

SNP Administrative Review Findings

Central Christian Academy (K405)

Program Year 2023

Central Christian Academy (K405)

2565 Villa Ave
Indianapolis, IN 46203-4459

Food Service Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: January 2023

Commendations

- * The share table area was appealing and away from trash. It also included a very nice sign.
- * The SFA does a great job incorporating fresh food into the menu.
- * The SFA uses a wide variety of food options for the menus.

Technical Assistance

- * Staff must make sure students are taking 3 of the required 5 components, making sure one of the 3 items is a fruit or vegetable.
- * Meal counts should be organized and kept together by month. There is no reason for copies. It also isn't necessary to print the student meal order because it is not used for the claim.
- * The transfer of non-federal funds to pay for adult meals must occur at least monthly per the agreed upon corrective action resulting from the 2022 Administrative Review. This had not been communicated to the accountant for the school and only occurred at the end of program year 2023 for the last quarter of school.

Meal Counting & Claiming - Central Christian Academy (K405)

314. SFA is following the approved SFA-SA agreement

Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application. *Repeat Finding

The edit check was not completed correctly. The number of eligible students as well as the number of attendance adjusted eligible students was not recorded and compared to the number served each day.

Corrective Action:

The procedure for conducting an edit check was explained the day of review. As corrective action, please submit to state agency a completed edit check for February 2023.

Technical Assistance:

Technical assistance was provided day of the review about edit check forms and instructions

Resource Management Comprehensive Review - Central Christian Academy (K405)

753. Internal Controls

Finding 9000: Comprehensive Resource Management Questions

The SFA did not respond to comprehensive resource management questions.

Corrective Action:

As corrective action please provide the following:

- 1) An explanation of internal controls utilized to maintain effective oversight over federal funds and ensure charges to the nonprofit school food service are allowable.
- 2) Confirmation that the extra expenses found and added to the annual financial report were meant for foodservices.
- 3) Confirm whether the SFA disposed of any equipment and if so, were any funds received from the disposal, if applicable, deposited into the non-profit foodservice account.

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Technical Assistance:

The comprehensive review questions for resource management were provided to the sponsor January 27, 2023.

General Program Compliance - Central Christian Academy (K405)

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 9000: No applicable training for employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program

Documentation of training for non-food service staff with duties related to the child nutrition program was not provided.

Corrective Action:

Completion of training must be obtained to continue program duties. Training of the staff members must be completed, and certificates submitted to the state agency. As corrective, provide a list of non-food program staff with duties related to the program, a description of their job duties, and documentation of trainings on their job duties.

Technical Assistance:

Technical assistance was provided on the day of review. Training must be done and documented each year for all staff.

1400. The written food safety plan contains required elements and a copy is available at each school

Finding 9143: A copy of the written food safety plan is not available at each school.

The food safety plan was not completed or available on day of review.

Corrective Action:

As corrective action, food safety plan must be completed and submitted and available onsite in the kitchen. The SFA must complete a food safety plan and submit it to the state agency.

Technical Assistance:

Technical assistance was provided on the day of review.

SNP Administrative Review Findings

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Program Year 2023

Central Christian Academy (C575)

2565 Villa Ave
Indianapolis, IN 46203-4459

Food Service Contact

Stacey Green
Food Service Director
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Month of Review: January 2023

Date of Onsite Review: February 15, 2023

Meal Counting & Claiming - Central Christian Academy (C575)

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

Finding 9000: Pre-K Meals

Pre-K meals were not correctly counted at the point of service.

Corrective Action:

Pre-K meals must be counted at the point of service as they are served. Meal counting training must be completed by all SFA and food service staff with the responsibility for counting meals.

Technical Assistance:

Technical assistance was provided day of review. The correct procedure for counting the meals was explained to foodservice staff the day of review.

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

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 because adult meals were claimed. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

The difference between the SFA Count and the State agency validated count, by category, was documented. Adult meals were claimed; therefore, the claim validation was extended to the beginning of the school year. As corrective action the following actions must occur:

- 1) A spreadsheet for edit checks must be used to ensure accuracy in the claim.
- 2) The number of meals marked on the daily meal count sheet must be compared to the edit checks.
- 3) Adult meals must be marked in the non-program adult meal section of the daily meal count sheet.
- 4) The person conducting the edit check must ensure adult meals are not included in the claim for reimbursement.
- 5) All staff involved in counting and claiming must take meal counting and claiming training in Moodle. Certificates must be sent to the State Agency.
- 6) Meal count sheets and edit checks for the month of March must be submitted to the State Agency for validation.

Technical Assistance:

Technical assistance and training on how to correctly count adult meals was provided on the day of review.

Meal Components & Quantities - Central Christian Academy (C575)

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 9000: Milk Variety

Milk choice was not given for students for breakfast.

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Corrective Action:

The milk requirement consists of having two different kinds of milk, one being unflavored. Milk choices must be provided for each meal service for breakfast and lunch.

Technical Assistance:

Technical assistance was provided on the day of review. Milk variety requirements were explained to foodservice staff.

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.

Lunch:

-Insufficient grain for 9-12 as a full 2 oz portion was not offered with the mini corn dogs (1/11) and the walking tacos (1/10).

Breakfast:

-Daily option(s) are provided but some contain only one grain serving. Offering a single grain more than one day per week does not meet the weekly minimum grain requirement for the School Breakfast Program meal pattern.

Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

Corrective Action:

As corrective action the portion sizes for the lunch items mentioned above will be increased to a two-ounce equivalent. Additionally, updated recipes for the mini corn dogs and the walking taco must be submitted to ensure the correct portions are served going forward. Please explain how the weekly grain requirement will be met when daily breakfast options are offered. Additionally, please submit a cycle for the breakfast menu containing all planned meal options.

Technical Assistance:

The school was provided technical assistance regarding meal pattern requirements during the on-site visit.

General Program Compliance - Central Christian Academy (C575)

1408. Temperature logs are available

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: milk cooler, freezer, and fridge.

Corrective Action:

SFA and staff must temp milk daily. Shared with SFA milk temp log form. As corrective action, refrigeration temperature logs should be printed and updated on the day of review.

Technical Assistance:

Explained to staff that milk and refrigerated items must be logged to ensure it is at a proper temperature.