

SNP Administrative Review Findings

Herron High School (9650)

Program Year 2023

Herron High School (9650)

110 E. 16th Street
Indianapolis, IN 46202-2404

Food Service Contact

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No. of Sites / Reviewed: 2 / 1
Month of Review: February 2023

Commendations

- * Review documents were well organized.
- * Side salads were colorful, and a nice variety of food items was offered.

Technical Assistance

- * Technical assistance regarding FSMC oversight was provided to the incoming VP of Operations. This included the monitoring of USDA food usage. It was noted that some USDA Foods have expired, and storage fees have been assessed.
- * French fries are served daily. Excess storage fees were being charged as of the day of review for frozen green beans, carrots, and broccoli. To teach students balance in vegetable selection consider offering fries fewer days per week and incorporating more of the vegetables available through USDA foods.
- * On the day of review, it appeared that extra items were added to entrees such as the hummus despite recipe availability. Please note that it is important to follow recipes and portion size to ensure compliance as well as for cost control measures.
- * The fried rice recipe did not accurately yield two grain servings. Please work with your menu planner to ensure the recipe is correctly updated. A larger portion was offered the day of review to compensate.

Certification and Benefit Issuance - Herron High School (9650)

138. Updates to the Benefits Issuance documents are made accurately and timely

Finding 9030: Updates to the Benefits Issuance documents not made accurately and/or timely

Withdrawn students were not removed from the benefit issuance system in a timely manner.

Corrective Action:

As of the date of the exit conference withdrawn students have been removed from the benefit issuance document. Going forward the SFA agrees to update the benefit issuance system at the same time as the student information system, which will occur as withdrawal notifications are received. Additional response is not required.

Technical Assistance:

The SFA was advised that program eligibility could be affected by inaccurate enrollment numbers.

Verification - Herron High School (9650)

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. The non-discrimination statement on the verification letter was incorrect. This was noted in all meal application correspondence.

Corrective Action:

The verification letter template was updated the day of review with the correct non-discrimination statement. If the State Agency template letters are not used, it is the SFA's responsibility to ensure letters contain all required information. Additional response is not required.

Technical Assistance:

Refer to the eligibility guidance manual for notification requirements in the verification process.

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213. *SFA's notice of adverse action contained all required information, including notification of appeal rights*

Finding 9045: SFA's notice of adverse action did not contain all required information.

The SFA's notice of adverse action as a result of verification did not contain all the required information, including notification of appeal rights. An email was sent but the official letter with all required information was not attached.

Corrective Action:

As corrective action, the SFA agrees to utilize prototype letters, and/or ensure the letters included in the email contain all required information. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

The day of review, reviewers explained the information required for the notice of adverse action letter.

214. *Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility*

Finding 9047: Change in benefit levels due to Verification results not changed within required timelines.

Households for whom benefits were to be reduced or terminated were not given 10 calendar days written advance notice of the change. Although significant time was provided for households to respond after the follow-up notification, benefits were changed two days after notification.

Corrective Action:

The person in conducting verification going forward must complete annual training to ensure verification requirements are met. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Verification requirements were reviewed with the Director of IT the day of review.

215. *SFA completed verification by November 15*

Finding 9048: Verification not completed by November 15.

For the current school year, the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

Corrective Action:

As corrective action the verification process will start at the beginning of October. The verifying official was advised to start the verification process and send notification letters immediately at the beginning of October, giving households 10 days to respond. If households do not respond within 7 days send a reminder notification (and document the reminder). If after 10 days households still do not respond send the verification results letter giving 10 days advance notice of change in benefits. Additionally, verification training must be taken and documented annually. The SFA agrees to corrective action as written. Additional response is not required.

Technical Assistance:

Verification requirements were reviewed with the Director of IT the day of review.

Meal Counting & Claiming - Herron High School (9650)

314. *SFA is following the approved SFA-SA agreement*

Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.

The SFA is not following their approved SFA-State agency permanent Agreement. Edit checks were not documented. The benefit issuance system has a built-in edit check but the feature was not utilized as enrolled student data was not updated.

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Corrective Action:

As corrective action please submit an accurate edit check for March 2023. Please confirm going forward that an edit check will be conducted prior to submitting each claim for reimbursement and that documentation will be maintained.

Technical Assistance:

The requirement to conduct an edit check prior to submitting a claim for reimbursement was explained the day of review.

SNP Administrative Review Findings**Herron High School (9650)****Program Year 2023****Riverside High School (1122)**110 E. 16th Street
Indianapolis, IN 46202-2404**Food Service Contact**Mr. Tyson Simmons
District Manager
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Month of Review: February 2023

Date of Onsite Review: March 15, 2023

Meal Counting & Claiming - Riverside High School (1122)*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.**

Although the site is operating under CEP, student meals are still recorded by eligibility type in the point-of-sale system. The staff member who completed the claim only claimed students categorized as receiving free benefits rather than claiming the total student meals served.

Corrective Action:

The difference between the SFA Count and the State agency validated count, by category, is documented. The SFA was given the opportunity to adjust the claim as the review was within the 60-day claim revision deadline. As corrective action internal control measure must be developed and implemented to ensure the correct numbers are utilized in the claim for reimbursement. Please explain your controls as corrective action.

Technical Assistance:

The requirement to submit the total student meals in a CEP claim for reimbursement was explained to the SFA director. The March claim is also eligible for revision. Additionally, if available, a one-time claim exception could be used to revise prior months if needed/desired. CEP claim instructions can be found here:

https://docs.google.com/document/d/15O6h3fQAeADOH-U-O8rtQm0hcreWLyJgm8dyPp_6AUM/edit.

Meal Components & Quantities - Riverside High School (1122)*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. A 38-gram roll provided for high school did not meet two grain minimum portion size requirement. Sponsor was given the opportunity to correct the portions prior to meal service.

Corrective Action:

Staff must be trained to make accurate substitutions when the correct product in the correct portion size is not available. Meal pattern and crediting training must be completed by the SFA and FSMC director as well as the kitchen manager as corrective action.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of the grain meal component before the meal service started.

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students***Finding 9000: Production Record Completion**

Production records were incomplete. The number of servings served was not completed consistently. As a result, the amount of fruit portions served for breakfast for two days appeared to be less than the number of reimbursable meals served.

Breakfast meals without a fruit or vegetable served are not reimbursable; therefore, 189 meals are disallowed.

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Corrective Action:

As corrective action all staff involved in completing production records as well as the SFA and FSMC directors must complete production record training. Training certificates must be submitted to the State Agency as corrective action.

Technical Assistance:

Production record requirements were explained to the directors the day of review.

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. The roll served with the entrée salad was not 2 ounces as planned. As a result, insufficient portions were noted several days during the review period.

Corrective Action:

Staff must be trained to make accurate substitutions when the correct product in the correct portion size is not available. Meal pattern and crediting training must be completed as corrective action. This is not a repeat finding from the most recent review; therefore, fiscal action will not be assessed. Future findings in the area will result in fiscal action.

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(s). Meals were counted as reimbursable under OVS when a meal was incomplete due to required meal components being selected in insufficient portion sizes.

Corrective Action:

As corrective action offer versus serve training must be completed by all foodservice staff. Training certificates must be submitted to the State Agency as documentation.

Technical Assistance:

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