification training was not completed or training was not documented by the director. As a program requirement, The Institute of Child Nutrition (ICN) or equivalent food safety certification training must be completed and documentation retained by the food service director.

Corrective Action:

As corrective action, please complete the ICN food safety training (or equivalent training) and/or submit documentation to the state agency that the training was completed within the last five years.

Technical Assistance:

Technical assistance was provided on the day of the review. The ICN food safety course can be found here: <https://theicn.docebosaas.com/pages/40/school-nutrition-dashboard?ctl166=se-%22food%20safety%22>. Additional food safety certification options can be found here: <https://www.in.gov/health/food-protection/food-protection-manager-certification/>.



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1214. School Nutrition Programs Director met/will meet annual training requirements

Finding 10185: Director Training Requirements Not Met

The director is not on track to meet annual training requirements.

Corrective Action:

As corrective action the SFA must submit a training plan for the remainder of the current school year for the director. The plan must indicate how the director will obtain the 12 hours per school year required for professional standards.

Technical Assistance:

Professional standards requirements can be found at the following webpage: <https://www.in.gov/doe/nutrition/professional-standards/>.

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

Finding 10126: Professional Standards Training Requirements and Documentation

Training for all food service staff is not being routinely conducted or tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017. Several certificates of completion for the Food Service Director were provided, but no training records for the remaining food service staff were provided. In addition, there were non-food service employees conducting duties related to the After School Snack Program (ASSP), but training documentation was not available to show they were trained properly on the ASSP.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide a written **procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training such as certificates, or agenda of topics covered with attendee names and signatures.**

Technical Assistance:

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpypSVN9ALp6iPsCTzk/edit?usp=sharing>.

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>.



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Thea Bowman Leadership Academy
(4022)

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Food Service Contact

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Month of Review: December 2024

Date of Onsite Review: January 15, 2025

Meal Components & Quantities - Thea Bowman Leadership Academy (4022)

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

Technical Assistance- Offer Versus Serve

The SFA had two variety of fruits for their OVS breakfast service, however, it was not clear that the students could take both options or multiple of each option. Consider using some additional signage to explain the choices more clearly to students.

General Program Compliance - Thea Bowman Leadership Academy (4022)

1406. The most recent food safety inspection report is posted in a publicly visible location

Technical Assistance- Food Safety Inspection Report

Food safety inspection report was posted near the kitchen. Please move this posted document closer to the service area.

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

Finding 9150: Storage violations were observed.

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 storage facility is unclean and/or disorderly.

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

USDA Buy American Technical Assistance

USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year. For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>. To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>.

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.