

**SNP Administrative Review Findings****Gary Community School Corporation (4690)****Program Year 2024****Gary Community School Corporation (4690)**

900 Gerry Street  
Gary, IN 46406-2010

**Food Service Contact**

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No. of Sites / Reviewed: 10 / 2  
Month of Review: November 2023

**Commendations**

- \* - Staff were willing to work with reviewers to immediately correct some issues when noted during the on-site review.
- The foodservice staff interacted with the children and took pride in serving their students and teachers.

**Meal Counting & Claiming - Gary Community School Corporation (4690)**

316. *Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA*

**Finding 9051: SFA's Review Period claim not validated.**

There are differences between the SFA's Review Period claim and the State agency's validated counts for lunch and/or breakfast by category for one or more schools for the review period. Meal participation was extremely high compared to the day of the onsite review and some meal counts appear questionable.

**Corrective Action:**

**The SFA is required to complete edit checks for one month and provide the results to the state agency. After reviewing the edit checks, the state agency may assess additional fiscal action. Fiscal action will be addressed in the closure letter.**

**Resource Management Comprehensive Review - Gary Community School Corporation (4690)**

750. *Year End Available Balance*

**Finding 9000: Annual Financial Report**

The SFA's Annual Financial Report was not completed correctly. Only revenues and expenses accrued by the food service management company (FSMC) were documented on the AFR. The AFR should be a full account of financial activity within the food service account. SFAs operating with a FSMC should not disclose the food service account balances with FSMC staff.

**Corrective Action:**

**The SFA is required to complete their AFR again using the correct figures provided during a technical assistant meeting by the field specialist.**

766. *Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio*

**Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio**

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

**Corrective Action:**

**The SFA must assess compliance with the revenue from non-program foods. As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.**

**Technical Assistance:**

The non-program food revenue tool to utilize for a reference period can be found at the following link: <https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRYQB/edit#gid=1454493429>. Additional guidance can be found at the following link: [https://www.in.gov/doe/nutrition/financial-management/#Revenue\\_from\\_Non\\_Program\\_Foods](https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods).

**General Program Compliance - Gary Community School Corporation (4690)**

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

**Finding 10140: Wellness Policy Review and Update**

The following findings were noted regarding the review and update of the local school wellness policy:

- The review and update of the local school wellness policy did not occur as required.
- The review and update of the local school wellness policy did not include stakeholders.
- Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.
- The results of the most recent assessment of the local school wellness policy is not available to the public.

**Corrective Action:**

As corrective action the following must occur:

- LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment must be submitted to the State Agency.
- The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.
- Provide proof that the results of the most recent assessment have been communicated to the public.

**Technical Assistance:**

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1400. The written food safety plan contains required elements and a copy is available at each school

**Finding 9143: A copy of the written food safety plan is not available at each school.**

A copy of the written food safety plan is not available at each school.

**Corrective Action:**

A copy of the food safety plan must be at every school operating NSLP and SBP. Please create a food safety plan and provide a copy to the State Agency for corrective Action.

**SNP Administrative Review Findings**  
*Program Year 2024*

**Gary Community School Corporation (4690)**

**Frankie Woods-McCullough Academy for Girls (4086)**

900 Gerry Street  
Gary, IN 46406-2010

**Food Service Contact**

Mrs. Mavis Snelson  
Deputy Manager  
(219) 886-5446

Month of Review: November 2023

Date of Onsite Review: December 11, 2023

**Meal Counting & Claiming - Frankie Woods-McCullough Academy for Girls (4086)**

*321. Review Period meal counts are reasonable compared to Day of Review meal counts*

**Finding 9069: Day of Review meal counts not reasonable compared to Review Period meal counts.**

The NSLP and SBP meals by category reported by the school for each serving day of the review period were compared to meal counts by category reported by the school on the Day of Review. Unreasonable shifts occurred in the counts by category from the review month to the day of review. The school's explanation does not describe an acceptable meal count system. 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 SFA is required to perform an edit check for McCullough and all other sites as is required per USDA each month you submit a claim. Provide a completed edit check for one month as corrective action.**

**Technical Assistance:**

Link to sample edit check and instructions - <https://www.in.gov/doe/files/Edit-Check-Daily-Meal-Counts.pdf>

*323. Review Period- daily lunch counts by category do not exceed the number of attendance-adjusted eligible students by category*

**Finding 9072: Meal counts exceeded number of attendance adjusted eligible students on 50% or more of the Review Period serving days .**

The number of free, reduced price, or paid lunch counts reported by the school on 50% or more of the serving days in the review period exceeded the number of attendance-adjusted free, reduced-price, or paid eligible students. According to records provided by a Gary Comm Schools employee, the enrollment of McCullough is 451 students. During lunch at McCullough, the number of meals served was at or above 97% of enrollment for the month of November.

**Corrective Action:**

**The SFA is required to complete an edit check for one month and provide this to the state agency. The state agency will review the edit check and assess any fiscal action, if any, when completed.**

**Technical Assistance:**

Link to sample edit check and instructions - <https://www.in.gov/doe/files/Edit-Check-Daily-Meal-Counts.pdf>

**Meal Components & Quantities - Frankie Woods-McCullough Academy for Girls (4086)**

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

**Finding 9081: Review of Productions records expanded to the entire Review Period.**

Based on a review of production records and other supporting food crediting documentation for the entire Review Period, some meals served during the Review Period did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Review Period meals missing required meal components: On the following days, the production record shows the vegetable subgroup was short of the required portion: 11/6, 11/10, 11/27, and 11/28/2023. This totaled 1,748 meals, all of which are considered non-reimbursable.

**Corrective Action:**

**Meals not meeting the required meal pattern are disallowed. The disallowance will be addressed in the closure letter. Provide proof of meal pattern training, updated menus & completed production records, to confirm there is clear understanding of meal pattern compliance.**

**Technical Assistance:**

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

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

**Finding 9077: School did not comply with planned menu for the Review Period**

One week of planned menus from the Review Period were compared to production records for the same week. The school substituted some items on the planned menus. While substitutions are allowed, the daily meal pattern minimums and maximums for each meal service line, menu type, and age/grade group were not met for one or more of the substituted menus. There were several days during the month of review where substitutions occurred resulting in the meal pattern not being met. These issues are noted in finding number 409.

**Corrective Action:**

**The state agency and SFA have discussed that any substitutions must meet the meal pattern. If SFA provides CA For finding 409, no further action is necessary.**

**Technical Assistance:**

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

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 cashiers 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.

**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.

**SNP Administrative Review Findings**

**Gary Community School Corporation (4690)**

**Program Year 2024**

501. Cafeteria staff have been trained on OVS

**Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.**

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

**Corrective Action:**

Staff is required to take OVS training and provide documentation to the State Agency.

**Technical Assistance:**

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

901. On-site monitoring review(s) were completed prior to February 1

**Technical Assistance - Site Monitoring**

The SFA has not monitored any of the sites yet. Be sure to monitor each site for lunch and half of your sites for breakfast service. While the site monitoring is not due until February 1 of each program year, self-monitoring should be done early in the school year to ensure ongoing compliance is demonstrated by staff.

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 copy of the written food safety plan was not available at the reviewed school.

**Corrective Action:**

After the food safety plan has been updated, please create a site-specific copy and place it in each of the school kitchens. The SFA must complete the food safety plan and provide a copy to the state agency.

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. Garbage cans were not placed near handwashing sinks.

**Corrective Action:**

The handwashing sink must have a garbage can near it to dispose of paper towels. The manager corrected this on site and no further action is necessary.

**SNP Administrative Review Findings****Gary Community School Corporation (4690)****Program Year 2024****Glen Park Academy for Excellence in Learning (4155)**

900 Gerry Street  
Gary, IN 46406-2010

**Food Service Contact**

Mrs. Mavis Snelson  
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(219) 886-5446

Month of Review: November 2023

Date of Onsite Review: December 12, 2023

**Other Federal Programs - Glen Park Academy for Excellence in Learning (4155)****6. Day of review Menu, Meal Patterns, Production records.****Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.**

Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. During the review month, there were four days where the snack meal pattern was not met.

**Corrective Action:**

**Meals served with insufficient fruit component will be disallowed. Provide the state agency with an updated snack cycle menu as corrective action.**

**Technical Assistance:**

Please find our After School Snack meal pattern documents useful when updating your menu - <https://www.in.gov/doe/nutrition/after-school-snack-program/>

**7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?****Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.**

The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

**Corrective Action:**

**The SFA must monitor the After School Snack Program and provide the completed monitoring form to the state agency for corrective action.**

**Meal Components & Quantities - Glen Park Academy for Excellence in Learning (4155)****400. Day of Review- all required meal components were available to all students during the entire meal service****Technical Assistance - Leftover meals**

During the onsite visit, Glen Park had around 100 leftover cheeseburgers. From their meal counts, the school served 525 reimbursable meals. Glen Park shows a current enrollment of 595 students. Production for reimbursable meals should not be over the total enrollment of your school. Additionally, if production records were used appropriately, food service staff would be able to forecast meals more accurately instead of having such large amounts of food waste.

**SNP Administrative Review Findings**  
*Program Year 2024*

**Gary Community School Corporation (4690)**

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

**Finding 9081: Review of Productions records expanded to the entire Review Period.**

Based on a review of production records and other supporting food crediting documentation for the entire Review Period, some meals served during the Review Period did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Review Period meals missing required meal components: On 11/9/2023, there was only 1/2 cup of vegetable offered - 511 meals will be disallowed. On 11/14/2023, there was only 1/2 cup of vegetable offered - 452 meals will be disallowed.

**Corrective Action:**

**A total of 963 lunch meals are considered non-reimbursable and will be disallowed. Fiscal action will be calculated and included in the closure letter. Provide corrective action to address how meal pattern requirements will be met daily.**

**Technical Assistance:**

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

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

**Finding 10139: Production Records**

The following issues were noted with production records: production records were incomplete. Production records appear to be filled out as if the school is not operating OVS, but they are. Additionally, there are never any leftover meals recorded. As seen on review by State Agency, there are leftover meals, and they must be recorded on the production record.

**Corrective Action:**

**As corrective action, completed breakfast and lunch production records for one week must be submitted to the State Agency.**

**General Program Compliance - Glen Park Academy for Excellence in Learning (4155)**

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 copy of the written food safety plan was not available at the reviewed school.

**Corrective Action:**

**After the food safety plan has been updated, please create a site-specific copy and place it in each of the school kitchens. The SFA must complete the food safety plan and provide a copy to the state agency.**

1405. *Two food safety inspections are received each school year from the local health department*

**Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested.**

The school did not provide two food safety inspection reports for the current school year and no documentation was available to substantiate the SFA has requested two food safety inspections for the current year.

**Corrective Action:**

**A representative from the FSMC contacted the health department on 12/11/2023 to request visits at each of their schools. This is sufficient and no further action is necessary at this time. However, the SFA is reminded that written annual notification to the health department is required going forward.**



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:**

**A representative from the FSMC placed the most recent food safety inspection in a public area on the day of review. This is sufficient and no further action is necessary.**

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. Evidence of pests was observed as there was rodent droppings in the dry storage area.

**Corrective Action:**

**The dry storage unit is to be cleaned as soon as possible. A representative from the FSMC has contacted janitorial services to address the issues.**

**Additionally, pest control specialists were on site the following date, 12/12/2023. This is sufficient and no further action is necessary as long as this situation continues to be monitored and preventive efforts are taken.**

1411. *Review of agricultural food components indicates violations of the Buy American provision*

**Finding 9000: Buy American Provision**

There were grape tomatoes that were a product of Mexico.

**Corrective Action:**

**Representatives from the SFA communicated with their procurement department and distributors on the day of review. They let them know that products from other countries are not to be purchased or provided to them. This is sufficient and no further action is necessary.**