

**SNP Administrative Review Findings**

**Indianapolis Junior Academy (K394)**

*Program Year 2020*

**Indianapolis Junior Academy (K394)**

2910 E. 62nd Street  
Indianapolis, IN 46220-2917

**Food Service Contact**

Mrs. Paola Pizarro  
Business Director  
(317) 251-0560

**Executive Contact**

Mr. Elkyn Beltre  
Principal  
(856) 677-6697

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

**Certification and Benefit Issuance - Indianapolis Junior Academy (K394)**

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

**Finding 9000: Other Finding**

The sponsor indicated that changes are made to the BID weekly; however this may not be compliant in the instance that a student's benefit were to increase, in which schools have a maximum of 3 days to increase the benefit.

**Corrective Action:**

The sponsor understands the requirement to update the eligibility document in a timely manner. It is understood that this may mean a student's eligibility could require a change in the middle of the week. A note will be made on the BID indicating the correct date of a student's change in eligibility should a change occur. The sponsor agrees to the corrective action as written. Additional response is not required.

**Technical Assistance:**

The requirement was discussed with the sponsor on the day of review.

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

**Finding 9899: Benefit status for children who have not submitted an application for the current school year**

Children who did not have any certification documentation on file at the beginning of the school year, and do not qualify for carryover of previous year's eligibility, are being provided free or reduced-price benefits. The sponsor is aware of the requirement; however, a complete application was never received and the expiration of the 30 day carryover was not enforced.

**Corrective Action:**

Corrections have been made to the certification status of these students. As discussed during the Exit Conference, food service staff have demonstrated understanding of this requirement and no further response is needed.

**Technical Assistance:**

The requirement of the 30 day carryover to expire on the 31st operating day was discussed with the sponsor on the day of review.

*126. Certification: selected applications correctly approved*

**Finding 9901: Selected applications correctly approved**

Some applications were approved even though required information was missing. Additionally, some income was converted incorrectly although the outcome of the approval was not affected.

**Corrective Action:**

Corrections have been made to certification errors and households have been notified of changes. As corrective the sponsor plans to attend a state agency held certification and benefit issuance training in May. If this is not feasible, an online training will be completed. The sponsor agrees to the corrective action as written. Additional response is not required.

**Technical Assistance:**

The application errors and requirements were discussed with the free and reduced contact on the day of review.

*133. Direct Certifications were correctly certified*

**SNP Administrative Review Findings****Indianapolis Junior Academy (K394)****Program Year 2020****Finding 9024: Direct Certifications were not correctly certified**

Direct certification documentation for selected students was reviewed for completeness and accuracy. One student on the direct certification list (and her sibling) were overlooked.

**Corrective Action:**

The sponsor has made an immediate update to the benefit issuance document and has notified the household. The direct certification lists will be thoroughly reviewed each time. Additional response is not required.

**Technical Assistance:**

DC requirements were discussed with the sponsor on the day of review.

*136. Benefits are provided to students in a manner that assures confidentiality and prevents overt identification; eligible students are not required to work for meals*

**Finding 9027: Benefits are not provided to students in a manner that assures confidentiality and prevents overt identification**

Benefits issuance documents(s) are not safeguarded to prevent overt identification of free and reduced price meal eligible students during the meal service. Meal count rosters are color coded and utilized by teachers to perform the point of sale count.

**Corrective Action:**

As corrective action the sponsor agrees to remove the coloring of the roster at the point of service. Highlighting may be done after the week's count is complete to assist in calculating the claim for reimbursement. Additional corrective action not needed.

**Technical Assistance:**

Overt identification was discussed with the free and reduced contact on the day of review.

**Verification - Indianapolis Junior Academy (K394)**

*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**

The following verification errors were noted during the review:

- The verification summary report is incorrect. 23 free applications and 4 reduced applications were on file as of October 1, 2019. As a result the sample size is incorrect. Only one application should have been verified.
- The SFA selected two households for verification who were directly certified.
- The household was directly verified and sent a verification letter.
- Confirmation review was not documented for the application selected for verification.

**Corrective Action:**

As corrective action the sponsor will update the verification summary report and attend verification training. Going forward applications will be organized by eligibility. All applications on file for whom direct certification matches were found will be pulled from the applications file and filed with direct certification lookups/documentation. This will prevent these households from being included in verification in the future. The sponsor ensures a confirmation review will be conducted for each application that is selected for verification prior to starting any verification activities. Households who are directly verified will not be contacted if direct verification efforts are successful and satisfy verification requirements.

**Technical Assistance:**

Verification requirements were discussed with the business manager on the day of review.

**Meal Counting & Claiming - Indianapolis Junior Academy (K394)**

*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.**

Daily edit checks are not completed and meal counts are totaled by week instead of by day.

**SNP Administrative Review Findings****Indianapolis Junior Academy (K394)****Program Year 2020****Corrective Action:**

Meal counts will be totaled by category each day to ensure an edit check can be conducted. The daily count will be compared to the number of students eligible to ensure more students are never claimed than are eligible. Should the number served exceed any of the comparable totals, justification should be documented.

**Technical Assistance:**

Edit checks forms and instructions were sent to the food service director and principal.

**General Program Compliance - Indianapolis Junior Academy (K394)**

*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

**Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

The local school wellness policy does not contain all requirements. Documentation was not maintained/provided of the most recent review and update of the wellness policy.

**Corrective Action:**

As corrective action the SFA must provide a timeline for the review and update of the local school wellness policy.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Resources for the evaluation and update of the wellness policy was emailed to the principal.

*1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

**Finding 9000: Other Finding \*Repeat Finding**

Employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program did not receive applicable training. Teachers taking the meal count were not trained on the point of sale procedure.

**Corrective Action:**

Training will be provided to all staff outside of the School Nutrition Program with duties related to the program. The administrative assistant will receive training on the certification and benefit issuance process and teachers will receive training on the point of service count. Civil rights training will also be provided annually.

**Technical Assistance:**

Staff training requirements were discussed the day of review.

*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 information on the Off-site Assessment Tool not validated, or deficiencies found.**

The SFA did not provide SFSP outreach to households.

**Corrective Action:**

All school corporations must inform households of the availability of summer feeding sites through the Summer Food Service Program. Going forward the food service director will ensure all households are made aware of the availability of summer feeding sites. Additional response is not required.

**Technical Assistance:**

SFSP outreach requirement was discussed with the director the day of review.

**SNP Administrative Review Findings****Indianapolis Junior Academy (K394)****Program Year 2020****Indianapolis Junior Academy (C455)**

2910 E. 62nd Street  
Indianapolis, IN 46220-2917

**Food Service Contact**

Ms. Heidi Valencia  
Food Service Director  
(551) 214-6765

Month of Review: December 2019

Date of Onsite Review: January 8, 2020

**Meal Counting & Claiming - Indianapolis Junior Academy (C455)**

*318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service*

**Technical Assistance:**

Prior to meal service the method of counting was discussed with some of the teachers taking the meal count. Technical assistance was provided to ensure the count was taken at the point of service and after students received all meal components.

*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.**

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 is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

**Corrective Action:**

As corrective action the SFA must complete the meal count daily by category. The count will be double checked and then entered into an electronic consolidation sheet which will also be double checked. As corrective action complete this new consolidation procedure and send the consolidation sheet, edit check, and count sheet with second party check signatures as documentation.

**Technical Assistance:**

Count consolidation requirements were discussed with the sponsor on the day of review.

**Meal Components & Quantities - Indianapolis Junior Academy (C455)**

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

**Technical Assistance:**

Technical assistance was provided prior to service regarding the vegetable portion size. The menu appears to be set up for 2-1/2 cup servings of vegetables but only one is being offered. The FSD is reminded that if only one is offered it must be 3/4 cup. Additional reminders were provided to teachers that all meal components (milk included) must be taken before the meal can be marked at the POS.

*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:**

Beginning SY 2019-2020, the final rule will allow schools to offer flavored, low-fat milk at lunch/breakfast and as a beverage for sale, without the need to demonstrate operational hardship, and require that unflavored milk be available at each school meal service.

**SNP Administrative Review Findings****Indianapolis Junior Academy (K394)****Program Year 2020****410. Review Period- planned menu quantities meet the meal pattern requirements****Finding 9000: Meal Pattern and Menu Planning Findings**

The following issues were noted in menu planning and meal pattern:

- All labels were not available (tostada) to determine if portion sizes were truly met.
- Production records were incomplete. Portions served for components including usage is not tracked, some serving sizes are missing, and sometimes the cold lunch option is not tracked.
- The daily minimum portion size of 3/4 cup is not met each day. The menu says students may select one or two vegetables but only one is planned each day per menu and production records.
- Minimum weekly requirement for dark green vegetables is not met.
- Weekly meat requirement is insufficient.
- Fresh fruits such as clementines do not always equal 1/2 cup once peeled.
- Veggie meat products (i.e., veggie burger and hot dog) require product formulation or CN labels if used towards a meat alternate in the meal pattern.

**Corrective Action:**

As corrective action the food service director will complete the following tasks:

- Collect and maintain all grain and meat alternate labels for food items served to students.
- Thoroughly and accurately complete production records.
- Create a cycle menu (repeat every 4 weeks) with increased portions of meat and vegetable.
- Send completed cycle menu with portion sizes to the reviewer.
- Send completed production records for one week to the reviewer.
- Complete online meal pattern training and submit proof of completion.

Administration should also complete the training to ensure adequate administrative oversight can be provided.

**Technical Assistance:**

Meal pattern and documentation requirements were discussed with the FSD the day of review. The grain chart was sent via email.

**500. Day of Review- Offer vs. Serve was properly implemented****Finding 9000: Other Finding****Technical Assistance:**

OVS is not utilized as indicated in the site information sheet. The business manager updated the site information sheet on the day of review.

**General Program Compliance - Indianapolis Junior Academy (C455)****1406. The most recent food safety inspection report is posted in a publicly visible location****Technical Assistance:**

Upon review of the posted health inspection it was discovered that USDA Foods were condemned by the health inspector due to rusted cans. The SFA must ensure foods are utilized in a first in first out method, limiting the time cans have to deteriorate. Additionally, foods should be stored in a manner which prevents this from happening (controlled and temperature humidity environment). Finally, any USDA foods that are damaged must first be reported to the State Agency and then destroyed using an authorized procedure.