

SNP Administrative Review Findings**Indianapolis Public Schools (5385)****Program Year 2022****Indianapolis Public Schools (5385)**

4125 Producers Drive
Indianapolis, IN 46218-3174

Food Service Contact

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No. of Sites / Reviewed: 56 / 6
Month of Review: September 2021

Commendations

- * Staff were quick to provide requested documentation and answer any questions from the reviewers.
- * The State Agency thanks the SFA for offering their space to host all field staff for the first onsite Administrative Review since the pandemic started.

Resource Management Comprehensive Review - Indianapolis Public Schools (5385)**767. Nonprogram Revenue and Food Cost Ratio****Technical Assistance- Program & Non-Program Revenue/Expenses:**

Adult meals were priced accordingly. However, based on observation program food costs would be higher than planned because larger/additional servings are allowed to be taken than the planned serving sizes. The SFA will monitor meal service and provide training and technical assistance when it is found that additional food items are served to students at no additional charge. Additionally, it is recommended to review the high school breakfast menu and reconsider how many grain and meat servings are offered with each meal as it is currently three grain items each day. The ICN virtual instructor-led course for financial management is also recommended as well as additional TA from the resource management specialist.

774. Verification of Indirect Cost Documentation**Finding 9140: Indirect cost calculation errors.**

Clerical errors were found in the SFA's calculations of its indirect costs. The SFA reported \$1,311,018.89 however after review of the documentation \$1,316,303.09 was charged in indirect cost.

Corrective Action:

Documentation has been submitted showing the correct amount of indirect costs that were charged to the nonprofit foodservice account. Corrective action is complete. Additional response is not required.

General Program Compliance - Indianapolis Public Schools (5385)**1214. School Nutrition Programs Director met/will meet annual training requirements****Technical Assistance:**

Only training that fosters proper administration and operation of the school nutrition programs counts toward the training standards. Although security procedures and building operations do not count toward the annual training standards, there are still many other topics that can count. Annual training must focus on the day-to-day management and operation of the school nutrition programs.

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

SNP Administrative Review Findings**Indianapolis Public Schools (5385)*****Program Year 2022*****Finding 9000: Food Safety Plan**

The food safety plan at the high school seemed geared toward satellite schools. The self-prep high schools should have plans specific to their operations.

Corrective Action:

Per the FSD, an additional food safety plan is developed for self-prep schools but the manager at the time may have been unaware as he was new. The food safety plan has been communicated to the manager. Additional response is not required.

Technical Assistance:

The food safety plan is on a shared drive and would only be accessible to employees with access to the cafeteria computer during the workday. It is recommended to have a hard copy accessible to all employees. Also consider adding any addendums to the food safety plan that may be relevant to precautions for the COVID pandemic.

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Indianapolis Public Schools (5385)

Program Year 2022

043 James Whitcomb Riley School 43 (5543) **Food Service Contact**
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Month of Review: September 2021
Date of Onsite Review: November 3, 2021

No Assigned Module - 043 James Whitcomb Riley School 43 (5543)

1. SFA Name

Technical Assistance:

IPS is using NSLP/SBP meal pattern for Pre-K students who are not comingled. Pre-K students are served separately in classrooms and the meal served did not meet the NSLP/SBP meal pattern (only 1/2 cup of fruit served). Students were provided two (1) oz bowls packs of cereal, 1 packet of strawberry craisins, and a half-pint 1% milk. So, fruit component was not met (full cup is the requirement), and two types of milk were not offered. SFA needs to decide if going to co-mingle follow the NSLP/SBP meal pattern, or continue to not co-mingle and fully follow the CAFM Meal Pattern.

Meal Counting & Claiming - 043 James Whitcomb Riley School 43 (5543)

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

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. One preschooler was counted for a lunch but was not served one as this preschooler brought their lunch.

Corrective Action:

As corrective action, the supervisor followed up with the manager and pre-K teacher to ensure the proper counting procedures are implemented. Additional response is not required.

Technical Assistance:

The requirement was explained the day of review.

Meal Components & Quantities - 043 James Whitcomb Riley School 43 (5543)

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

Technical Assistance:

The following meal service technical assistance points were made at School 43:

- Selected leftover entrées from previous serving day were offered as an extra outside of the reimbursable lunch. All food items offered as part of the reimbursable meal must be counted toward the nutrient profile of the meal. Consistently serving extra portions can cause issues with nutrient compliance.
- Many of the younger students had difficulty carrying all the breakfast food items. Therefore, it is highly recommended that they are given trays or sacks to carry food.
- The Product Formulation Statement crediting documentation must always include a company executive's signature.
- Recommend offering a greater variety of fruit options for Pre-K breakfast. Currently, only offering fruit juice or craisins on alternate days.

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General Program Compliance - 043 James Whitcomb Riley School 43 (5543)

1300. *Potable water is free and available to all students during lunch and breakfast*

Finding 9000: Potable Water

Potable water is not located in a reasonable location during the lunch meal service.

Corrective Action:

The location of the potable water must be in the meal service area or immediately adjacent to the meal service area. As corrective action, the school foodservice staff will pre-fill disposable cups of water for each service and have them available near the serving line. The director will also check to see if there is a plan to install a water filling station. Additional response is not required.

Technical Assistance:

The requirement was explained to the manager the day of review.

1408. *Temperature logs are available*

Technical Assistance:

Food temperatures were not always tested properly by a new food service staff member. Temperatures were found to be too low on some items but were properly placed back in the unit to be reheated. On-site supervisor provided training to employee.

1409. *On-site or off-site storage violations were observed*

Technical Assistance:

The time between meal pickup and when students arrive to eat breakfast seems excessive (15-20 minutes). To maintain food safety and temperatures of cold and hot items, it is recommended to pick up food closer to when students actually arrive. Same concept applies to lunch as well; meals should be picked up and then consumed in a timely manner rather than having several activities before finally eating.

Other Federal Programs - 043 James Whitcomb Riley School 43 (5543)

1901. *FFVP: Cost documentation support the school's reimbursement claim? Enter data.*

Finding 9157: Cost documentation for the Fresh Fruits and Vegetables Program did not support the school's FFVP claim for reimbursement.

The menu, school in-session dates, invoices, and claims do not align.

Corrective Action:

As corrective action the SFA will use the updated Google Claim Worksheet for tracking invoices and claims. Everything should be documented as you go to ensure accuracy in documentation. Additional response is not required.

Technical Assistance:

The link for the worksheet can be found here:

https://docs.google.com/spreadsheets/d/1BfhSCXD2p91tJh_DGT9wDhpVfmg5F1YToCWrc4JGzDg/edit#gid=1029184841

SNP Administrative Review Findings**Indianapolis Public Schools (5385)*****Program Year 2022*****074 Theodore Potter School 74 (5574) Food Service Contact**

4125 Producers Drive
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Month of Review: September 2021

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Meal Components & Quantities - 074 Theodore Potter School 74 (5574)

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 - Reimbursable meal signage:

There is signage that explains what makes a reimbursable meal; however, it was at the end of the line, and the students do not see it until they have already received a meal. The school staff will post the signage near the front of the line, so the children can see it prior to selecting a meal. There were several students who selected multiple entrees but were instructed they are only allowed one. Signage at the front of the line could help with this issue.

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**106 Robert Lee Frost School 106
(5606)**

4125 Producers Drive
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(317) 226-4772

Month of Review: September 2021

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Meal Components & Quantities - 106 Robert Lee Frost School 106 (5606)

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

Technical Assistance:

The menu for the day of review indicates students can select home fries OR cucumbers. It appears that there is only 1/2 cup portion of each so instead of "OR" the menu should list home fries "AND" cucumbers. Students must have access to select the minimum of 3/4 cup.

SNP Administrative Review Findings**Indianapolis Public Schools (5385)****Program Year 2022****356 Frances W Parker School 56
(5556)**4125 Producers Drive
Indianapolis, IN 46218-3174**Food Service Contact**Ms. Dena Bond
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Month of Review: September 2021

Date of Onsite Review: November 3, 2021

Meal Components & Quantities - 356 Frances W Parker School 56 (5556)*400. Day of Review- all required meal components were available to all students during the entire meal service***Finding 9000: Component Crediting - day of review**

When asked how entrees credit toward meal contributions during the day of review, cafeteria staff were unsure. Staff should familiarize themselves with crediting information before service begins to ensure each child is selecting a full reimbursable meal and the cashier is recording those meals correctly for reimbursement.

Corrective Action:

Staff must complete component crediting training and submit training certificate to SA as corrective action. Due to the COVID surge in the winter, in-person training was cancelled; however, all findings were addressed the day after the review with site supervisors and all site supervisors followed-up with site managers to discuss and resolve review findings. Additional response is not required.

Technical Assistance:

Please make sure all site level trainings are documented.

General Program Compliance - 356 Frances W Parker School 56 (5556)*1404. A copy of the written food safety plan is site-specific and available on-site***Technical Assistance:**

The food safety plan must be updated, and staff should be trained on procedures. The current food safety plan states it was last updated 2018. Most information found in the plan is still relevant, but it should be reviewed yearly to ensure all information is up to date and staff are aware of all standard operating procedures.

*1405. Two food safety inspections are received each school year from the local health department***Finding 9000: Food Safety**

A cafeteria staff was observed touching student's face, hair, and face mask repeatedly and then selecting their foods from the serving line without washing their hands.

Corrective Action:

The reviewer provided technical assistance to cafeteria staff while on-site. The importance of keeping hands clean while serving food and being mindful of their actions was explained to staff. Cafeteria staff understood the need to maintain properly sanitized hands and will refrain from touching students in the future. Additional response is not required.

Technical Assistance:

The food safety requirement was explained the day of review.

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1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

Food safety inspection was not located in a publicly visible area.

Corrective Action:

The SFA's normal procedure is to post inspections for public viewing. The inspection will be posted for public viewing going forward. Additional response is not required.

Technical Assistance:

The inspection posting requirement was explained the day of review.

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523 Northwest Middle School (5516)

4125 Producers Drive
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(317) 226-4772

Month of Review: September 2021

Date of Onsite Review: November 3, 2021

Meal Components & Quantities - 523 Northwest Middle School (5516)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance:

The hot vegetable choice ran out before the last two meal services. The enrollment had increased at this school and the manager was not aware of the increase of Newcomer students. It is recommended that before forecasting from last production record, the manager confirm the current enrollment at the school. They still had a variety of fresh vegetables for the students.

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

Technical assistance:

Discussed in detail with kitchen staff and central office coordinator the requirements of offer versus serve. The full two-ounce portion of grain and meat must be selected by high school students to count toward the reimbursable meal.

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721 George Washington Community HS (5644)
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Month of Review: September 2021

Date of Onsite Review: November 3, 2021

Meal Components & Quantities - 721 George Washington Community HS (5644)

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

Finding 9000: Day of Review Meals

Six breakfasts and eight lunches observed on the day of review were not reimbursable under offer-versus-serve (OVS) rules as only two items were selected. It is evident that line staff do not understand how food items credit nor the rules of OVS.

Corrective Action:

Additional OVS training for staff must be conducted, documented, and submitted as corrective action. It was also recommended to post the production menu for staff to view which includes the portion size and crediting information for each menu item. The SFA has provided OVS training to staff and the supervisors have followed up with the manager. November 30th or January 3rd were the OVS training dates. Additional response is not required.

Technical Assistance:

OVS technical assistance was provided to cafeteria staff during the review. InTEAM training can be used as additional training for site staff (OVS Breakfast and OVS-Lunch). The supervisor was advised to have short team meetings before service to go over food crediting.

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

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion size of fruit served in the parfait on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. The recipe for the parfait was not followed as nearly a full cup of yogurt was portioned with only about 1/4 cup of pears.

Corrective Action:

The recipe for the fruit parfait was obtained and will be used going forward. The planned portion per the recipe is 1/2 cup fruit and 3 oz yogurt. Additionally, the recipe will be translated for non-English speaking staff. Additional response is not required.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of fruit.

410. Review Period- planned menu quantities meet the meal pattern requirements

Technical Assistance- Signage indicating Menu Plan:

After working with the menu planner, the salad entree is offered with 4 packages of crackers. On the day of review, there was no clear signage of what is paired together or how much is allowed to be taken. It is highly recommended that all schools develop signage to incorporate within the service line that explains what goes together and how much is allowed per serving.

General Program Compliance - 721 George Washington Community HS (5644)

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812. Day of Review- Program benefits were available to all children without discrimination

Technical Assistance- Meal Service Options for all students

There is a new service after the last lunch period where students who are being disciplined (in-school suspension or students who arrive after the first bell) receive lunch. While there are still some choices for lunch, it was observed that the choices provided are just what is left over from the first three meal periods. Disciplinary activities cannot interfere with a student's ability to have the same choices as all the other participants. It is encouraged that the cafeteria staff forecasts the choices daily to reflect this new service.

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day, including a la carte foods and beverages sold during meal services and/or food items sold during non-exempt fundraisers, do not meet Smart Snacks standards. Vending machines are not compliant as they contain items such as fruit snacks, Takis, TGI Fridays cheddar bacon skin chips, Grippos, Funyuns, etc.

Corrective Action:

As corrective action the school has turned off the machines in cafeteria and will keep them off until compliant items are added. IPS administration will also meet to address the issues. Additional response is not required.

Technical Assistance:

The requirement was discussed with the manager and area supervisor on the day of review.

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Equipment temperatures are checked daily but are only recorded weekly.

Corrective Action:

As corrective action the school staff agrees to record equipment temperatures daily. The logs were found in the sponsor's food safety plan and will be provided to the manager. Additional response is not required.

Technical Assistance:

The requirement was discussed with the manager and area supervisor on the day of review.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

Expired foods, including grapes and yogurt, were observed in the walk-in refrigerator.

Corrective Action:

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The area supervisor was onsite during the review and along with the manager agrees to train foodservice staff on FIFO principles. Additional response is not required.

Technical Assistance:

FIFO principles were discussed with the area supervisor and manager on the day of review.