

SNP Administrative Review Findings Carmel Clay School Corp Educational Services Center (3060)

Program Year 2018

Carmel Clay School Corp Educational Services Center (3060)
5201 East Main Street
Carmel, IN 46033-9822

Food Service Contact
Mrs. Jennifer McFarland
Food Service Director
(317) 844-9961

Executive Contact
Mr. Roger McMichael
Asst. Superintendent for Bus Affairs
(317) 844-9961

No. of Sites / Reviewed: 15 / 3
Month of Review: January 2018

Commendations

* Corporation: The Food Service Director and her staff take great pride in providing fresh and innovative menus to students throughout the district. All corporate office staff are extremely knowledgeable about NSLP requirements.

Carmel High School: Site staff were friendly and welcoming. It is obvious that staff take pride in their work and want to do everything correctly. Menu options smelled delicious and were presented very nicely for students. All 3 managers were welcoming and very knowledgeable of NSLP requirements.

Clay Junior High: Site staff were friendly and knowledgeable about program requirements. The manager was welcoming and asked a lot of good questions for clarification!

Orchard Park: Sites staff were friendly and knew all the requirements for breakfast and lunch. The kitchen is very clean and tidy!

Certification and Benefit Issuance - Carmel Clay School Corp Educational Services Center (3060)

129. Household notification consistent with Off-site Assessment responses?

Finding 9020: Household notification of eligibility inconsistent with Off-Site Assessment Tool response.

Technical Assistance:

The SFA had old letter templates loaded into the benefit issuance software which requested the full social security number and contained language no longer used by USDA. The SFA updated the letters prior to the state agency exiting, but is reminded to update each of the notification letters annually. The most recent IDOE template letters are available annually on the IDOE website by the end of June. No further action necessary.

133. Direct Certifications correctly certified?

Finding 9024: Some students directly certified for free meals were not certified correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Two students were certified for free meals incorrectly.

Corrective Action:

Student eligibility must be determined annually including homeless, migrant, and foster that are not found in the direct certification website.

The students in question will be changed to paid or must apply for benefits based on income. One family had already applied based on income prior to state agency staff exiting. Please confirm what date the other household was changed to paid or re-applied based on income.

Technical Assistance:

When certifying children as foster, there are requirements for what type of documentation is acceptable and how often the documentation needs to be collected. Pages 41-42 of the Eligibility Guidance Manual clearly outlines what qualifies a student as foster and what documentation is needed.

SNP Administrative Review Findings Carmel Clay School Corp Educational Services Center (3060)*Program Year 2018***Verification - Carmel Clay School Corp Educational Services Center (3060)**

209. *Review of verified applications – properly selected, replaced applications correctly, verified correctly?*

Finding 9042: Selected applications not verified correctly.**Technical Assistance:**

Direct Verification was attempted for one application selected, and while there was a printout of the activity, the instructions were to contact the household. Therefore, the app could not be Directly Verified. The household has been contacted to submit income documentation.

General Program Compliance - Carmel Clay School Corp Educational Services Center (3060)

1403. *Did any review of agricultural food components indicate violations of the <i>Buy American</i> provision?*

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

Menus should be planned to select fresh fruits and vegetables that are available American grown or are considered exempt because they are not grown in the US at any point during the year. The SFA's produce vendor supplies a monthly list of items that are available US grown. Unless the SFA cannot meet the meal pattern while purchasing only US grown produce, the SFA must purchase American grown products.

The SFA should be seeking out US grown products throughout the year, adjust menu planning and purchase plans to plan fruits and vegetables that are available domestically grown in the winter months and if non-exempt foreign grown products are purchased at any time in the school year, the SFA must document why they have not purchased domestically grown products.

SNP Administrative Review Findings Carmel Clay School Corp Educational Services Center (3060)**Program Year 2018****Carmel High School (2505)**

5201 East Main Street
Carmel, IN 46033-9822

Food Service Contact

Mrs. Holly Huepenbecker-Hull
Manager
(317) 571-5925

Month of Review: January 2018

Meal Components & Quantities - Carmel High School (2505)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Insufficient portion sizes observed on the Day of Review: the hummus entrée was insufficient in m/ma. The entrée at the HS had ½ cup of hummus which would only be maximum of 1oz m/ma.

Corrective Action:

The SFA will need to either increase the amount of hummus offered to meet the daily minimum of 2oz eq or not offer the hummus and pretzels as an entree. Please respond with how this finding has been corrected.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

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

Meal pattern signage is needed for breakfast. The signs should clarify what comes on a reimbursable meal, then the OVS signage directs them to how to select a reimbursable meal.

Each cafeteria should have a sign that explains what the complete meal contains including how many portions of fruit and vegetable a student may take with a meal. In the main cafeteria, signs stated that students may take up to 4 total fruits and vegetables, but in practice, they allow 2 portions of fruit and 2 portions of vegetables. Please make sure all signs have the correct wording.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

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

When using 4oz portion cups, fresh fruits and vegetables should be slightly heaping to ensure the areas with space meet the ½ cup requirement. The SFA should consider and account for some air pockets while ensuring a ½ cup portion is maintained.

Cuties credit as ¼ cup fruit. The staff are counting that as ½ cup of fruit. On the day of review, the reviewer had site staff package two together to credit appropriately.

SFA staff may want to review with site staff how customization of entrees affects OVS. For example, when students select the pasta with tomato sauce, this counts as a grain and a vegetable, so if a student selects that and a portion of carrots, they have only selected 2 components and it cannot be counted as a reimbursable meal.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

SNP Administrative Review Findings Carmel Clay School Corp Educational Services Center (3060)**Program Year 2018****Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

The SFA exceeded the limit of 2oz eq dessert grains over the course of the week. The grain offered with the yogurt parfait is considered a dessert grain.

Corrective Action:

The SFA will choose an alternate grain to offer with the yogurt parfait if offering the parfait more than one time per week.

If instituted, no further response is needed.

Technical Assistance:

The USDA Bread/Grain chart identifies what grains are considered dessert grains:

https://www.doe.in.gov/sites/default/files/nutrition/grain-chart_1.pdf

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

Finding 9000: Production Record Technical Assistance**Technical Assistance:**

When menu planning, pickles need to be separated out on the production records. This vegetable contains too much sodium to be lumped in with "fresh vegetables" and is served daily, so for accurate tracking of sodium for menus pickles must be tracked separately.

Production records need to indicate what specific vegetables are served daily. Currently, site staff serve "fresh vegetable" but which vegetables are served is not tracked. In order to credit these vegetables toward the vegetable subgroups to which they belong, you must track what veggies are served daily at each school.

General Program Compliance - Carmel High School (2505)

811. Justice for All poster displayed in prominent location?

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

Because the site has both breakfast and lunch in or around the Media Center, it was noted that the cart used to sell items should have both meal pattern and the And Justice For All poster in a visible location. The SFA will ensure the poster is included on or around the food service cart used at this location in the building. No further action necessary.

812. Meal service observation – Program benefits available to all with no discrimination?

Finding 9000: Menu Substitutions**Technical Assistance:**

On the day of review, site staff noted that unless the student account stated "milk allergy" students are charged for the soy milk substitute including lactose intolerant students. The USDA has recently determined that any adverse reaction to foods is considered a disability. Therefore, lactose intolerance should now have an appropriate milk substitution available at no charge. As a general practice, the SFA may require a doctor's note in order to add the disability to the system permanently, but no delay should be had when an adverse reaction substitution request is initially made.

1105. Foods sold to students during school day meet Smart Snacks standards?

Program Year 2018

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards.

Corrective Action:

One beverage was sold as non-compliant. The beverage came in a mixed package and was the only flavor that was out of compliance. The SFA has removed the product and contacted the distributor about the error.

No further response is needed.

1406. Most recent Food safety inspection posted, visible to public?

Finding 9000: Other Finding

Technical Assistance:

The most recent health inspection was posted, but was not publicly visible. Please ensure that the most recent health inspection report is posted in a spot viewable by those in the cafeteria.

SNP Administrative Review Findings Carmel Clay School Corp Educational Services Center (3060)**Program Year 2018****Clay Junior High School (2506)**

5201 East Main Street
Carmel, IN 46033-9822

Food Service Contact

Mrs. Amy Glover
Manager
(317) 571-4450

Month of Review: January 2018

Meal Counting & Claiming - Clay Junior High School (2506)

325. Review Period meal counts by category correctly used in the claim? Enter data.

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA claimed meals for EduCare students on a non-school day. Additionally, all snacks claimed on the After School Snack Program were disallowed due to not being served in an allowable after school program.

Corrective Action:

The SFA has already amended claims to remove the unallowable meals and snacks. If you would like to claim snacks for the Educare kids, the SFA will need to apply for the CACFP program.

No further action is needed.

Technical Assistance:

You may claim the breakfast and lunch meals for these children, but keep in mind that Educare kids must be included in your total number of eligible participants at each site daily and all F/R correspondence must be sent to the households just as you do with school aged children.

Meal Components & Quantities - Clay Junior High School (2506)

405. DOR - Family Style Meal Service implemented correctly?

Finding 9057: Family Style Meal Service not implemented correctly.**Technical Assistance:**

The SFA was not correctly implementing family style service in the PK Educare class. The SFA was offered technical assistance on this matter. Students were actually serving themselves buffet style and therefore need to take the full minimum portion amount. Only family style meal service where the food is on the tables and passed around allows children to decline the full planned portion. The SFA is also reminded that when teachers serve children and family style is not implemented, the students must be served the full minimum planned portion amount at the time of service. This includes all portions of milk, vegetable and/or fruit, grain and meat/meat alternate.

General Program Compliance - Clay Junior High School (2506)

812. Meal service observation – Program benefits available to all with no discrimination?

Finding 9000: Substitutions TA**Technical Assistance:**

Please remember that all milk substitutes must be compliant with milk substitution requirements. If a doctor's note states to substitute for a non-dairy milk, a nutritionally equivalent substitute must be made. Currently, the only nutritionally equivalent milk substitute is soy based. Substitutions made outside of the meal pattern can only be made with explicit instructions from the medical note on file.

Program Year 2018

1105. *Foods sold to students during school day meet Smart Snacks standards?*

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards.

Corrective Action:

The item noted was removed from the food service line prior to the start of meal service and was removed from the order guide for schools.

No further action or response is needed.

SNP Administrative Review Findings Carmel Clay School Corp Educational Services Center (3060)

Program Year 2018

**Orchard Park Elementary School
(2513)**
5201 East Main Street
Carmel, IN 46033-9822

Food Service Contact
Mrs. Kim Davis
Manager
(317) 848-1918

Month of Review: January 2018

Other Federal Programs - Orchard Park Elementary School (2513)

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

Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.

Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. The menu lists 1/2 cup applesauce and fresh fruit. These items do not meet the requirement for 3/4 cup of fruit at snack.

Corrective Action:

The SFA must plan menus in compliance with the snack meal pattern. Fruit portions must be at least 3/4 cup or 6 fl oz for juice. Because the planned items were on a snow day in the month of review, no meals have been disallowed.

No further response is needed.