

SNP Administrative Review Findings
Program Year 2023

Indianapolis (Indy) STEAM Academy (9534)

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4020 N Sherman Drive
Indianapolis, IN 46226-4464

Food Service Contact

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Executive Contact

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

General Program Compliance - Indianapolis (Indy) STEAM Academy (9534)

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 onsite: civil rights complaint procedure not provided; no documentation of civil rights training for all Indy STEAM staff who assist with food service duties.

Corrective Action:

As corrective action, the FSD/Head of School will complete the Civil Rights training course within Moodle prior to the start of the '23-24 school year. The training certificate must be retained as proof of completion. In addition, the FSD/Head of School should use the following printable training presentation to train all staff on Civil Rights requirements prior to the start of the '23-24 school year:

https://docs.google.com/presentation/d/1ySTT_8twuaiM_r2PSoRtEvn6Rs_pqEzLSrO2_46Y5aA/edit#slide=id.p1

The following agenda/staff attendance form should be utilized to document the training:

<https://docs.google.com/document/d/1sDPkPrBkuNOrC6hd8zBBJ1reciB-s3mZNmGd0feBRik/edit?usp=sharing>

The additional resources located in the Technical Assistance section below should be printed and implemented as corrective action for the missing Civil Rights complaint procedure.

The Field Specialist will complete a follow-up visit during PY2024 to ensure this requirement is being met. No further corrective action is needed at this time.

Technical Assistance:

Complaint Procedure Template:

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

Complaint Form: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

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

General School Nutrition Programs Civil Rights Webpage: <https://www.in.gov/doi/nutrition/civil-rights-requirements/>

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

Technical Assistance: Civil Rights Short Nondiscrimination Statement

The FSD/Head of School was reminded that the correct short nondiscrimination statement is, "**This institution** is an equal opportunity provider." On the menus, the vendor is including the incorrect statement, "The USDA is an equal opportunity provider."

SNP Administrative Review Findings
*Program Year 2023***Indianapolis (Indy) STEAM Academy (9534)**

1214. *School Nutrition Programs Director met/will meet annual training requirements*

Technical Assistance: Reminder of Annual Training Requirements

The FSD/Head of School was reminded that school employees who have some food service responsibilities should be trained on civil rights & their specific duties annually. The resources below should be reviewed to help implement a tracking system for PY2024.

School Nutrition Programs Training Webpage: <https://www.in.gov/doi/nutrition/trainings/>

Professional Standards Summary Flyer: https://www.fns.usda.gov/sites/default/files/resource-files/Professional_Standards_Flyer.pdf

IDOE Training Tracker: <https://www.in.gov/doi/files/copy-professional-standards-tracking-idoe-final.xlsx>

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

Finding 9151: SFA does not submit reports as required to the State agency.

At the time of the onsite review, the Annual Financial Report (AFR) and Verification Summary Report (VSR) had not been submitted to IDOE on time.

Corrective Action:

Reporting requirements were discussed with and understood by the FSD/Head of School. The Field Specialist provided onsite technical assistance on January 17, 2023, to assist FSD in completing the AFR. No further corrective action is needed.

Technical Assistance:

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.

Corrective Action:

The FSD/Head of School agreed to conduct the proper outreach at the end of each school year utilizing information from the State Agency's SFSP website. If implemented as agreed upon, no further corrective action is needed.

SNP Administrative Review Findings

Indianapolis (Indy) STEAM Academy (9534)

Program Year 2023

Indianapolis (Indy) STEAM Academy
(9704)

4020 N Sherman Drive
Indianapolis, IN 46226-4464

Food Service Contact

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Month of Review: November 2022

Date of Onsite Review: December 13, 2022

Other Federal Programs - Indianapolis (Indy) STEAM Academy (9704)

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance: Snack Component Serving Sizes

The vendor was provided technical assistance regarding how to correctly fill out the ASSP Production Record. The serving size for individually wrapped items, such as grahams and other grain items, must still be stated on the production record. If a package is a 1 oz eq of grain, then the serving size can be stated as "1 oz pkg."

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

Afterschool Snack Program (ASSP) monitoring was not completed by the SFA. The first review should be made within the first four weeks of the start of the program. The second review can take place at any other point during the program year.

Corrective Action:

ASSP monitoring requirements were discussed with and understood by the FSD/Head of School. The review form provided below will be used to monitor the program moving forward. If implemented as discussed, no further corrective action is needed.

Technical Assistance:

ASSP Review Form for Vended Snacks: <https://www.in.gov/doi/files/vended-snack-review-form.doc>

Meal Counting & Claiming - Indianapolis (Indy) STEAM Academy (9704)

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 sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. 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. A system to double check the accuracy of the consolidated claim needs to be implemented to ensure correctness before submitting the final claim.

Corrective Action:

The difference between the SFA Count and the State agency validated count is documented on the review forms. As corrective action, the FSD/Head of School agreed to have a second individual, the front office clerk, check the meal counts for accuracy before the monthly claim is filed by the FSD. If implemented as agreed upon, no further corrective action is needed.

Meal Components & Quantities - Indianapolis (Indy) STEAM Academy (9704)

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*

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

The sponsor was provided technical assistance during the on-site visit and provided appropriate signage to display for breakfast and lunch. No further corrective action is needed.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period of November 2022, the whole grain requirement does not appear to have been met for the week. The vendor was reminded that 80% of grains offered across the week must be whole grain rich.

Corrective Action:

See corrective action under Finding 9076.

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. Some of the daily production records submitted for the menu certification week are incomplete or missing information. In addition, crediting documentation and standardized recipes provided did not contain enough information to determine how some menu items credit towards the meal pattern. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

Corrective Action:

As part of the administrative review, an onsite technical assistance was provided to the vendor/Real Taste owner on February 3, 2023. The following topics were discussed: how to accurately complete production records to include specific serving sizes and correct meal contribution amounts; proper menu crediting documentation, including Child Nutrition (CN) labels, Product Formulation Statements (PFS), and whole grain documentation; and weight versus volume measurements. The vendor verbally acknowledged that he understood the technical assistance provided and that the issues would be corrected moving forward. The Field Specialist will provide a follow-up visit to ensure this requirement is being met. No further corrective action is needed from the sponsor at this time.

Technical Assistance:

Resources utilized during the technical assistance:

Crediting: <https://docs.google.com/document/d/1VG7MQIssW4ReH48gQqxnuunWQIAqWOQpERLZUIfomeI>

Production Record Instructions: <https://www.in.gov/doe/files/Food-Production-Record-Instructions-for-Breakfast-and-Lunch.pdf>

Interactive Food Production Record: <https://www.in.gov/doe/files/Interactive-Food-Production-Record-for-Breakfast-and-Lunch.xlsx>

General Program Compliance - Indianapolis (Indy) STEAM Academy (9704)

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.

Corrective Action:

The FSD/Head of School was provided technical assistance onsite and reminded that the most recent food safety inspection needs to be posted in a public location. It was recommended to post next to the "And Justice for All" poster. No further corrective action is needed.

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were unavailable for review during the onsite visit. Logs for the SFA were being maintained at the vendor's facility.

Corrective Action:

Technical assistance regarding the proper procedure for maintaining temperature logs at the SFA was provided to the Real Taste staff member during the onsite review. Staff member verbally acknowledged that the temperature logs would remain onsite at Indy STEAM moving forward. No further corrective action is needed.

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

Finding 9150: Storage violations were observed.

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 First In, First Out (FIFO) inventory management method is not being used.

Corrective Action:

Technical assistance was provided to the Real Taste staff member onsite during the day of review regarding proper date-marking of all products being stored in the cooler & dry storage areas. No further corrective action is needed.