Indiana Department of Education

MSD of Decatur Twp (5300)
5275 Kentucky Ave
Indianapolis, IN 46221-3616

Food Service Contact
Mrs. Nicole Moorhead
Director of Child Nutrition
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Executive Contact
Dr. Matt Prusiecki
Superintendent
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No. of Sites / Reviewed: 9 / 2
Month of Review: October 2022

Commendations

* Kitchen staff are extremely friendly, work well together, and know program requirements. The staff t-shirts are colorful and fun. Staff really care about the students and the presentation of the food.

* Many menu entrees were home-made. Additionally, a wide variety of fruits, vegetables, and entrees were offered to students for each meal.

* Verification efforts were well organized through the use of a detailed spreadsheet.

Technical Assistance

* The wellness policy needs to be revisited. There should be specific, separate goals for nutrition education and nutrition promotion. In addition, after the wellness policy has been evaluated, the results should be posted for the public.

* The SFA is reminded to annually review and update the free/reduced and verification notification letters for specific wording. While the letter provided did include the wording for meal benefits, it was secondary to the textbook assistance wording.

* A best practice would be to ensure that all documents are checked annually for any updates to the civil rights statements. This includes free/reduced and verification notification letters as well as any documents housed on the corporation website.

* At Stephen Decatur Elementary the cashier knows OVS very well, but students are coming through the line too fast. Many are taking more than two fruits (signage says up to two fruits and two vegetables) and are only taking one other component. It is highly recommended to provide additional assistance for students in the serving line to ensure meals are reimbursable and that excess items are not selected.

* At Stephen Decatur Elementary, many students came through the line without a student ID badge. This requires the food service to stop the line, determine the child's name, and write it down or find it in the system. This creates a slower line which in turn leaves fewer minutes for the students to eat and less time for food service staff to replenish serving lines between lunch periods. Food service has tried to resolve this problem by creating IDs that are picked up right as the student enters the cafeteria. There appears to be more confusion than normally seen in an elementary lunch line. This school appears to be eligible for Community Eligibility Provision (CEP) and would benefit for free meals for all. Please consider implementation at this school, if not corporation wide.

* At Stephen Decatur Elementary, water only needs to be available in the cafeteria for those who would like to have water with their meal. However, during the meal service observation for some of the grades there was an attempt to put a water on each tray as the students exited the serving line. This is unnecessary and slowed the line and could also cause tray spillage. Please make water access available but do not pass it out to each student. Because milk is a vital part of a healthy meal providing much needed calcium and protein, it is important that students are encouraged to consume it with the meal.

Certification and Benefit Issuance - MSD of Decatur Twp (5300)

126. Certification: selected applications correctly approved

Finding 9000: Categorical Applications
Categorical apps were coded as directly certified in the application approval system.

Corrective Action:
Categorical applications are subject to verification and therefore must be coded as meal applications. (Directly certified households are not included in the verification pool.) Categorical applications coded as directly certified would also skew the percentage of directly certified students which could affect eligibility for possible future community eligibility participation. Documentation of training was provided regarding the difference between direct certification and categorical applications, as well as the correct codes to use during approval. Additional response is not required.

Technical Assistance:
Reviewers explained the different between categorical applications and direct certification the day of review.

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document
Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (tickets, rosters, tokens, electronic POS terminal). One student was directly certified for free meal benefits, but the benefit issuance system was not updated for an unknown reason (likely due to a software glitch).

Corrective Action:
As corrective action the SFA increased the student meal benefit during the administrative review. Additionally, the SFA is working with the software vendor to determine the cause of the error. Additional response is not required.

Technical Assistance:
The requirement was explained the day of review.

Verification - MSD of Decatur Twp (5300)

209. Verified applications were properly selected, correctly replaced (if necessary), and correctly verified

Finding 9039: Applications not properly selected for verification.
The applications selected for verification were not appropriately selected for the sample size option used. The sample size used was incorrect as the software pulled a 3.4% sample, resulting in the verification of two additional applications.

Corrective Action:
The SFA will work with the software company to ensure the correct number is selected for verification. A double check of the software's calculation will also occur. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:
Exactly a 3% sample must be pulled for standard verification, rounding up when the resulting number is not a whole number.

Decatur Township School for Excellence (5177A)
5275 Kentucky Ave
Indianapolis, IN 46221-3616

Food Service Contact
Mrs. Caleigh Wildrick
Cafeteria Manager
(317) 856-0900

Month of Review: October 2022
Date of Onsite Review: November 30, 2022

No Findings during Site 5177A Review

Stephen Decatur Elementary School (5185)
5275 Kentucky Ave
Indianapolis, IN 46221-3616

Food Service Contact
Mrs. Rose Webb
Cafeteria Manager
(317) 241-0183

Month of Review: October 2022
Date of Onsite Review: November 30, 2022

Meal Components & Quantities - Stephen Decatur Elementary School (5185)

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.
As observed on the Day of Review, meals were counted as reimbursable under OVS when a meal was incomplete due to missing the minimum number of required meal components. While this was not due to a lack of understanding of OVS by staff, it was due to many other issues happening on the serving line making it hard for the cashier to monitor everything going on.

Corrective Action:
Consider placing a food service worker on each side of the serving line to ensure students have a reimbursable meal prior to reaching the cashier. Also, retrain staff and students that they may take up to two fruits and two vegetables with their meal. During the exit conference the food service director did indicate she would look into hiring an additional person for that site. Additional response is not required.

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