

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

Fort Wayne Community Schools (0235)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Dr. Rebecca Larson
Nutrition Services Director
(260) 467-2055
rebecca.larson@fwcs.k12.in.us

Executive Contact

Dr. Mark Daniel
Superintendent
(260) 467-2025
mark.daniel@fwcs.k12.in.us

No. of Sites / Reviewed: 57 / 15
Month of Review: February 2022

Commendations

- * Croninger Elementary: The kitchen space, though small, was very clean & well organized. All temperature and cleaning logs were current to date and easily accessible for review. Rebeca is the only food service staff member at the site & is a master at maneuvering the food carts out of the kitchen and into the hallway where students are served. The assistant principal, Louise, who assists Rebeca daily with counting reimbursable meals, fully understands program requirements & what constitutes a reimbursable meal. It was great to see a principal so involved with the meal service.
- * At St. Aloysius, the food service program is just one of many tasks that Sue is responsible for, and she does a great job prepping the food and ensuring the students are fed daily. The kitchen space was clean and organized.
- * Overall, every school reviewed kept a clean and well-organized kitchen. Items were dated and showed rotation of products. Each school had temperature and cleaning logs up to date and were actively taking temperatures during meal service.
- * Staff were encouraging students to be sure they had a complete reimbursable meal. At many of the schools, they greeted the students by name as they were served their entrée.
- * Central Office staff have reviewed each site and worked with staff members to correct procedures that were not being accurately followed during their on-site visit. This effort was evident on the day of our reviews with corrective action being followed as directed in their corrective action plan.

Technical Assistance

- * It is suggested that consideration be made for serving the food to elementary students using actual serving lines that are portable and can be moved around to accommodate the different uses of the multipurpose gym/cafeteria. Giving children exposure to meal service lines that display food they would see it in a normal retail cafeteria or as currently happens in the upper grades, affords them the opportunity to make choices within components, and encourages them to take foods that they are more likely to eat. While the current serving method meets the requirements if run appropriately by food service staff, it is unique in the presentation of food in a serving line. Children learn to make healthy choices at a young age; eating in the cafeteria should be a learning laboratory for good nutrition for a lifetime of wellbeing.

Certification and Benefit Issuance - Fort Wayne Community Schools (0235)

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

Finding 9000: 2022 Parent Letter/Instructions

During enrollment for school year 2022, the full Parent Letter/Instructions are not distributed with the Free and Reduced Application for Meals at non CEP schools. Currently, no Parent Letter/Instructions are being distributed. This issue was discussed in length on what procedure is to be in place for next school year. No further action is required.

126. *Certification: selected applications correctly approved*

Technical Assistance: Free and reduced greater benefit.

When determining free and reduced benefit for households, the SFA must always use the greater benefit, whether it be from an income application or from direct certification.

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

Meal Counting & Claiming - Fort Wayne Community Schools (0235)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 9000: Parochial Schools do not complete edit checks daily.

A monthly edit check is not being conducted at the Parochial schools.

Corrective Action:

Daily attendance is to be reported to Ft. Wayne Community Schools to accurately complete the edit check form. A procedure is to be written on how the Edit Check process will be completed. All parochial schools will become their own sponsors of USDA Child Nutrition Programs, therefore will no longer be sites under Ft. Wayne Community Schools; thus, no further action is required.

Technical Assistance:

Reviewer discussed with school staff and food service director the requirement of having the daily attendance information to complete the edit check.

314. SFA is following the approved SFA-SA agreement

Finding 9000: Parochial School lunch prices listed different than school price

St. Therese's 2022 site information sheet was approved for charging \$2.90 for a paid lunch. They are only charging \$2.00.

Corrective Action:

The prices charged for student meals are to be corrected. Documentation that this has been adjusted was shown to the field specialist. No further action is required.

Resource Management Comprehensive Review - Fort Wayne Community Schools (0235)

752. Limitation on Net Cash Resources

Technical Assistance - Net Cash Resources

Staffing has been problematic throughout the pandemic. In order to ensure stability in the work force and to retain quality staff, consider using some of the excess funds to increase food service employee pay and benefits. Excess funds should be used for immediate program needs, especially where staffing is concerned.

As a reminder, the funds received for participation in USDA Child Nutrition Program may be used to purchase locally grown, and/or organic foods as the school corporation desires. Additionally, the USDA Foods that are offered as a part of program entitlement dollars are of the same quality as those that can be purchased through food brokers. How the school corporation chooses to make food purchases is left entirely up to the local staff as long as the planned menus meet meal pattern requirements.

753. Internal Controls

Technical Assistance: Standard Operating Procedures

Standard operating procedures should include procedures for documenting and discarding leftover foods; disposal of non-usable foods; and procedures for tasks required by trained food service staff, especially for meal counting and claiming.

755. Allowable Costs

Technical Assistance: Policy for the collection of adult meal charges

It is suggested that if allowing adults to charge meals, a procedure/policy is written to outline the process for limiting the charges to a reasonable amount, and the procedure for collecting the debt, especially in situations where the employee leaves the corporation. All debt that is considered unrecoverable or bad debt must be restored using non-federal funds to the food service account regardless of the food service fund balance.

SNP Administrative Review Findings
*Program Year 2022***Fort Wayne Community Schools (0235)***770. Correct Rate/Base Calculation***Technical Assistance: Indirect Cost**

The indirect cost that was applied to the food service balance was less than allowable and was negotiated to be \$300,000. It is important that documentation for the lower charge be put in writing that this is not a loan and at no time in the future will there be an attempt to recover any additional amount from the food service account.

General Program Compliance - Fort Wayne Community Schools (0235)*808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements***Finding 9000: Civil Rights Training**

Documentation not available showing Civil Rights training was completed by all staff members.

Corrective Action:

Assess current staff and determine who has not completed Civil Rights Training. Documentation of training completion is to be sent to Field Specialist. An updated copy was provided to Field Specialist on March 30th thus no further action is required.

Technical Assistance:

Reviewer discussed with Food Service Director the importance of all new staff members receiving Civil Rights training.

*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: Wellness Policy Updates**

With the onset of new food service program leadership, it would be advisable to review the local wellness policy and update it using the most updated template which includes all the requirements. The State Agency Wellness Policy webpage has all the resources needed to ensure compliance, found here: <https://www.in.gov/doe/nutrition/wellness-policies/>

While the triennial assessment has been waived for this school year, the requirements for addressing what elements are required should be addressed to ensure it includes all the required components using this guide: <https://www.in.gov/doe/files/minimum-requirements.pdf>

*1214. School Nutrition Programs Director met/will meet annual training requirements***Technical Assistance: Annual Training**

Reviewer discussed with Food Service Director and Dietitians the importance of staff completing the required training annually. The Food Service Director will need to complete 12 hours annually, Managers 10 hours annually, Food Service Staff who work 20 or more hours a week need 6 hours of annual training and staff who work less than 20 hours a week need 4 hours of training. All staff members need to complete Civil Rights and Offer Versus Serve Training.

*1217. SFA's process and frequency for tracking training hours is sufficient***Technical Assistance: Professional Standards Tracker**

Reviewer discussed with staff that they establish a process and a tool to track professional standards for each employee. Assign a central office staff to record trainings using the sign in sheets. It is suggested this be kept at the corporation level to track the hours of employees who may move to other schools throughout the year.

*1403. Review of agricultural food components indicates violations of the Buy American provision***Technical Assistance:**

Reviewer discussed with Food Service Director the importance of purchasing products from the United States. Documentation is to be available showing price point reason or non-availability in the U.S.



SNP Administrative Review Findings
Program Year 2022

Fort Wayne Community Schools (0235)

Arlington Elementary (0275)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Pam Cole
Cafeteria Manager-Satellite Operation
Elementary
(260) 467-6038

Month of Review: February 2022

Date of Onsite Review: March 16, 2022

Meal Components & Quantities - Arlington Elementary (0275)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Technical Assistance: Offer Versus Serve Training

The SFA is reminded to conduct OVS training with anyone responsible for identifying a reimbursable meal. All teachers/lunchroom attendants that assist as a cashier must be trained in program requirements related to their specific job duties.

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

Ascension Lutheran School (A248)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Colleen Daily
office secretary
(260) 486-2226

Month of Review: February 2022

Date of Onsite Review: March 2, 2022

General Program Compliance - Ascension Lutheran School (A248)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9000: Technical Assistance

The reviewer discussed with dietitian and school manager the importance of having a complete Food Safety Plan on premise.

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

Croninger Elementary (0154)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Rebeca Lambert
Cafeteria Manager-Satellite Operation
Elementary
(260) 467-6058

Month of Review: February 2022

Date of Onsite Review: March 15, 2022

General Program Compliance - Croninger Elementary (0154)

1404. A copy of the written food safety plan is site-specific and available on-site

Technical Assistance: Food Safety Plan

Food Safety Plan should include a list of employees and equipment.

SNP Administrative Review Findings**Fort Wayne Community Schools (0235)****Program Year 2022****Levan Scott Elementary School (0249) Food Service Contact**

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Ebony Norris
Cafeteria Manager-Satellite Operation
Elementary
(260) 467-8053

Month of Review: February 2022

Other Federal Programs - Levan Scott Elementary School (0249)

1901. *FFVP: Cost documentation support the school's reimbursement claim? Enter data.*

Technical Assistance: FFVP claim

After reviewing documentation in detail, Ft Wayne needs to revamp their FFVP claim process. Labor documentation was partially completed, invoices and excel spreadsheets didn't always match, it was difficult to determine servings sizes, delivery charges were very high for the service, etc. We will be reaching out to the FFVP coordinator to develop a plan to begin claiming per case/per school instead of per item starting in Program Year 2023. Additionally, we ask that Ft. Wayne re-evaluate all of the operational and administrative costs and assigning more checks and balances into claiming processes to ensure program accuracy and integrity.

1902. *FFVP: Documentation for allowable costs? Enter data.*

Technical Assistance: FFVP daily charges.

Some of the daily charges (such as washing fruits/vegetables) are based on data calculated several years ago. It is recommended that since there is a new director and likely new procedures depending upon the availability of products that these numbers be reviewed and recalculated using current work study methods.

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

Memorial Park Middle School (0127)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Gustavo Rodriguez
Cafeteria Manager
(260) 467-5285

Month of Review: February 2022

Date of Onsite Review: March 15, 2022

Meal Components & Quantities - Memorial Park Middle School (0127)

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 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s). Breakfast cart did not have signage explaining offer versus serve.

Corrective Action:

Signage is needed at breakfast posted either on the wall or carts used to serve breakfast. The sign needs to show the requirements for offer versus serve. A picture showing this correction has been made available for the Field Specialist. No further action is required.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Discussed with manager and central office staff the importance of signage being posted near the serving area.

501. Cafeteria staff have been trained on OVS

Technical Assistance: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

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

General Program Compliance - Memorial Park Middle School (0127)

1404. A copy of the written food safety plan is site-specific and available on-site

Technical Assistance: Update Food Safety Plan

Food Safety Plan is not written for specific school. The plan is missing the list of staff members and equipment on site.

SNP Administrative Review Findings**Fort Wayne Community Schools (0235)****Program Year 2022****Northcrest Elementary (0217)**

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Zejna Golic
Cafeteria Manager-Satellite Operation
Elementary
(260) 467-5471

Month of Review: February 2022

Other Federal Programs - Northcrest Elementary (0217)

1901. FFVP: Cost documentation support the school's reimbursement claim? Enter data.

Technical Assistance:

After reviewing documentation in detail, Ft Wayne needs to revamp their FFVP claim process. Labor documentation was partially completed, invoices and excel spreadsheets didn't always match, it was difficult to determine servings sizes, delivery charges were very high for the service, etc. We will be reaching out to the FFVP coordinator to develop a plan to begin claiming per case/per school instead of per item starting in Program Year 2023. Additionally, we ask that Ft. Wayne re-evaluate all of the operational and administrative costs and assigning more checks and balances into claiming processes to ensure program accuracy and integrity.

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

**Queen of Angels Catholic School
(A135)**

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Ms. Christy Etter
office secretary
(260) 483-8241

Month of Review: February 2022

Date of Onsite Review: March 14, 2022

Meal Counting & Claiming - Queen of Angels Catholic School (A135)

320. Day of Review- meal count totals by category are combined and recorded correctly

Finding 9000: Meal service start time

Lunch service started prior to the start time - 38 meals were served before SA arrived.

Corrective Action:

You must adjust your meal service times in CNPWeb to accurately reflect your current operations. This was discussed with Food Service Director and changes were made; thus, no further action is required.

Meal Components & Quantities - Queen of Angels Catholic School (A135)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance - Production Record Keeping

Production Records are required to include the serving size of each item served daily. Your production record must be updated to include a field for serving size.

General Program Compliance - Queen of Angels Catholic School (A135)

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

Most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

SFA corrected the issue on the day of review and no further action is required.



SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

R. Nelson Snider High School (0102)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Wendy Polderman
Cafeteria Manager
(260) 467-4653

Month of Review: February 2022

Date of Onsite Review: March 16, 2022

No Findings during Site 0102 Review

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

St Aloysius Catholic School (A270)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Sue Frauenfelder
office secretary
(260) 622-7151

Month of Review: February 2022

Date of Onsite Review: March 14, 2022

General Program Compliance - St Aloysius Catholic School (A270)

1404. A copy of the written food safety plan is site-specific and available on-site

Technical Assistance: Food Safety Plan

Food Safety Plan should include a list of employees and equipment.



SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

**St John the Baptist Catholic School
(A150)**

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Kris Lehner
Nutrition Facilitator
(260) 456-3321

Month of Review: February 2022

Date of Onsite Review: March 3, 2022

Meal Components & Quantities - St John the Baptist Catholic School (A150)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance: Production record completion

Reviewer discussed with dietician that Production Records are required to include the serving size of each item served daily. Your production record must be updated to include a field for serving size.

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

St Jude Catholic School (A160)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Melissa Smith
Nutrition Facilitator
(260) 484-4611

Month of Review: February 2022

Date of Onsite Review: March 14, 2022

Meal Counting & Claiming - St Jude Catholic School (A160)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. Staff member adds 8 paid student meal counts at the end of the day to the meal count sheet for children of staff members whose meals are paid by the school.

Corrective Action:

Meals must be claimed at the point of service at their meal status. A written process showing how worker student meals are being claimed and paid is to be emailed to Field Specialist. Students who do not order and receive a meal need to be documented in the point-of-sale reports. This school will no longer be a site under Ft. Wayne Community Schools for meal service thus, no further action is required by Ft. Wayne Community Schools.

Technical Assistance:

The Reviewer discussed with Principal, kitchen staff and dietician the importance of recording the student meals in the point-of-sale program and not adding meals on at the end of meal service.

320. Day of Review- meal count totals by category are combined and recorded correctly

Finding 9068: Meal count totals by category not combined and recorded correctly.

As observed on the Day of Review, meal count totals by category obtained from each point of service are not combined accurately for the total meal count by category for the school. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

The school point of sale system is to be updated to accurately record all the student meals served under each student's meal benefit. This school will no longer be a site under Ft. Wayne Community Schools; thus, no further action is required by Ft. Wayne Community Schools.

Technical Assistance:

The reviewer discussed this issue with the principal and food service worker explaining that they cannot add additional meals served on to the meal count sheet. Each student needs to be recorded correctly under their meal benefit.

Meal Components & Quantities - St Jude Catholic School (A160)

501. Cafeteria staff have been trained on OVS

Technical Assistance: No documentation of offer versus serve training completed.

Reviewer discussed with kitchen staff the importance of documenting training.

SNP Administrative Review Findings
Program Year 2022

Fort Wayne Community Schools (0235)

General Program Compliance - St Jude Catholic School (A160)

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.

A food safety plan was not available on site to review.

Corrective Action:

The food safety plan is to be available at the school and staff trained on how to use the plan. This site will no longer be a part of Ft. Wayne Community Schools; thus, no further action is required by Ft. Wayne Community Schools.

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9000: Most recent food safety inspection report not posted.

The most recent food safety report was not posted.

Corrective Action:

Staff corrected on site. No further action required.

Technical Assistance:

Reviewer discussed with the school staff that the most recent food safety report-Board of Health Inspection is to be posted in a visible site for students and parents to be aware of the condition of the facility.

SNP Administrative Review Findings**Fort Wayne Community Schools (0235)****Program Year 2022****St. Joe Central Elementary (0233)**

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Colleen Letner
Nutrition Facilitator
(260) 467-6117

Month of Review: February 2022

Date of Onsite Review: March 15, 2022

Meal Components & Quantities - St. Joe Central Elementary (0233)

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

Technical Assistance - Meal Signage

The site had the required meal signage posted; however, it was well behind the meal service line. The students only see this after they go through the meal service line. The state agency is requesting that you post your signage before the meal service line starts.

501. Cafeteria staff have been trained on OVS

Technical Assistance: Offer Versus Serve

The manager at St. Joe elementary would allow students to grab several grain items but they were only limited to one fruit option. During the day of review, students could grab the Pizza Boli, a dinner roll, and a cookie; of their two fruit options, they were only allowed to grab one of them.

SNP Administrative Review Findings

Fort Wayne Community Schools (0235)

Program Year 2022

St. Therese Catholic School (A175)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Elda Oberley
office secretary
(260) 747-2343

Month of Review: February 2022

Date of Onsite Review: March 14, 2022

General Program Compliance - St. Therese Catholic School (A175)

1404. A copy of the written food safety plan is site-specific and available on-site

Technical Assistance: A copy of the written food safety plan was not available at the reviewed school.

Even though no plan was onsite, the food service staff were following correct procedures.

SNP Administrative Review Findings**Fort Wayne Community Schools (0235)****Program Year 2022****Wayne High School (0177)**

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Stephanie Ryan
Cafeteria Manager
(260) 467-6420

Month of Review: February 2022

Date of Onsite Review: March 15, 2022

Meal Components & Quantities - Wayne High School (0177)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance: All components available throughout complete meal service.

A technical assistance was conducted regarding having all food items available for all students throughout the entire meal service. On the day of review, one serving line ran short on the macaroni and cheese entrée. This food server on this serving line was not going to replenish this entrée from another serving line. She was just not going to offer this entrée to her approximately 10-15 students. They were to choose from one of the remaining entrees. Once this was brought to the food service manager's attention, it was corrected immediately, and the mac and cheese was offer to all students.

SNP Administrative Review Findings**Fort Wayne Community Schools (0235)****Program Year 2022****Waynedale Elementary (0273)**

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Deosha Sanchez
Nutrition Facilitator
(260) 467-8844

Month of Review: February 2022

Date of Onsite Review: March 30, 2022

Other Federal Programs - Waynedale Elementary (0273)

1901. FFVP: Cost documentation support the school's reimbursement claim? Enter data.

Technical Assistance:

After reviewing documentation in detail, Ft Wayne needs to revamp their FFVP claim process. Labor documentation was partially completed, invoices and excel spreadsheets didn't always match, it was difficult to determine servings sizes, delivery charges were very high for the service, etc. We will be reaching out to the FFVP coordinator to develop a plan to begin claiming per case/per school instead of per item starting in Program Year 2023. Additionally, we ask that Ft. Wayne re-evaluate all of the operational and administrative costs and assigning more checks and balances into claiming processes to ensure program accuracy and integrity.