

SNP Administrative Review Findings

Delaware Christian Academy (K387)

Program Year 2018

Delaware Christian Academy (K387)
8400 E 400 N
Muncie, IN 47303-9207

Food Service Contact
Ms. Jessica R Jones
Food Service Director
(765) 256-1404

Executive Contact
Dr. Michael N Baur
Superintendent
(765) 760-3002

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2018

Commendations

- * The food service staff were very accommodating during the administrative review process.

General Program Compliance - Delaware Christian Academy (K387)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The wellness policy has not been updated since August 2015. A wellness assessment has not been completed.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: update wellness policy and complete an assessment.

Technical Assistance:

A technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool.

1402. SFA storage of commercial food products?

Finding 9000: Buy American

SFA does not take into consideration the required Buy American Provisions when making purchases with federal dollars.

Corrective Action:

Confirm that the Buy American Provision will be followed as a participant of the Child Nutrition Programs.

1501. Records retained for 3 years?

Finding 9152: SFA not retaining Program records for a minimum of 3 years.

The SFA is not retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.

Corrective Action:

Confirm that in the future all (except food temperature logs may be discarded every six months) Child Nutrition Program Records will be retained for the past three years plus the current operating year or until resolution of any audits.

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

Finding 9009: SFSP & SBP Outreach information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's SFSP & SBP Outreach procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Families are told verbally about breakfast and that SFSP site locations are on the IDOE website.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures identified from the Off-site Assessment Tool:

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures identified from the Off-site Assessment Tool:

SNP Administrative Review Findings

Delaware Christian Academy (K387)

Program Year 2018

Delaware Christian Academy (C223)
8400 E 400 N
Muncie, IN 47303-9207

Food Service Contact
Ms. Jessica Jones
Food Service Director
(765) 256-1404

Month of Review: January 2018

Date of Onsite Review: February 22, 2018

Meal Components & Quantities - Delaware Christian Academy (C223)

*403. DOR - two varieties of milk available, allowable substitutions?***Finding 9053: Milk variety not offered throughout serving period on Day of Review.**

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines.

Corrective Action:

Confirm that in the future at least two milk varieties will be offered during breakfast and lunch.

Technical Assistance:

The school was advised to add another type of milk to meal service line immediately.

*404. DOR - signage explaining reimbursable meal near/at beginning of service line?***Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Breakfast Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line.

Corrective Action:

Confirm that a sign is displayed for both breakfast and lunch meal services as required.

Technical Assistance:

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

*410. (A) Review period menus and production records - Quantities and meal pattern requirements met?***Finding 9000: Child Nutrition (CN) Labels and/or Product Formulation Statements**

Child Nutrition (CN) Labels and/or Product Formulation Statements are not being obtained for all applicable items.

Corrective Action:

Confirm that in the future Child Nutrition (CN) Labels and/or Product Formulation Statements will always be obtained when applicable.

Technical Assistance:

A technical assistance was provided regarding this finding.

*410. (B) Review period menus and production records - Quantities and meal pattern requirements met?***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. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

Corrective Action:

SFA will replace Tostitos chips with a whole grain rich product and also add a 1oz cheese stick to menu for the day the nachos and cheese are served to meet MMA requirements. No further action required.

Technical Assistance:

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

General Program Compliance - Delaware Christian Academy (C223)

*1408. Temperature logs available?***Finding 9149: Temperature logs unavailable for review.****Corrective Action:**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Confirm that in the future temperature logs will be maintained for all foods and cooling units.

Technical Assistance:

SFA was instructed to begin a temperature log spread sheet for the cooling units and begin completing the temperature log column on their production record.