

**SNP Administrative Review Findings****Damar Charter Academy (9920)****Program Year 2022****Damar Charter Academy (9920)**

5125 Decatur Boulevard  
Indianapolis, IN 46241-9606

**Food Service Contact**

Ms. Jessica Thirlby  
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**Executive Contact**

Dr. Jim Dalton  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2022

**Technical Assistance**

- \* The SFA is advised to utilize OVS for breakfast as several students desired to decline food items at breakfast.

**Resource Management Comprehensive Review - Damar Charter Academy (9920)****750. Year End Available Balance****Finding 9000: Account Balance**

The SFA's fund balance as indicated by their ledger reports do not match the annual financial report (AFR). The beginning fund balance the resource management review period (program year 2021) was "zeroed out" according to the SFA's general ledger report for the non-profit foodservice account. According to the 2020 AFR, program year 2020 ended with a positive balance which should be accurately reflected in the 2021 starting balance.

**Corrective Action:**

Documentation submitted in the AFR must accurately reflect the SFAs general ledger for the non-profit foodservice account. It is not required to "zero out" the non-profit foodservice account to maintain and non-profit status. A non-profit status is maintained when the balance is within an average of three months' operating expenditures or less. However, regardless of the account status, all foodservice funds generated as a result in USDA child nutrition programs must remain in the account. In the instance excess funds are noted, the State Agency will assist the SFA in developing a spend-down plan. As corrective action the SFA must submit updated documentation showing correct fund balances for the non-profit foodservice account.

**Technical Assistance:**

Requirements were explained to the SFA the day of review.

**SNP Administrative Review Findings**

**Damar Charter Academy (9920)**

**Program Year 2022**

**Damar Charter Academy (5191)**

5125 Decatur Boulevard  
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**Food Service Contact**

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Month of Review: March 2022

Date of Onsite Review: April 27, 2022

**General Program Compliance - Damar Charter Academy (5191)**

*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.**

Technical assistance was provided regarding this matter during the previous administrative review.

**Corrective Action:**

Although the kitchen at Damar Charter Academy is not a full cooking kitchen, there are several standard operating procedures that must be communicated to kitchen staff to ensure food safety requirements are implemented. As corrective action, the SFA agrees to maintain a copy of the Damar food safety plan at the Damar Charter Academy. Additional response is not required.

**Technical Assistance:**

The requirement was explained the day of the review.