

*Program Year 2023*

**Clark Co Youth Shelter & Family Services Inc (K038)**  
118 E. Chestnut St.  
Jeffersonville, IN 47130-3739

**Food Service Contact**  
Ms. Karlee Fieldhouse  
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**Executive Contact**  
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Executive Director/CEO  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: November 2022

**Commendations**

- \* The school nutrition records were prepared and organized for the review. The staff was eager to learn.

**General Program Compliance - Clark Co Youth Shelter & Family Services Inc (K038)**

1216. *School Nutrition Programs staff met/will meet annual training requirements*

**Finding 9000: Direct Care Staff in the Kitchen Need More Than Civil Rights Training**

All direct care staff that are preparing meals for the residents need more than civil rights training. Other courses should include offer vs serve, food safety, ASSP, and production records.

**Corrective Action:**

The Residential Director will oversee the direct care staff in the trainings for their professional hours. Proof of trainings must be retained for future reviews. If implemented as discussed, no further action is needed.

**Technical Assistance:**

Technical assistance was provided.

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

**Finding 9000: A copy of the written food safety plan was not available.**

Clark County Youth Shelter must have a food safety or HACCP.

**Corrective Action:**

The reviewer sent a template for a food safety plan which Clark County Youth Shelter will adopt and make changes as needed for their food services. If the template is implemented and personalized for Clark County Youth Shelter as discussed, no further action is required.

**Technical Assistance:**

Technical assistance was provided.

**Resource Management**

While the Administrative Review is considered complete, the 2022 Annual Financial Report will be reviewed and approved separately. Should corrective action be required for the AFR, this report could be amended.

***Program Year 2023***

**Clark County Youth Shelter (Z021)**

118 E. Chestnut St.  
Jeffersonville, IN 47130-3739

**Food Service Contact**

Ms. Karlee Fieldhouse  
Residential Supervisor  
(812) 284-5229

Month of Review: November 2022

Date of Onsite Review: January 4, 2023

**Other Federal Programs - Clark County Youth Shelter (Z021)**

*1700. ASSP – areas identified requiring TA, CA?*

**Technical Assistance**

The meat/meat alternate component only requires 1 oz. for the ASSP which would be 2 Tbsp. of peanut butter. The Clark County Youth Shelter staff were giving 4 Tbsp, which would meet the meal pattern for lunch (2 ounce meat equivalent) but for afterschool snack it is likely a bit too much for a snack.

**Technical Assistance:**

Technical assistance was provided.