

SNP Administrative Review Findings

Allen County Juvenile Center (K002)

Program Year 2023

Allen County Juvenile Center (K002)

2929 N. Wells Street
Fort Wayne, IN 46808-1546

Food Service Contact

Mrs. Wendy Kyler
Budget Analyst
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FSMC: Trinity Services Group, INC

Executive Contact

Mr. Shane Armstrong
Director of Detention
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No. of Sites / Reviewed: 1 / 1
Month of Review: December 2022

Commendations

- * Staff were willing to work with reviewers to correct issues immediately during the onsite review.
- * Kitchens were clean and organized. Staff were personable and performed their duties with a great attitude.

Technical Assistance

- * The reviewer recommends that a spreadsheet be developed to track training hours. Examples are located on the IDOE webpage at <https://www.in.gov/doe/nutrition/professional-standards/>
- * It was observed during the review of December invoices that more meals were billed than claimed. The required safety meal was recorded under student meals and not as a non-program food meal. Further investigation needs to be completed by the SFA to determine if staff are requesting more meals for residents than they are recording. FSMC staff state they received request to supply second meals when a resident drops a meal. This also should be claimed as a non-program meal.
- * Consideration should be given during menu planning to provide a wider variety of components for the snack program instead of always serving celery or carrots.

General Program Compliance - Allen County Juvenile Center (K002)

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

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site:

The current Wellness Policy has outdated Smart Snack Guidelines. Sodium level is now under 200 mg. Juice must be 100% juice.

Corrective Action:

Corrective action taken: The Wellness Policy has been updated during the review with current requirements. No further action is required at this time.

Technical Assistance:

The Wellness Team will need to meet to complete the Triannual Assessment. Guidance is found on our web page at <https://www.in.gov/doe/nutrition/wellness-policies/>.

SNP Administrative Review Findings

Allen County Juvenile Center (K002)

Program Year 2023

**Allen County Juvenile Detention
(Z001)**

2929 N. Wells Street
Fort Wayne, IN 46808-1546

Food Service Contact

Mrs. Wendy Kyler
Budget Analyst
(260) 449-8010

Month of Review: December 2022

Date of Onsite Review: January 19, 2023

Other Federal Programs - Allen County Juvenile Detention (Z001)

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

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

SFA monitoring visit was not conducted during the first four weeks of operation.

Corrective Action:

The reviewer and staff members discussed the importance of reviewing the After School Snack Program within the first four weeks of operation. The SFA team has documented on their upcoming calendars due dates to complete this task for next year. If implemented as discussed, no further action is required.

Meal Components & Quantities - Allen County Juvenile Detention (Z001)

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

Finding 9000: Poured milk did not equal 1 cup serving

The special dietary substitution of milk is poured into an 8 oz. cup which did not hold a complete 8 oz. of required milk.

Corrective Action:

The sponsor is to procure 10 oz. cups that will hold a complete 8 oz. of milk. A copy of the receipt showing that 10 oz. cups have been purchased is to be emailed to the Field Specialist or uploaded into the review tool.

Technical Assistance:

The reviewer discussed with the staff that an 8 oz. cup cannot hold a full 8 oz. of milk.

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 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. Two students received 2% lactose free milk.

Corrective Action:

The sponsor is to show documentation that they are procuring 1% lactose free milk. A copy of the new milk invoice is to be emailed to the Field Specialist or uploaded into the review tool.

Technical Assistance:

The reviewer discussed with the kitchen manager that milk served for breakfast, lunch and afternoon snack must be 1% or less.

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404. *Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

Corrected on-site no further action is required.

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

Daily Production Records are not always fully completed.

Corrective Action:

Staff should be trained how to fully complete each meal's production record as proof of meal pattern and component size requirements. Production record training can be found on the IDOE Moodle website: Indiana Department of Education Staff can create their own username and password using the menu to the right-hand side. Please provide documentation that at least one person has completed production records training and who will be responsible for training other staff and checking production record completion at each school. A copy of one week's worth of production records are to be emailed to the Field Specialist after training is completed and implemented.

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. The crediting information is not always stated on the standardized recipes.

Corrective Action:

Complete the Crediting Course in Moodle and provide the certificate of completion as corrective action.

Technical Assistance:

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

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 school substituted some items on the planned menus. While substitutions are allowed, the daily meal pattern minimums and maximums for each meal service line, menu type, and age/grade group were not met for one or more of the substituted menus. Meals not meeting meal pattern requirements due to menu substitutions: A substitution for broccoli did not meet the dark green requirement and no adjustments were made during the week to meet the dark green vegetable subgroup requirement.

Corrective Action:

The next time this menu cycles, a copy of the production records is to be emailed to the Field Specialist for review.

Technical Assistance:

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

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General Program Compliance - Allen County Juvenile Detention (Z001)

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

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

The manager moved the report and posted it on the window visible for all residents. No further action is required.

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

Finding 9000: Procured from China or Guatemala

Frozen Diced Peppers from China, frozen broccoli from Guatemala and rolled oats from Chile

Corrective Action:

The FSMC is to email documentation of why products are purchased from outside of the U.S to the Field Specialist or upload into the review tool.

Technical Assistance:

The reviewer explained to the kitchen manager that products should first be purchased from the US unless it is not available or cost prohibitive.