

SNP Administrative Review Findings

Avon Community School Corporation (3315)

Program Year 2024

Avon Community School Corporation (3315)

255 South Avon Ave
Avon, IN 46123-7967

Food Service Contact

Mrs. Emily Cates
Food Service Administrator
(317) 544-6061
eacates@avon-schools.org

Executive Contact

Dr. Scott Wyndham
Supintendent
(317) 544-6000
smwyndham@avon-schools.org

No. of Sites / Reviewed: 14 / 3
Month of Review: October 2023

Commendations

- * Site reviews were completed thoroughly and timely. Follow-up reviews were conducted when issues were identified.
- * Recipes were available for all items reviewed and were nicely organized for staff in a binder onsite.
- * The cafeteria was very clean and staff made sure to clean in-between each lunch period.
- * The intermediate school provided many different entrée options for students as well as a nicely arranged serving line.
- * The staff demonstrated a good understanding of offer vs serve.
- * A nice water fountain is conveniently located in the cafeteria for student accessibility throughout the lunch periods.

Verification - Avon Community School Corporation (3315)

213. SFA's notice of adverse action contained all required information, including notification of appeal rights

Finding 9000: Notice of Adverse Action

The notice of adverse action letter used for verification noted the household only had four days to appeal. The letters were dated November 1 but the deadline to appeal was November 4th.

Corrective Action:

As stated in 7 CFR 245.6a(j), the notice of adverse action must advise the household that an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision. **As corrective action, the template letter will be saved as a blank format to ensure accurate dates are added each time. An updated template must be submitted as corrective action.**

Technical Assistance:

Requirements for the notice of adverse action letter can be found in the Eligibility Guidance for School Meals Manual found at the following link: <https://www.fns.usda.gov/cn/eligibility-manual-school-meals>.

Meal Counting & Claiming - Avon Community School Corporation (3315)

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

Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.

The edit check was completed incorrectly, comparing the total participation to total attendance by site. Additionally, the edit check built into the point-of-sale system was programmed with an attendance factor of 100%.

Corrective Action:

As corrective action, the director has updated the point-of-sale system with the correct attendance factor. An updated edit check has been submitted as corrective action. Going forward, the point-of-sale system edit check will be pulled and checked (by eligibility category) monthly for each site prior to submitting the claim for reimbursement. **Additional response is not required.**

Technical Assistance:

Technical Assistance provided to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures

SNP Administrative Review Findings**Avon Community School Corporation (3315)****Program Year 2024**

identified from the Off-site Assessment Tool: The process for completing the edit check was explained to the food service support specialist the day of review.

General Program Compliance - Avon Community School Corporation (3315)*1214. School Nutrition Programs Director met/will meet annual training requirements***Technical Assistance: Documenting Professional Standards Trainings****Technical Assistance:**

As a reminder, professional standards training tracker should always include the name of the training that was completed.

*1400. The written food safety plan contains required elements and a copy is available at each school***Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Procedure for transporting food to satellite sites. The plan lacks additional detail such as corrective action to take when standard operating procedures (SOPs) are not followed as well as documents to use when monitoring compliance with corrective action. Food safety plan should be utilized as a reference and training document for school foodservice staff.

Corrective Action:

As corrective action please submit an updated food safety plan to the State Agency and confirm that the updated plan has been supplied to each site. The updated plan must include all required elements as listed in USDA guidance. Additionally, each SOP within the plan should include instructions on monitoring, documentation, corrective actions, and periodic review of the procedures they cover.

Technical Assistance:

The USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles can be found at the following link: https://fns-prod.azureedge.us/sites/default/files/Food_Safety_HACCPGuidance.pdf

*1501. Records are retained for 3 years***Finding 9000: Production Records *Repeat Finding**

The following issues were noted with production records at some schools reviewed:

- The production record format did not include all required information (i.e., portions prepared, a la carte portions sold, etc.).
- The production record lacked detail when a variety is offered within a component (i.e., fruit and milk choices are not specified.)
- At Avon Academy, the portion size for vegetables was not always updated when the production record was copied from the White Oak ELC record.

Corrective Action:

As corrective action, please provide an updated production record template showing all required data is included. Additionally, please provide documentation of training on the new format for staff, including the requirement to specify all choices offered within each component. Completed production records for one week from each of the reviewed sites must also be submitted.

Technical Assistance:

The SFA is encouraged to utilize a consistent production record format for all sites.

SNP Administrative Review Findings

Avon Community School Corporation (3315)

Program Year 2024

Avon Academy (2737A)

255 South Avon Ave
Avon, IN 46123-7967

Food Service Contact

Mrs. Mary Cantleberry
Cafeteria Manager
(317) 544-6700

Month of Review: October 2023

Date of Onsite Review: November 30, 2023

General Program Compliance - Avon Academy (2737A)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

Food safety plan is not located at the Avon Academy site.

Corrective Action:

As corrective action, a food safety plan must be provided at the site. This was discussed and agreed that the plan will be provided going forward. **No additional response required.**

Technical Assistance:

Technical assistance was provided on the day of the review

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.

Health inspection was conducted however, is not posted in a public location.

Corrective Action:

As corrective action, the food safety inspection report was posted in a visibly public location. Documentation was uploaded in CNPweb. **No additional response is required.**

Technical Assistance:

This was discussed and technical assistance was provided.

SNP Administrative Review Findings

Avon Community School Corporation (3315)

Program Year 2024

Avon Intermediate School East (2728) Food Service Contact

255 South Avon Ave
Avon, IN 46123-7967

Mrs. Donna McKnight
Food Service Manager
(317) 544-5800

Month of Review: October 2023

Date of Onsite Review: November 29, 2023

Meal Components & Quantities - Avon Intermediate School East (2728)

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

Technical Assistance: Minimum portion size for clementines

Technical Assistance:

When serving clementines, be sure that students are taking two to meet the half cup requirement.

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

Technical Assistance: Juice and milk placement on serving line

Technical Assistance:

Juice can appear to be in competition with milk when it is placed next to each other in the line. It's recommended that milk and juice be placed in separate locations in the serving line. Since juice contributes to the fruit requirement, placing it near the other fruit selections would be appropriate.

General Program Compliance - Avon Intermediate School East (2728)

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

Technical Assistance: Buy American reminder

Technical Assistance:

If a non-domestically produced item must be used an explanation must be documented. Managers with ordering privileges should be reminded of the Buy American Provision.

SNP Administrative Review Findings

Avon Community School Corporation (3315)

Program Year 2024

**White Oak Early Learning Center
(2726A)**

255 South Avon Ave
Avon, IN 46123-7967

Food Service Contact

Mrs. Mary Cantleberry
Assistant Manager
(317) 544-6000

Month of Review: October 2023

Date of Onsite Review: November 30, 2023

Meal Counting & Claiming - White Oak Early Learning Center (2726A)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point-of-service (POS). The meal order was used as the POS count. An actual POS count was not initially taken.

Corrective Action:

The reviewer allowed the manager to immediately correct the procedure. The new procedure, which involved the teachers assisting students to select a full meal and the manager entering the meals directly in the computer at the POS, was implemented during the second service on the day of review with assistance from the Food Service Support Specialist. **As corrective action the SFA must complete an onsite visit to review the counting procedure and ensure its continued implementation. Submit the completed onsite review form as corrective action.**

Technical Assistance:

POS procedure requirements were explained to the manager the day of review.