

SNP Administrative Review Findings

Indiana School For The Deaf (9610)

Program Year 2023

Indiana School For The Deaf (9610)

1200 E 42nd St
BLDG #10
Indianapolis, IN 46205-2099

Food Service Contact

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Food Service Director
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Executive Contact

Dr. David Geeslin
Superintendent
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No. of Sites / Reviewed: 2 / 2
Month of Review: March 2023

Technical Assistance

- * Maintenance of the Nonprofit School Food Service Account

Onsite technical assistance was provided to the Food Service Director, Kitchen Supervisor, Dietitian, Student Life Director, and Chief Operating Officer regarding the ISD budget process, the SBP/NSLP claim/reimbursement process, tracking expenses for the SBP & NSLP, and ensuring timely payments to vendors. The FSD & Kitchen Supervisor have implemented a new process to track SBP & NSLP expenses separately from the other food service expenses to help ensure the Annual Financial Report reflects accurate program data.

Certification and Benefit Issuance - Indiana School For The Deaf (9610)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9764: Validation of Off-Site Assessment Tool

On-site observations do not validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and/or responses do not demonstrate compliance with FNS requirements. Though all students were receiving the proper meal benefits, the way in which they were being categorized within the SIS, Skyward, was incorrect.

Corrective Action:

Technical assistance was provided to the Food Service Director and Kitchen Supervisor to help understand how to categorize student eligibility correctly within Skyward. The Field Specialist will complete a follow-up visit in July 2023 to provide additional technical assistance. No further corrective action is needed at this time.

Technical Assistance:

Skyward should indicate by what method a student is approved for meal benefits, including if Residential-Free, Direct Cert-Free, Direct Cert-Reduced, or Free or Reduced based on an Income Application. Currently, all Residential students are being categorized as Directly Certified-Free, but this is not accurate. Though Residential students are categorized as free & do not fill out a meal application, they are not considered Directly Certified-Free. Direct Certification (DC) is a method to automatically qualify students for free or reduced meals using data from Family and Social Services Administration (SNAP, TANF, and Medicaid) and Department of Child Services (Foster) and matching that with the Local Educational Agency's reported enrollment. Directly Certified households do not need to complete a meal application. Direct Certification should be used to identify any Day students (non-residential) enrolling at the beginning of each school year. Any Day student not identified on the Direct Certification list should then be given the opportunity to fill out a meal application in order to qualify for meal benefits.

SNP Administrative Review Findings
*Program Year 2023***Indiana School For The Deaf (9610)****Verification - Indiana School For The Deaf (9610)**

206. *On-site observations validate Off-Site Assessment Tool responses to Verification questions and responses demonstrate compliance with FNS requirements*

Finding 9006: Validation of Off-Site Assessment Tool

Off-Site Assessment Tool responses to Verification questions and/or responses do not demonstrate a thorough understanding of the Verification process, including conducting a confirmation review, completing the Verification process in the required timeframe, and submitting the Verification Summary Report (VSR). The application selected for verification indicated it was Directly Verified (DV) on the Verification Summary Report, but the students were found on the Direct Certification list.

Corrective Action:

As corrective action, the new Food Service Director will review the resources below to help gain a better understanding of the Verification process. The Field Specialist will complete a follow-up technical assistance visit prior to Oct 1, 2023, to ensure the proper process is being followed. No further corrective action is needed.

Technical Assistance:

Verification How-To: https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit

Verification Process Quick Guide:

<https://docs.google.com/presentation/d/1drW0hi1KwCrJSD3xDLJMLX8hYdNIZRjaptlqdwAVIaM/edit#slide=id.p1>

Verification Summary Report Instructions for RCCSs with applications:

<https://docs.google.com/document/d/1FmCXw5cPqDhFrAQEWm60QNPDX9Ymxb-przNa7WwKxcU/edit?usp=sharing>

Meal Counting & Claiming - Indiana School For The Deaf (9610)

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

Finding 9007: Meal Counting and Claiming 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 Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: SFA indicated that staff is not trained annually on the meal counting and claiming procedures.

Corrective Action:

The Food Service Director was reminded that all staff must be trained annually on the meal counting and claiming procedures as well as Offer vs. Serve. This annual training can count towards the required professional standards training hours required for all food service staff. All training should be documented on a dated agenda, complete with topics covered and staff signatures. The Food Service Director acknowledged understanding of the requirement while the reviewer was on site. No further corrective action is needed.

Technical Assistance:

Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

SNP Administrative Review Findings
Program Year 2023

Indiana School For The Deaf (9610)

General Program Compliance - Indiana School For The Deaf (9610)

808. *On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

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 off-site questions indicated that the Civil Rights Complaint Procedure could be found on the ISD website, but it was not easily located.

Corrective Action:

Technical assistance was provided to the Food Service Director to ensure that the Civil Rights Complaint Procedure & Complaint Form are available. The resources in the Technical Assistance section below should be posted and implemented as corrective action for the missing Civil Rights complaint procedure. No further corrective action is needed.

Technical Assistance:

Complaint Procedure:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

Complaint Form: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>

Complaint Log: <https://www.in.gov/doe/files/civil-rights-compliant-log-revised-12019.pdf>

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: Resources for Wellness Policy Evaluation

IDOE Wellness Policy Webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Wellness Policy Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

IDOE Triennial Assessment Template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

1216. *School Nutrition Programs staff met/will meet annual training requirements*

Technical Assistance: Professional Standards Training Requirements

The Food Service Director was reminded of the training hours needed for each food service position.

Professional Standards Training Requirements: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:df03957a-6552-3018-a34a-c20998321046>

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

Technical Assistance: Buy American Provision Reminder

USDA requires program funds to be used for the purchase of domestically produced products. Please refer to the guidance for Buy American on the IDOE website, found here:

<https://drive.google.com/file/d/1Q8ZPjb250d41SWKKTEa6nvNVhcTFz2Qh/view>

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1500. Reports are submitted to the Indiana Department of Education as required

Technical Assistance: SNP Calendar of due Dates

It is recommended to print the School Nutrition Programs Calendar below to help sponsor keep on track with program requirements and important due dates throughout the school year.

<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqaoLlw/edit>

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 9009: SFSP & SBP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. Sponsor agreed to send this information to households at or near the end of the school year. No further corrective action is needed.

SNP Administrative Review Findings**Indiana School For The Deaf (9610)****Program Year 2023****Indiana School for the Deaf****Elementary (C695A)**

1200 E 42nd St

BLDG #10

Indianapolis, IN 46205-2099

Food Service Contact

Mr. George A Spurlin

Food Service Director

(317) 960-1041

Month of Review: March 2023

Date of Onsite Review: April 27, 2023

Meal Components & Quantities - Indiana School for the Deaf Elementary (C695A)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Day of Review: Field Trip Meals

On the day of review, it was noted that one entire grade was on a field trip. The food sent along with the field trip did not include milk, therefore, the meals cannot be claimed for reimbursement.

Corrective Action:

The sponsor should maintain a standard menu for field trips, a process to keep the food held at food safe temperatures, and a procedure outlining how valid meals counts will be taken. As corrective action, please provide a copy of the standard field trip menu along with an outline of the process for keeping the foods cold until consumption, as well as a procedure outlining how valid meals counts will be taken during the field trip.

General Program Compliance - Indiana School for the Deaf Elementary (C695A)

901. On-site monitoring review(s) were completed prior to February 1

Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school. Sponsors with more than one site must complete on-site monitoring by February 1st each year.

Corrective Action:

Technical assistance was provided to the new Food Service Director on the proper procedure and timeline for completing on-site monitoring annually. The Food Service Director acknowledged understanding of the requirement. No further corrective action is needed.

Technical Assistance:

NSLP/SBP On-site Review Form:

https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?usp=sharing

SNP Administrative Review Findings**Indiana School For The Deaf (9610)****Program Year 2023****Indiana School for the Deaf Jr.-Sr.****High (C695)**

1200 E 42nd St

BLDG #10

Indianapolis, IN 46205-2099

Food Service Contact

Mr. George A Spurlin

Food SVC Director

(317) 960-1041

Month of Review: March 2023

Date of Onsite Review: April 26, 2023

Meal Components & Quantities - Indiana School for the Deaf Jr.-Sr. High (C695)*401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components***Technical Assistance: Offer vs. Serve**

Since Offer vs. Serve (OVS) is implemented at lunch, it was discussed with the Food Service Director and recommended to utilize at breakfast. Utilizing OVS at breakfast allows students to decline items they know they will not consume. As long as students select at least three of the four offered food items at breakfast, including at least ½ cup of fruit and/or vegetable, the meals are reimbursable.

IDOE OVS Fact Sheet-Breakfast: https://docs.google.com/document/d/19PH-xYOogShRVgZLyfBee3JI3I_S-T6-jmVA0WeAjEQ/edit?usp=sharing

USDA OVS Tip Sheet: <https://fns-prod.azureedge.us/sites/default/files/resource-files/OVS%20Breakfast%20tip%20sheet.pdf>

*404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk***Technical Assistance: Breakfast Signage Requirements and OVS**

Upon observation of the breakfast meal service, it was determined that the sponsor should be using OVS at breakfast for all students, not just the 9-12 grades since children in grades 6-12 come through the line randomly. This was immediately changed within CNPweb and the sponsor was reminded and sent links to OVS signage for breakfast. To help students with their breakfast selections, it was recommended to post breakfast OVS signage at the beginning of the service line and again near the cashier before the meals are rung up as a final reminder to students.

General Program Compliance - Indiana School for the Deaf Jr.-Sr. High (C695)*901. On-site monitoring review(s) were completed prior to February 1***Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.**

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school.

Corrective Action:

See Finding 9105 under the Elementary site for technical assistance provided & corrective action.