

**SNP Administrative Review Findings**  
*Program Year 2023*

**Hoosier Youth Challenge Academy (K336)**

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10892 N State Road 140  
Knightstown, IN 46148-9769

**Food Service Contact**  
Ms. Lunsundra ` Woods  
Deputy Director  
(765) 345-1007  
[lunsundra.woods@hoosieryouth.org](mailto:lunsundra.woods@hoosieryouth.org)

**Executive Contact**  
Mr. Troy Joslin  
Director  
(765) 345-1013  
[troy.joslin@hoosieryouth.org](mailto:troy.joslin@hoosieryouth.org)

No. of Sites / Reviewed: 1 / 1  
Month of Review: November 2022

FSMC: SSD Management

**Commendations**

- \* The food service staff did a terrific job planning, organizing, and preparing for the review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements. A full administrative review will be conducted in the 2023-2024 program year.

**General Program Compliance - Hoosier Youth Challenge Academy (K336)**

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 Assessment**

An assessment of your school wellness policy must be conducted a minimum of once every three years, per federal regulations. A suggested assessment template can be found on the IDOE website at <https://www.in.gov/doe/nutrition/wellness-policies/>. Remember once the assessment is completed to publicly post the results.

1217. *SFA's process and frequency for tracking training hours is sufficient*

**Technical Assistance Professional Standards Training Tracking Tool**

A technical assistance was conducted on utilizing a USDA Professional Standards Training Tracking Tool or some kind of tracker tool for better recordkeeping purposes.

1403. *Review of agricultural food components indicates violations of the Buy American provision*

**Technical Assistance Buy American Provision**

When a violation of the Buy America Provision occurs, documentation to determine if domestic alternatives were considered and if an exception was granted by the SFA for the following reasons:

- The agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of domestic agricultural food components are significantly higher than the non-domestic ones.
- The exception was related to the domestic food as prohibitively costly or limited quantity availability.

**SNP Administrative Review Findings**

**Hoosier Youth Challenge Academy (K336)**

**Program Year 2023**

**Hoosier Youth Challenge Academy (Z116)**

10892 N State Road 140  
Knightstown, IN 46148-9769

**Food Service Contact**

Ms. Mary Williams  
Food Service Manager  
(317) 737-9459

Month of Review: November 2022

Date of Onsite Review: February 9, 2023

**Other Federal Programs - Hoosier Youth Challenge Academy (Z116)**

*4. Validate snack counts – snacks properly counted and claimed?*

**Finding: Miscalculation of the ASSP**

Due to a miscalculation, the ASSP count was underclaimed by 66.

**Corrective Action:**

Submit written procedures outlining the process for totaling ASSP counts, including the step that a second individual will review the totals prior to submitting the monthly claim for reimbursement.

**Technical Assistance:**

Discussion about this finding occurred during the exit meeting.

*1700. ASSP – areas identified requiring TA, CA?*

**Technical Assistance Afterschool Snack Program**

Consider planning ASSP menus with more variety in mind. While the planned menu meets the requirements, providing a wide variety of foods from the 4 components would ensure exposure to more nutrients. Consider serving two solid foods as the creditable snack and serve water as the beverage.

**Meal Counting & Claiming - Hoosier Youth Challenge Academy (Z116)**

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

**Finding: 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. The problem was considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

**Corrective Action:**

The difference between the SFA Count and the State agency validated count, by category, was documented. Since this miscalculation occurred, a POS software system has been implemented. No further corrective action is required.

**Meal Components & Quantities - Hoosier Youth Challenge Academy (Z116)**

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

**Finding: Following the Daily Production Record**

The daily production record stated 1/2 cup carrots and 1/2 cup mixed vegetables were planned for lunch. Once the students started to be served, only 1/2 cup mixed vegetables were being served. The manager was notified, and this was immediately corrected.

**Corrective Action:**

Food service staff need to be trained on the importance of following the daily production record. Submit this training documentation including what was discussed, date, and attendees with your corrective action plan.

**Technical Assistance:**

The significance of following a daily production record was discussed during the onsite lunch review.

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*

**Technical Assistance Milk Variety**

As a reminder schools and facilities operating the School Breakfast Program and National School Lunch Program must offer a variety (at least two types) of milk during both meal services.