

SNP Administrative Review Findings

Hammond Baptist Schools (K358)

Program Year 2023

Hammond Baptist Schools (K358)

134 W. Joliet St
Schererville, IN 46375-1470

Food Service Contact

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Executive Contact

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Principal
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No. of Sites / Reviewed: 2 / 1
Month of Review: December 2022

Commendations

- * - Kitchen and cafeteria were very clean and organized.

Technical Assistance

- * The state agency will be conducting a follow up visit to Hammond Baptist Schools prior to the end of the 2022-2023 school year. This visit is to ensure that corrective action of this review has been implemented. If it has not, additional meals may be considered unallowable.

Verification - Hammond Baptist Schools (K358)

211. SFA's verification notification letter included all required information

Finding 9044: Verification notification letter does not contain all required information.

The SFA's verification notification letter does not include all required information, as follows: The nondiscrimination statement included on the correspondence with households as outdated.

Corrective Action:

The SFA has updated their letter generator within their POS software to include the most up to date nondiscrimination statement. This is sufficient and no further action is necessary.

SNP Administrative Review Findings

Hammond Baptist Schools (K358)

Program Year 2023

**Hammond Baptist Grade School
(J750)**

134 W. Joliet St
Scherville, IN 46375-1470

Food Service Contact

Mrs. Wydalis Elliott
Food Service Director
(219) 322-5400

Month of Review: December 2022

Meal Components & Quantities - Hammond Baptist Grade School (J750)

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 alternate meal on 1/19/2023 was short 1/4 cup for the vegetable subgroup.

Corrective Action:

There were thirty-seven alternate meals served on 1/19/2023. Those meals are considered unallowable and sponsor was told not to claim those meals for reimbursement. The reviewer confirmed that the meals were not claimed for reimbursement on the January claim. Additionally, meal pattern training on Moodle is expected to be completed and confirmation of completion should be sent to your field specialist.

Technical Assistance:

All meals served must offer 3/4 cup of vegetable. It is easiest to offer two different vegetable choices in 1/2 cup serving sizes.

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: There were nine days where the 3/4 cup vegetable component was not met; a total of 287 meals were disallowed.

Corrective Action:

These meals are considered unallowable and reimbursement will be deducted from a future claim totaling \$1,111.85 for these meals. Additionally, meal pattern training on Moodle is expected to be completed and confirmation of completion should be sent to your field specialist.

Technical Assistance:

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

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. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

Corrective Action:

The FSD and lunch manager at Hammond Baptist grade school are required to take the meal pattern training on Moodle. Once completed, please send back to your field specialist as corrective action.

Technical Assistance:

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