

SNP Administrative Review Findings

Ignite Achievement Academy (9010)

Program Year 2022

Ignite Achievement Academy (9010)

1002 W. 25th Street
Indianapolis, IN 46208-5330

Food Service Contact

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FSMC: Indianapolis Public Schools

Executive Contact

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

Commendations

- * The manager did a great job ensuring all meals were reimbursable and counted at the point-of-service.

Technical Assistance

- * Per production records it appears the only fruit choices at breakfast for the month of January were dried cranberries, raisins, and juice. The SFA is encouraged to work with the vendor to provide additional fruit options including fresh and canned fruit.
- * The SFA is reminded to evaluate the local school wellness policy at least every three years for implementation progress and compliance. Wellness policy evaluation information can be found here: <https://www.in.gov/doe/nutrition/wellness-policies/>
- * SFA was reminded to start the procurement process for the next school year since the contract with the current vendor will not be renewed and the SFA will be moving to a new building. The SFA was referred to the SCN procurement specialist for additional assistance. (charris@doe.in.gov) Considerations for the type of food service operation utilized were discussed with the business operations managers. What the new building space will include in regard to kitchen space and equipment will be a large factor.
- * Technical assistance was provided the in the following areas of resource management:
 - what it means to be non-profit and how to hand excess funds.
 - allowable expenditures for future foodservice needs.
- * The SFA may consider utilizing a professional standards tracking tool to easily keep track of training hours. The IDOE tracking tool can be found here: <https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>.
- * Non-foodservice staff with duties related to the program must be trained annually on their job duties. It's also recommended to take the civil rights training even if interaction with students does not occur during meal service.
- * The SFA is reminded to conduct and document SFSP outreach at the end of each school year.

General Program Compliance - Ignite Achievement Academy (9010)

810. *The USDA non-discrimination statement is on appropriate Program materials*

Finding 9000: Non-Discrimination Statement

The most recently posted student handbook, where school meal participation is mentioned, does not contain the non-discrimination statement.

Corrective Action:

As corrective action the non-discrimination statement must be added to the webpage that contains the handbook, wellness policy, and CEP applications. Please submit screenshots of the updated webpages as documentation.

Technical Assistance:

Non-discrimination statements can be found here: <https://www.in.gov/doe/nutrition/civil-rights-requirements/>.

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

Finding 9143: A copy of the written food safety plan is not available at each school.

The plan could not be located.

Corrective Action:

As corrective action a new food safety plan must be developed and submitted to the State Agency. The plan must then be maintained in the kitchen and utilized to ensure food safety procedures are properly implemented.

Technical Assistance:

Food safety plan resources including a template and standard operating procedures can be found here: <https://www.in.gov/doe/nutrition/food-safety/>.



SNP Administrative Review Findings

Ignite Achievement Academy (9010)

Program Year 2022

Ignite Achievement Academy (1806)

1002 W. 25th Street
Indianapolis, IN 46208-5330

Food Service Contact

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Month of Review: January 2022

Date of Onsite Review: March 1, 2022

No Findings during Site 1806 Review