



SNP Administrative Review Findings
Program Year 2024

MSD of Washington Township (5370)

MSD of Washington Township (5370)

8550 Woodfield Crossing Blvd
Indianapolis, IN 46240-2478

Food Service Contact

Mrs. Annette Guenther
Supervisor of Child Nutrition
(317) 845-9400
aguenther@msdwt.k12.in.us

Executive Contact

Dr. Nikki Woodson
Superintendent
(317) 845-9400
nwoodson@msdwt.k12.in.us

No. of Sites / Reviewed: 12 / 3
Month of Review: January 2024

Commendations

- * The SFA is to be commended for writing detailed procedures for all the food service department activities. Notations have been made by the FSD as to which policies need to be updated based on new guidance. It is advisable to set aside time annually to review the policies to ensure procedures are recorded as updated and regulatory citations remain accurate.
- * The OVS parent guide was very detailed and effectively notifies parents of what is included in their child's lunch.
- * The SFA is commended for providing nutrition materials in Spanish to accommodate Spanish speaking families.
- * The staff at Westlane had a great understanding of OVS requirements.
- * The staff were very friendly and willing to learn and make any necessary changes during the review.

Technical Assistance

- * At Crooked Creek Elementary, some teachers assisting students in selecting their meal incorrectly told the students the amount of food they could select, which could have resulted in insufficient portions offered to the student. The manager corrected the teacher during meal service.
- * Breakfast fruit offerings lack variety. Applesauce, juice, and dried fruit are offered without the option for fresh or even other canned fruits. At Nora Elementary it was noted that students threw away most dried fruit. To encourage consumption, increase fruit variety to include pre-cut and portioned fresh items such as sliced apples and oranges, grapes, frozen fruit cups, or even additional flavors of applesauce.

Certification and Benefit Issuance - MSD of Washington Township (5370)

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

Finding 9901: Selected applications correctly approved

Two applications were certified incorrectly or were approved with incomplete information.

Corrective Action:

Corrections were made to the incomplete applications on the day of the review. **No further action necessary.**

Technical Assistance:

Technical assistance was provided on the day of the review.

133. *Direct Certifications were correctly certified*

Technical Assistance: CNPweb Error

Eleven students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPweb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite regarding how to identify the new changes. The school food service director implemented the new changes on February 8, 2024.



Verification - MSD of Washington Township (5370)

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

Finding 9037: Confirmation review not conducted as required.

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

Corrective Action:

This was a clerical error as all other verified applications received a confirmation review. The requirement was reviewed with the director the day of review. **Additional response is not required.**



SNP Administrative Review Findings

MSD of Washington Township (5370)

Program Year 2024

Crooked Creek Elementary (5406)

8550 Woodfield Crossing Blvd
Indianapolis, IN 46240-2478

Food Service Contact

Ms. Jessica Stumpf
Cafe Manager
(317) 259-5444

Month of Review: January 2024

Date of Onsite Review: February 7, 2024

Meal Components & Quantities - Crooked Creek Elementary (5406)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period, some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements according to the production records for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: milk. It was observed that milk is served and only not documented on the production records, therefore, no meals will be disallowed.

Corrective Action:

As corrective action, all the required components must be included on supporting documentation such as production records. This was understood and discussed. **Please submit one week of production records to state agency ensuring that milk is recorded on the production records.**

Technical Assistance:

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

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:

-The production records did not detail all choices offered within one or more meal components (i.e., fresh vegetables, canned fruit, and fresh fruit). This occurred at all schools reviewed.

-Lunch production records were incomplete. Purchase units prepared and portions served were not completed.

-Crediting was not accurate when compared to the portion size (i.e., lettuce).

-Production record was not updated to include m/ma and grain for smaller pbj sandwich.

Corrective Action:

As corrective action completed (breakfast and lunch) production records for one week must be submitted to the State Agency. Additionally, proof of production record training for staff must be submitted as well.

Technical Assistance:

Technical assistance was provided on the day of the review.

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

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item.

Corrective Action:

As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees to the state agency.



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Program Year 2024

Technical Assistance:

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

General Program Compliance - Crooked Creek Elementary (5406)

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 following storage violations were observed:

- Open bags of food are not stored in containers with tight-fitting lids.
- Potentially hazardous foods, refrigerated and prepared or/or opened, and held for more than 24 hours were not date marked.

Corrective Action:

This was thoroughly discussed on the day of the review. The SFA understands this, and no additional response is required. However, the sponsor is reminded to annually train staff on food safety requirements.

Technical Assistance:

Technical assistance was provided on the day of the review.



SNP Administrative Review Findings
Program Year 2024

MSD of Washington Township (5370)

Nora Elementary School (5427)

8550 Woodfield Crossing Blvd
Indianapolis, IN 46240-2478

Food Service Contact

Mrs. Betsy Hargett
Child Nutrition Supervisor
(317) 844-5436

Month of Review: January 2024

Date of Onsite Review: February 1, 2024

Meal Components & Quantities - Nora Elementary School (5427)

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

Technical Assistance: Meal Components & Quantities

As a reminder, for oranges, one whole orange equates to 1/2 c fruit. Each serving needs to include the whole orange. On the day of the review for breakfast, there were servings that only had 3-4 wedges. In addition, two kiwis should be served for a 1/2c of fruit.

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

Technical Assistance: Breakfast OVS

At this site for breakfast, the entrée, juice & dried fruit are pre-bagged/bundled. In this situation, students only have the option to decline milk only and this is not a true OVS. As technical assistance, the entrée and juice can be pre-bagged/bundled while implementing a separate bowl or other serving container with the additional fruit option that students can take if they want.



SNP Administrative Review Findings

MSD of Washington Township (5370)

Program Year 2024

Westlane Middle School (5448)

8550 Woodfield Crossing Blvd
Indianapolis, IN 46240-2478

Food Service Contact

Ms. Eva Lambert
Child Nutrition Manager
(317) 259-5410

Month of Review: January 2024

Date of Onsite Review: February 7, 2024

Meal Components & Quantities - Westlane Middle School (5448)

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

Technical Assistance: Salad Recipe

Please include the number of packages of croutons that are used in the chef salad recipe.

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

Technical Assistance: Weekly Breakfast Grains

The small Chex cereal bowl is a daily option for breakfast. Since it is not planned with an additional grain, if this item is served daily throughout the week, it will not meet the weekly grain requirements. Please ensure in the future if this item is used, it is planned with an additional grain.

407. Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions

Technical Assistance: Special Dietary Needs

Students that have special dietary needs must be accommodated or a doctor's note should be on file. If a student cannot eat fruit or veggies due to the texture or hardness of the item, other options could be having a puree. If consumption of fruit or veggies are unallowed, a doctor's note must be on file.

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

Technical Assistance: Share Table

As a reminder, items placed on the share table may not be taken or eaten by adults.

General Program Compliance - Westlane Middle School (5448)

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

Technical Assistance: Buy American Provision

Documentation was not available to determine if domestic alternatives were considered or exceptions were granted for blueberries from Chile, cucumber from Honduras, and lettuce from Mexico. Please be sure to have explanation documentation for all non-domestically produced products.