

## SNP Administrative Review Findings

Hamilton County Juvenile Services Center  
(K322)*Program Year 2023***Hamilton County Juvenile Services Center  
(K322)**

18106 Cumberland Rd  
Noblesville, IN 46060-1624

**Food Service Contact**

Cindy Girtman  
FSD  
(317) 776-2474  
cindy.girtman@hamiltoncounty.in.gov

**Executive Contact**

Kija Ireland  
Director  
(317) 776-2191  
kija.ireland@hamiltoncounty.in.gov

No. of Sites / Reviewed: 1 / 1

Month of Review: April 2023

**Meal Counting & Claiming - Hamilton County Juvenile Services Center (K322)**

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

**Technical Assistance: Meal Count Sheets & Staff Signatures**

Please ensure that the HCJSC officers responsible for passing out the meals to juvenile residents sign & date the daily breakfast & lunch meal count sheets after meals have been marked off.

**General Program Compliance - Hamilton County Juvenile Services Center (K322)**

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 Triennial Assessment**

Sponsor was reminded of the Triennial Assessment requirement & provided the following template:

<https://www.in.gov/doe/files/triennial-assessment-template.pdf>

1214. *School Nutrition Programs Director met/will meet annual training requirements*

**Technical Assistance: Professional Development Training Hours**

The FSD was reminded that the director needs 12 hours of professional development annually. In addition, food service staff working 20 hours per week or more need 6 hours annually, while those working less than 20 hours per week need 4 hours annually. Please review the resource below for reference.

Training Requirements:

<https://docs.google.com/document/d/1Ho8j7bMBtNtYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

1219. *Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

**Technical Assistance: Annual Training for HCJSC Staff/Officers with School Nutrition Program Duties**

The FSD, Dir. of Juvenile Center, and Admin. Manager were reminded that all HCJSC staff & officers with School Nutrition Program duties should receive annual training to ensure staff are knowledgeable about key aspects of the School Nutrition Programs and the duties of their position.

The following template can be used to track annual training for these individuals:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

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Hamilton County Juvenile Services Center  
(K322)

Program Year 2023

Hamilton County Juvenile Services  
Center (Z322)

18106 Cumberland Rd  
Noblesville, IN 46060-1624

Food Service Contact

Ms. Cindy Girtman  
Food Service Manager  
(317) 773-1872

Month of Review: April 2023

Date of Onsite Review: May 31, 2023

Meal Components & Quantities - Hamilton County Juvenile Services Center (Z322)

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

**Finding 9002: Meal components missing on Day of Review.**

As observed on the Day of Review, required meal components were not available on every reimbursable meal service line to all participating students. At lunch, there was no grain component planned or offered.

**Corrective Action:**

The menu was updated for the remainder of the week to ensure at least 2 oz eq grain is planned and served daily at lunch. No further corrective action is needed.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

**Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review: the minimum fruit serving size of 1 cup was not met.

**Corrective Action:**

The menu was updated for the remainder of the week to ensure at least 1 cup of fruit is planned and served daily at lunch. No further corrective action is needed.

410. Review Period- planned menu quantities meet the meal pattern requirements

**Technical Assistance: Menu Crediting Documentation**

Technical assistance was provided to FSD to help ensure the proper crediting documentation is maintained, including CN labels, Product Formulation Statements (PFS), and whole grain nutrition facts/ingredients lists (if no CN or PFS).

410. Review Period- planned menu quantities meet the meal pattern requirements

**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. Only 1/2 c fruit was planned at breakfast; only 1/2 c fruit was planned at lunch; only 1.5 grain eq was planned for Thursday lunch. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

***Program Year 2023*****Corrective Action:**

The meal patterns for breakfast and lunch were reviewed with the Food Service Director. As corrective action, please submit an updated 3-week cycle menu to field specialist for review.

**Technical Assistance:**

7 Day Breakfast Meal Pattern: <https://docs.google.com/document/d/16JUFn78IGU1VOozrjcKlwTrCpsl6rkG9ZOJg39aky-s/edit>

7 Day Lunch Meal Pattern: [https://docs.google.com/document/d/1nu9Rm4QG\\_PNdZqa6ROG-bPweYoHWemyvINOMjirZ3yk/edit](https://docs.google.com/document/d/1nu9Rm4QG_PNdZqa6ROG-bPweYoHWemyvINOMjirZ3yk/edit)

**General Program Compliance - Hamilton County Juvenile Services Center (Z322)**

*1300. Potable water is free and available to all students during lunch and breakfast*

**Finding 9164: Free potable water is not available to all students for lunch in each location where lunches are served during the meal service.**

Water was not available in the common eating area at lunch.

**Corrective Action:**

The location of the potable water must be in the meal service area or immediately adjacent to the meal service area. Options for meeting the water requirement during lunch were discussed with the FSD, Dir. of Juvenile Center, and Admin Manager. No further corrective action is needed.