

SNP Administrative Review Findings**Indiana School For The Blind (K346)****Program Year 2019****Indiana School For The Blind (K346)**

7725 N College Ave
Indianapolis, IN 46240-2504

Food Service Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: January 2019

Certification and Benefit Issuance - Indiana School For The Blind (K346)*123. On-site observation validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions?***Finding 9000: Other Finding**

Household were not notified of their eligibility once a determination was made through direct certification or an income application.

Corrective Action:

Although the sponsor is an RCCI with day students, feeding all children for free, they must provide households with a notification of eligibility. The current state prototype will be altered to indicate all students will still eat free but eligibility is needed for the purpose of Child Nutrition Program counting and claiming. Additional response is not required.

Technical Assistance:

Notification letter requirements were discussed with the SFA the day of review.

*126. Certification Benefits/Issuance Review Method, applications correctly approved?***Finding 9901: Multiple applications were certified incorrectly or utilized incomplete information.**

Multiple applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.

- Households were not contacted when applications were incomplete.
- Some income was converted incorrectly to monthly instead of annual.
- One application was missing the SSN or indication of no SSN.
- One application was not approved in a timely manner.
- One residential student was incorrectly coded as paid.
- Income was incorrectly calculated for two households.

Corrective Action:

Corrections have been made to certification errors. Missing information has been obtained. The food service director will attend a state agency hosted free and reduced application training for the next school year. Additional response is not required.

Technical Assistance:

Application approval requirements were discussed the day of review. The reviewer went over the calculation and completion of applications with the sponsor the day of review.

*138. Updating Benefits Issuance documents accurately, timely?***Finding 9000: Other Finding****Technical Assistance:**

The SFA is reminded to maintain communication with staff involved in the enrollment of students to ensure rosters are kept up to date and to ensure eligibility status can be determined.

Verification - Indiana School For The Blind (K346)

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207. *Verified applications on file match FNS-742 and Off Site question #200?*

Finding 9000: Other Finding

A directly certified student was selected for verification. As a result, verification is not considered complete.

Corrective Action:

The SFA must complete verification by selecting household(s) from a pool only including free and reduced price meal applications for households approved for benefits based on income or categorical eligibility (Food Stamp/TANF case number on an application). Verification has been completed. Additional response is not required.

Technical Assistance:

Verification procedures were discussed with the food service director the day of review. Resources were emailed as well.

Meal Counting & Claiming - Indiana School For The Blind (K346)

314. *SFA following approved SFA-SA agreement?*

Finding 9000: Other Finding**Technical Assistance:**

An interim worker was in charge of taking the point of sale count in the elementary cafeteria. The reviewer asked her to explain her procedure which was not at the point of sale. Corrections were made before the start of breakfast service the day of review and technical assistance was provided.

General Program Compliance - Indiana School For The Blind (K346)

808. *On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?*

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 incorrect non-discrimination statement was used on program materials.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The sponsor must use the most current non-discrimination statement on program materials. The material found out of compliance on the date of review has been updated. Additional response is not required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The reviewer ensured the sponsor had access to the current non-discrimination statement.

1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

Finding 9000: Other Finding**Technical Assistance:**

The SFA is reminded to allow for interested stakeholders to participate in the evaluation of the school wellness policy. Additionally the results of the evaluation must be communicated to the public.

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

Finding 9000: Other Finding**Technical Assistance:**

The SFA is reminded of the requirement to conduct annual outreach and notify households about the availability of summer meals across the state of Indiana. Schools are required to share about the availability of SFSP even if your school corporation

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is not currently a SFSP sponsor. SFSP notification can be as brief and simple as a short blurb that points to SFSP website for free summer meals for eligible Indiana students 18 and under. It may also include a SFSP logo and an explanation that summer meals are available in many communities in the state of Indiana. You may also include SFSP logo/yard sign graphic and add the link to the webpage <https://www.doe.in.gov/nutrition/summer-food-service-program> where 2019 meal sites will be posted in late May.

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Month of Review: January 2019

Date of Onsite Review: February 28, 2019

Meal Components & Quantities - Indiana School for the Blind (C460)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

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: meat alternate in soy butter sandwich.

Corrective Action:

The SFA increased the meat alternate portion size the day of review prior to the start of meal service. Additional response is not required.

Technical Assistance:

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

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Other Finding

Standardized recipes were not available for all required menu items for the week of review.

Corrective Action:

The SFA will develop standardized recipes for all menu items containing more than one ingredient. As corrective action recipes have been submitted for the turkey and cheese wrap and Chicken Alfredo. Additional response is not required.

Technical Assistance:

Recipe requirements were discussed the day of review. A recipe format was provided to the FSD.

General Program Compliance - Indiana School for the Blind (C460)

1409. Storage violations observed, on-site, off-site?

Finding 9150: Storage violations were observed.

Items out of original boxes were not dated. Debris was built up on floors in freezer/storage.

Corrective Action:

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Foodservice prep, storage, and serving areas must be clean and free from debris. Foodservice workers were instructed to date items and clean areas that were neglected. Corrections were made; therefore, additional response is not required.

Technical Assistance:

Food safety requirements were discussed with the foodservice director the day of review.

1411. Did any review of products indicate violations of the Buy American provision?

Finding 9000: Other Finding

A review of agricultural food components indicated violations of the Buy American provision (7 CFR 210.21(d)) during review

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of products on-site at reviewed schools. Frozen peas and green beans from Canada and canned peaches from China were found in storage. The food service director was able to determine that domestic alternative were available through their vendor.

Corrective Action:

The sponsor must always purchase domestic components or consider domestic alternatives (i.e., spinach in place of broccoli). In rare instances an exception may be granted by the SFA because:

- 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.

The SFA will order domestic products going forward and agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Buy American requirements were reviewed with the manger and food service director the day of review.

Observation: It was noted by the reviewer that the contract dietitian was having to fill in for kitchen staff on days when she was scheduled to be on site. It is recommended that kitchen staff duties be evaluated for efficiency, hire additional kitchen staff, and/or add additional hours to the dietitian's contract in order to allow her the opportunity to do the specialized tasks such as menu planning, reviewing of product information statements and crediting information, that she is hired to do.