

SNP Administrative Review Findings

Crossroad Child and Family Services Inc.
(K005)

Program Year 2022

Crossroad Child and Family Services Inc.
(K005)

1825 Beacon Street
Fort Wayne, IN 46805-5407

Food Service Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: May 2022

Commendations

- * Debra has kept files and was able to pull the information needed for the Administrative Review.
- * Debra considers what the residents will eat and plans a variety of menu items for them.

Certification and Benefit Issuance - Crossroad Child and Family Services Inc. (K005)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9764: Validation of Off-Site Assessment Tool

On-site observations do not validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and/or responses do not demonstrate compliance with FNS requirements.

Corrective Action:

Staff responsible for approving day student applications are required to attend training on how to process Free and Reduced Benefits. Documentation training has been completed is to be emailed to Field Specialist.

Technical Assistance:

Reviewer discussed with new staff members the importance of accurately determining the Day student benefits. It is noted that the past year all were claimed as paid.

124. Certification/Benefits Issuance and Verification N/A due to SFA-wide criteria

Technical Assistance: Day students without benefits assigned.

It was determined during the review process that applications were not filled out and processed for the day students. All day students were recorded as paid meals costing the corporation the income of possibly receiving free and reduced benefits. The reviewer discussed in detail how completing the Free and Reduced Application process could determine that some of the Day Students could be claimed as free or reduced.

Resource Management Comprehensive Review - Crossroad Child and Family Services Inc. (K005)

750. Year End Available Balance

Finding 9000: Annual Financial Report is not accurate

Annual Financial Report does not accurately reflect the balances of the School Nutrition Funds.

Corrective Action:

The Annual Financial Report is to be updated to accurately reflect the financial reports.

Program Year 2022

General Program Compliance - Crossroad Child and Family Services Inc. (K005)

1007. *On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

Technical Assistance: Reminder to complete the Triannual Assessment.

As a reminder, the triennial assessment must be completed every 3 years. Available resources to complete the assessment can be found at <https://www.in.gov/doi/nutrition/wellness-policies/>.

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

Technical Assistance: Staff processing meal benefits

Reviewer discussed with Food Service Director the importance of staff processing applications and meal benefits receive training on how to process meal benefits and verification.

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: The breakdown of each recipe into the process procedure of no cook, same day, and combination.

Corrective Action:

The field specialist is to be notified when the Food Safety Manual is updated.

Technical Assistance:

The reviewer showed the food service director where to find a sample Food Safety Plan on our webpage at <https://www.in.gov/doi/nutrition/food-safety/>.

Program Year 2022

Crossroad/Ft Wayne Children's Home (A275) 1825 Beacon Street Fort Wayne, IN 46805-5407	Food Service Contact Ms. Debra Glover Food Services Director (260) 484-4153
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Month of Review: May 2022
Date of Onsite Review: January 27, 2022

Other Federal Programs - Crossroad/Ft Wayne Children's Home (A275)

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

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated. The sponsor claimed 600 snacks and but only 596 was validated. Claim was updated to reflect this change.

Corrective Action:

Corrections were made to the claim the day of review. No further action is required.

Meal Counting & Claiming - Crossroad/Ft Wayne Children's Home (A275)

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. 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 non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results.

Corrective Action:

The claim was corrected on-site no further action required.

Technical Assistance:

The reviewer discussed with the food service director the importance of double-checking meal counts and with a two party check off.

Meal Components & Quantities - Crossroad/Ft Wayne Children's Home (A275)

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

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. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review: Vegetable was served in only 1/2 cup serving.

Corrective Action:

Staff were trained the next morning on the daily meal pattern requirements for both K-8 and 9-12. If implemented as trained no further action is required.

Program Year 2022

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of vegetable meal component(s) before the meal service started.

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Finding 9058: Age/grade group meal pattern requirements not being met for multiple menus and/or multiple age/grade groups served.

As observed on the Day of Review, when the school is serving multiple menus and/or age/grade groups, it has not structured the meal service to meet the specific meal pattern requirements for each menu type and/or age/ grade group being served.

Corrective Action:

Staff were trained the next morning on the required serving sizes for k-8 and 9-12. No further action is required.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Crossroad/Ft Wayne Children's Home (A275)

1409. On-site or off-site storage violations were observed

Technical assistance: Cans not in original box need to be individually dated.

Reviewer discussed with Food Service Director the importance of having staff date cans with date they were received. Dates of receiving product helps with product rotation-First in First out and helps staff identify the product if there is a recall.