

SNP Administrative Review Findings

Franklin Twp Comm School Corp (5310)

Program Year 2024

Franklin Twp Comm School Corp (5310)

6141 S Franklin Rd
Indianapolis, IN 46259-1320

Food Service Contact

Mrs. Betsey Willard
Child Nutrition Director
(317) 862-2411
betsey.willard@ftcsc.org

Executive Contact

Dr. Bruce Hibbard
Superintendent
(317) 862-2411
bruce.hibbard@ftcsc.org

No. of Sites / Reviewed: 11 / 3
Month of Review: October 2023

Commendations

- * The staff should be commended for:
 1. meeting all deadlines required for the Administrative Review.
 2. being eager to make the necessary modifications to meal service determined from the on-site review.
 3. having no violations related to meal counting or benefit issuance.

Technical Assistance

- * A share table is meant to allow students access to additional foods after they have finished their meal if they are still hungry. The SFA must ensure they are utilizing the share table for this purpose, and not for the sole purpose of food recovery to be directly donated to an outside organization. Foods used for breakfast and lunch are purchased with Child Nutrition funds; therefore, these foods should be utilized within the schools to the greatest extent before donating to an outside source.
- * The menu, as written, does not show meal pattern compliance. However, after observing three schools' meal service, it is apparent all schools meet the minimum requirements daily and weekly. The SFA must be mindful when writing menus to include all component requirements, including vegetable sub-groups.
- * Acton Elementary:
 1. Staff members assisting with breakfast must wash their hands before helping.
 2. Kitchen staff should be mindful of people walking freely into the food prep area. Anyone entering this area must be wearing a hair restraint.
 3. The food service line is confusing for younger students. The SFA should attempt to group like foods together on the serving line (entrees together, vegetables together, etc.) to help students select components more easily.

Verification - Franklin Twp Comm School Corp (5310)

207. SFA completed verification and verified applications on file match FNS-742.

Summary of Verification Reviewed for SBOA

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Standard

Number of applications on file as of October 1: 612

Number of applications selected for verification: 19

Number of additional applications verified for cause: 63

Number of applications with no response: 44

Number of applications with changes: 18

Number of verified applications reviewed by state agency staff during the review: 12

Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

Technical Assistance:

For more information on verification please go to: <https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/>



General Program Compliance - Franklin Twp Comm School Corp (5310)

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance - Outreach for Child Nutrition Programs

The SFA is reminded to fulfill outreach requirements for the School Breakfast Program and notification of OVS through other avenues other than Facebook. All households may not have access to Facebook. A better option to ensure all households receive notification would be through email.

SNP Administrative Review Findings

Franklin Twp Comm School Corp (5310)

Program Year 2024

Acton Elementary School (5201)

6141 S Franklin Rd
Indianapolis, IN 46259-1320

Food Service Contact

Ms. Heather Jackson
Child Nutrition Manager
(317) 862-6108

Month of Review: October 2023

Date of Onsite Review: November 2, 2023

Meal Components & Quantities - Acton Elementary School (5201)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9000: Production Records - Milk type

The type of milk available for each meal service was not tracked separately on production records.

Corrective Action:

The SFA must track milk by type to show at least two types of milk are available throughout meal service. **The SFA will submit one week of breakfast and lunch production records from Acton Elementary School that show compliance.**

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, one or more staff members did not demonstrate a clear understanding of OVS and its requirements. Students were forced to take an entree and not given the option to decline those components (grain and meat/meat alternate).

Corrective Action:

As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees.

Technical Assistance:

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

General Program Compliance - Acton Elementary School (5201)

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Open packages of food are not labeled and dated.

Corrective Action:

Staff must be mindful when taking foods from their original packaging. These foods must be properly labeled and dated to ensure food safety. The SFA corrected all violations while the SA was on-site. **If changes are continuously implemented as discussed with the SA, no further action is required.**

SNP Administrative Review Findings

Franklin Twp Comm School Corp (5310)

Program Year 2024

Bunker Hill Elementary School (5205) Food Service Contact
6141 S Franklin Rd Ms. Jamie Chandler
Indianapolis, IN 46259-1320 Child Nutrition Manager
(317) 787-3403

Month of Review: October 2023

Date of Onsite Review: November 21, 2023

Meal Components & Quantities - Bunker Hill Elementary School (5205)

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, one or more staff member(s) did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s). Students were required to select two 1/2c servings of fruit.

Corrective Action:

As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees.

Technical Assistance:

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

General Program Compliance - Bunker Hill Elementary School (5205)

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

One food item sold to students during the school day did not meet Smart Snacks standards. Product exceeded calorie allowance for a compliant Smart Snack item.

Corrective Action:

The SFA discontinued the sale of the non-compliant item. They have discussed the issue with all staff. **If changes are fully implemented as discussed while the SA was on-site, no further action is required.**

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: food temperatures not adequately monitored and recorded.

Corrective Action:

The SFA must train staff on their Food Safety Plan and ensure staff implement regulations in daily kitchen activities. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees.

SNP Administrative Review Findings

Franklin Twp Comm School Corp (5310)

Program Year 2024

Edgewood Intermediate School (5210) Food Service Contact

6141 S Franklin Rd
Indianapolis, IN 46259-1320

Mrs. Marilyn Nuttall
Child Nutrition Manager
(317) 862-2411

Month of Review: October 2023

Date of Onsite Review: November 27, 2023

Meal Components & Quantities - Edgewood Intermediate School (5210)

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Finding 9000: A la carte Beverages

Milk and a la carte beverages were observed in the same milk cooler. No beverage can compete with milk and must be stored separately.

Corrective Action:

Storage violations were corrected while the SA was on-site. **If continued implementation occurs, no further action is required.**

General Program Compliance - Edgewood Intermediate School (5210)

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods sold to students during the school day including a la carte foods sold during meal services do not meet Smart Snacks standards. These items include extra large and small condiments and salty snack items.

Corrective Action:

The SFA has discontinued the sale of these non-compliant items. All were removed for sale while the SA was on-site. **If changes continue to be implemented as discussed, no further action is required.**

Technical Assistance:

The SFA is reminded to always check compliance of a la carte items in the Healthier Generations Smart Snack Calculator before selling.

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor.

Corrective Action:

The storage violation was corrected while the SA was on-site. **No further action required.**