

SNP Administrative Review Findings**Youth Service Center of Allen Co (K345)****Program Year 2018****Youth Service Center of Allen Co (K345)**

11805 Lima Rd
Fort Wayne, IN 46818-9556

Food Service Contact

Ms. Elizabeth M Hoffman
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Executive Contact

Mr. Christopher S Dunn
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No. of Sites / Reviewed: 1 / 1
Month of Review: March 2018

Commendations

- * Kate did an amazing job of serving meals which met requirements without assistance in the kitchen.
- * The salad bar offered more vegetable choices for the residents, including hummus offered daily.
- * Elizabeth has done a fantastic job in learning and taking on the responsibilities of seeing that all of the requirements for the National School Lunch Program are met.

General Program Compliance - Youth Service Center of Allen Co (K345)

1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

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. Deficiencies found on-site: Marketing in facility on vending machines have not been addressed in the Wellness Policy or food brought in for students...

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: SFA shall update the Wellness Policy.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Discussed with SFA that we have new requirements with the Wellness Policy and their team needs to meet and update the current policy.

1216. *Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?*

Finding 9000: Technical Assistance training**Technical Assistance:**

Discussed with the SFA that required hours need to be completed by June 30th.

1501. *Records retained for 3 years?*

Finding 9000: Technical Assistance**Technical Assistance:**

Discussed the importance of keeping on file all documents including Health Inspection reports

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Program Year 2018

Youth Services Ctr. of Allen Co. (0145) Food Service Contact

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Office/Finance Manager
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Month of Review: March 2018

Date of Onsite Review: April 5, 2018

Other Federal Programs - Youth Services Ctr. of Allen Co. (0145)

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

Finding 9224: Snacks being counted and claimed for reimbursement do not meet Program requirements.

Snacks counted as reimbursable did not meet the 2 component per snack requirement. Served insufficient grains on March 2, 8, 19, 20, 26, and 27th.

Corrective Action:

SFA shall replace the Ritz crackers and cheese crackers with grains that will credit as 1 oz. Send a copy of the creditable grains nutrition information or product manufacture letter to Field Specialist for approval

Technical Assistance:

Discussed with staff how to calculate creditable grains using the grain chart or product manufacture letter.

6. *Day of review Menu, Meal Patterns, Production records.*

Finding 9225: Production records are not completed daily and maintained for a minimum of 3 years.

Production records were not available for review. Snack items were written on the side of the daily meal count sheet.

Corrective Action:

SFA shall complete a monthly production record sheet for snacks. Discussed in detail with staff and a copy of the monthly snack meal count form was given to the kitchen staff to use. No further action required.

Technical Assistance:

Discussed with staff the importance of documenting snacks on a production sheet.

Meal Components & Quantities - Youth Services Ctr. of Allen Co. (0145)

410. *Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

Finding 9000: Technical Assistance for legumes

Technical Assistance:

Discussed with SFA staff that week's 1, 2, 5, and 6 only offers legumes on the salad bar. Recommend that they menu a 1/2 cup legume some time during the week on the serving line.

501. *Cafeteria staff trained on OVS?*

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Cafeteria staff have not been trained annually on offer versus serve requirements

Corrective Action:

SFA shall have all staff serving meals complete the offer versus serve training. Document when this training is completed.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Discussed with staff that they need to be trained annually on OVS.

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Youth Service Center of Allen Co (K345)

Dietary Specifications - Youth Services Ctr. of Allen Co. (0145)

603. *On-site portion of Dietary Specifications Tool completed, TA, CA required?*

Finding 9000: Technical Assistance Breakfast starchy vegetable

Technical Assistance:

Discussed with SFA that 2 cups of Red/orange, dark green or other must be served during breakfast if a starchy vegetable is served. The starchy vegetable was removed from the menu.

General Program Compliance - Youth Services Ctr. of Allen Co. (0145)

1405. *Food safety inspection dates?*

Finding 9000: Technical Assistance

Technical Assistance:

Discussed with SFA that a letter needs to be sent to the Board of Health explaining that they are on the National School Lunch Program and are required to receive 2 health inspections a year.

1410. *SFA store a majority of food products used at each school?*

Finding 9000: USDA Food in Freezer out of date

One case of USDA frozen blueberries were dated as received in October 2016.

Corrective Action:

SFA shall destroy product by opening case and pouring bleach on it before dispensing in garbage. No further action required.

Technical Assistance:

Discussed with food service manager the importance of rotating stock and using up product before they become out of date.

1411. *Did any review of products indicate violations of the Buy American provision?*

Finding 9000: Technical Assistance Buy American

Technical Assistance:

Discussed with SFA the importance of documenting why they purchased a domestically grown produce from a foreign country.