

SNP Administrative Review Findings

Hamilton Southeastern Schools (3005)

Program Year 2022

Hamilton Southeastern Schools (3005)

13485 Cumberland Road
Fishers, IN 46038-3602

Food Service Contact

Ms. Eva Lutz
Assistant Director of Food Services
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elutz@hse.k12.in.us

Executive Contact

Dr. Yvonne Stokes
Superintendent
(317) 594-4100
ystokes@hse.k12.in.us

No. of Sites / Reviewed: 23 / 4

Month of Review: March 2022

Commendations

- * At the time of the administrative review, the Food Service Director was transitioning to a new position/leaving the district. The Assistant Food Service Director, Eva, did a great job handling all review tasks and provided additional review documentation in a timely manner. Her positive attitude and willingness to jump into the role of "interim director" is to be commended.
- * All kitchens observed were very clean and organized.

Technical Assistance

- * Discussed the need for updated And Justice for All Posters at Fall Creek Intermediate and Southeastern Elementary. Assistant FSD will ensure all schools in the district have the most updated poster as well.
- * The serving size for milk that is listed on all production records across the district is 3/4 c; however, all schools serve milk in half pint cartons, which is a 1 cup (8 oz) serving size. Production records will be updated to reflect the correct serving size.

General Program Compliance - Hamilton Southeastern Schools (3005)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9008: Civil Rights 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 Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: the HSE corporation's non-discrimination/anti-harassment procedure does not address the USDA's specific requirements related to Child Nutrition Programs.

Corrective Action:

Technical assistance was provided to the Assistant FSD & CFO to address deficiencies in the SFA's Civil Rights complaint procedure to ensure it meets the Child Nutrition Programs requirements. It was agreed that the procedure would be updated immediately. No further corrective action needed.

Technical Assistance:

School Nutrition Programs Civil Rights Webpage:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

Complaint Procedure template:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

Complaint Log: <https://www.in.gov/doe/files/civil-rights-compliant-log-revised-12019.pdf>

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

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. Deficiencies found on-site: the overall wellness policy is very brief and does not contain all required components; the outgoing FSD is the only individual listed as a member of the Wellness Committee.

SNP Administrative Review Findings**Hamilton Southeastern Schools (3005)****Program Year 2022****Corrective Action:**

Technical assistance was provided to the Assistant FSD & CFO to address the deficiencies in the SFA's Wellness Policy. It was agreed that a Wellness Committee would be assembled during SY 2022-2023 and will meet at least once to review and update the current policy before the end of the school year. No further corrective action needed.

Technical Assistance:

School Nutrition Programs Wellness Policy webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Wellness Policy Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

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

1216. *School Nutrition Programs staff met/will meet annual training requirements*

Technical Assistance: USDA Professional Standards and Job Specific Training**Technical Assistance:**

Food Service staff training should include job-specific topics that focus on the day-to-day management and operation of the school nutrition program. While the school district might require additional training related to DOE testing security, ALICE protocols, etc., it should not be used to meet the USDA's professional standards training requirements. The food service staff professional standards trainings should be focused toward individual job responsibilities within food service.

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

Technical Assistance: Food Safety Plan Standard Operating Procedures**Technical Assistance:**

The list of standard operating procedures (SOPs) included in the food safety plan is very short and does not address as many SOPs as would be expected in the school setting. The resources below were discussed with the Assistant FSD.

School Nutrition Programs Food Safety webpage: <https://www.in.gov/doe/nutrition/food-safety/>

Food Safety Plan template: <https://iastate.app.box.com/s/vcs46ct6wczzfmrmsa67g8tj1s8ox70m>

SNP Administrative Review Findings

Hamilton Southeastern Schools (3005)

Program Year 2022

Fall Creek Intermediate School (2485) Food Service Contact
13485 Cumberland Road
Fishers, IN 46038-3602
Mrs. Tammie Hake
Cafeteria Manager
(317) 915-4220

Month of Review: March 2022
Date of Onsite Review: April 26, 2022

Meal Counting & Claiming - Fall Creek Intermediate School (2485)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. Monthly breakfast meal totals for Fall Creek Intermediate were inadvertently switched with the monthly breakfast meal totals for Fishers Elementary 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 claim consolidation error was discussed with the Assistant Food Service Director while onsite. To correct the error moving forward, the Assistant Food Service Director will review the monthly meal totals that have been compiled by the food service administrative assistant and compare to the actual meal count sheets to ensure accuracy before filing the monthly claim. No further corrective action needed.

Meal Components & Quantities - Fall Creek Intermediate School (2485)

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 Offer vs. Serve and its requirements at breakfast only. Where a student selected a reimbursable meal, the student was made to select an additional item(s).

Corrective Action:

The school was provided technical assistance during the onsite visit with the manager and cashiers. As corrective action, staff will be retrained on Offer vs. Serve prior to the new school year beginning. No further corrective action needed.

General Program Compliance - Fall Creek Intermediate School (2485)

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

Finding 9161: Beverages sold in the school do not meet Smart Snack requirements for the youngest age/grade group enrolled.

The school serves grades 5-6. Beverages sold in a school with mixed grades must meet the Smart Snacks standards for the youngest age/grade group enrolled. The school is not in compliance with this requirement, as the 8.4 oz IZZE sparkling juice cannot be sold to 5th grade students.

Corrective Action:

The sale of the IZZE sparkling juice to 5th graders was discontinued while the field specialist was onsite. Moving forward, the 5th grade students will not have access to or be allowed to purchase the product. The beverage will only be available to the 6th grade students. The Assistant Food Service Director acknowledged that she would monitor the school for continued Smart Snacks compliance. No further corrective action needed.

SNP Administrative Review Findings

Hamilton Southeastern Schools (3005)

Program Year 2022

Hamilton Southeastern Junior High
(2489)
13485 Cumberland Road
Fishers, IN 46038-3602

Food Service Contact
Mrs. Jaclyn Tolbert
Cafeteria Manager
(317) 594-4120

Month of Review: March 2022

Date of Onsite Review: April 25, 2022

Meal Components & Quantities - Hamilton Southeastern Junior High (2489)

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

Finding 9000: Daily Production Records

Some of the daily production records submitted for the menu certification week are incomplete or missing information (food items, servings, # servings planned, etc.).

Corrective Action:

Technical assistance was provided to the Assistant FSD while onsite. She will provide refresher training for all managers and monitor this requirement moving forward to ensure that daily production records are filled out properly. No further corrective action needed.

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.

During the breakfast observation, many students had to be told to return for a juice, fruit, or vegetable. The request seemed very unexpected and confusing to many students and is an indicator that OVS rules may not be regularly implemented.

Corrective Action:

The school was provided technical assistance during the onsite visit with the manager and two cashiers. As corrective action, staff will be retrained on Offer vs. Serve prior to the new school year beginning. No further corrective action needed.

General Program Compliance - Hamilton Southeastern Junior High (2489)

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

Finding 9161: Beverages sold in the school do not meet Smart Snack requirements for the youngest age/grade group enrolled.

The school serves grades 5-8. Beverages sold in a school with mixed grades must meet the Smart Snacks standards for the youngest age/grade group enrolled. The school is not in compliance with this requirement, as the 8.4 oz IZZE sparkling juice cannot be sold to 5th grade students.

Corrective Action:

The sale of the IZZE sparkling juice to 5th graders was discontinued while the field specialist was onsite. Moving forward, the 5th grade students will not have access to or be allowed to purchase the product. The beverage will only be available to the 6th grade students. The Assistant Food Service Director acknowledged that she would monitor the school for continued Smart Snacks compliance. No further corrective action needed.

SNP Administrative Review Findings

Hamilton Southeastern Schools (3005)

Program Year 2022

Sand Creek Intermediate (2479)

13485 Cumberland Road
Fishers, IN 46038-3602

Food Service Contact

Ms. Cheryl Gruber
Cafeteria Manager
(317) 915-4230

Month of Review: March 2022

Date of Onsite Review: April 25, 2022

Meal Counting & Claiming - Sand Creek Intermediate (2479)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. Monthly breakfast meal totals for Sand Creek Intermediate were inadvertently switched with the monthly breakfast meal totals for Southeastern Elementary 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:

See Corrective Action under Finding 9074 for Fall Creek Intermediate.

Meal Components & Quantities - Sand Creek Intermediate (2479)

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 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. Out of the 616 meals served, the last 167 students through the lunch line were only offered chocolate milk.

Corrective Action:

The kitchen manager will contact the milk supplier to increase their standing order of white milk to ensure they do not run out in the future. They will also monitor production records closely in the next few weeks to ensure further adjustments are not needed. No further corrective action needed.

General Program Compliance - Sand Creek Intermediate (2479)

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

Technical Assistance: Inventory Management & Date Marking

Technical Assistance:

The SFA is reminded to train staff to be consistent when dating product as it is received and when taken out of its original packaging to ensure the delivery date is clear and FIFO inventory management can be correctly implemented. When date marking products, staff should use mm/yy. Never use month and day (mm/dd) as this can be confusing.

SNP Administrative Review Findings

Hamilton Southeastern Schools (3005)

Program Year 2022

Southeastern Elementary (2484)

13485 Cumberland Road
Fishers, IN 46038-3602

Food Service Contact

Mrs. Beth Verhoestra
Cafeteria Manager
(317) 594-4340

Month of Review: March 2022

Date of Onsite Review: April 27, 2022

Meal Counting & Claiming - Southeastern Elementary (2484)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. Monthly breakfast meal totals for Southeastern Elementary were inadvertently switched with the monthly breakfast meal totals for Sand Creek Intermediate 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:

See Corrective Action under Finding 9074 for Fall Creek Intermediate.

Meal Components & Quantities - Southeastern Elementary (2484)

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

Finding 9000: Offer Versus Serve

CNPweb indicates that the school is not utilizing Offer vs. Serve, but on the Day of Review, it was being implemented.

Corrective Action:

Cashiers are doing a great job of implementing Offer vs. Serve, but CNPweb must accurately reflect what is being implemented during the meal service. The Assistant FSD was notified to update CNPweb to reflect the use of Offer vs. Serve and acknowledged the change would be made immediately. No further corrective action needed.