

SNP Administrative Review Findings

International Leadership School (K407)

Program Year 2024

International Leadership School (K407)

6413 N. Clinton St.
Fort Wayne, IN 46825-5836

Food Service Contact

Ms. Fetaneta Omerovic
Food Coordinator
(260) 483-9911
fetaneta@isoni.org
FSMC: Classic Cafe

Executive Contact

Mr. Abdulwahab Abashaar
School Principal
(313) 505-8128
abashaar@isoni.org

No. of Sites / Reviewed: 2 / 1
Month of Review: November 2023

Commendations

- * Staff were willing to work with reviewers to immediately correct some issues when noted during the onsite review.

Resource Management Comprehensive Review - International Leadership School (K407)

750. Year End Available Balance

Finding 9000: Balances reported on Annual Financial Report (AFR) could not be validated

The school did not have labor documents to support the labor expense recorded on the AFR.

Corrective Action:

Documentation of all labor charged to food service and itemized for each employee is to be emailed to the Field Specialist.

General Program Compliance - International Leadership School (K407)

1211. Validation of SFA employee count

Technical Assistance: Staff Requiring Professional Standard Hours

The Food Service Director as listed in CNPWeb, is the person who is responsible for the daily activities of the food service department and must complete 12 hours of professional standards training annually. Staff who work 20+ hours a week in the cafeteria are required to complete 6 hours of professional standards training annually. Food service staff who work less than 20 hours a week must complete 4 hours of annual training. If they are non-food service staff who only assist with Direct Certification reports must complete job specific trainings.

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance: Tracking training hours

The reviewer recommends using the IDOE or another tracking excel spreadsheet to track training hours for staff. The Professional Training Tracking Tools may be found on our website under Professional Standards under the Indiana Guidance <https://www.in.gov/doe/nutrition/professional-standards/>

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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: The policy does not have descriptive HACCP or SOP instructions. The plan did not list the food items in process 1, 2, and 3. The plan does not have a list of employees or equipment.

Corrective Action:

The sponsor is to update the Food Safety Plan and have a copy posted at each school. The SFA is to send a copy of the Process 1, 2, 3 procedures and a list of the staff and equipment to the Field Specialist.

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Technical Assistance:

The reviewer discussed with the Food Service Coordinator the importance of having a Food Safety Plan and how the plan may be used to train staff.

1501. *Records are retained for 3 years*

Finding 9152: SFA not retaining Program records for a minimum of 3 years.

The SFA is not retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits. Salary financial records were not available to access from the old payroll system.

Corrective Action:

The SFA is to have a procedure in place to retain financial records for documenting the Annual Financial Report. **Submit the written procedure to the State Agency as corrective action.**

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 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 SFA agrees to conduct outreach at the end of each school year. 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. **While the SFA agrees to the send this information to households at or near the end of the school year, as corrective action the food service director is required to complete the End of Year Updates and Reminders training in Moodle. Please submit the training completion certificate.**

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures.

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**International Leadership School
(D914a)**

6413 N. Clinton St.
Fort Wayne, IN 46825-5836

Food Service Contact

Mrs. Fetaneta Omerovice
Food Coordinator
(260) 483-9911

Month of Review: November 2023

Date of Onsite Review: December 19, 2023

Meal Counting & Claiming - International Leadership School (D914a)

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

Technical Assistance: Assistance with meal counting

A staff member needs to be at the end of the breakfast line taking the meal count and ensuring the students are taking a fruit serving.

321. Review Period meal counts are reasonable compared to Day of Review meal counts

Finding 9069: Day of Review meal counts not reasonable compared to Review Period meal counts.

The SBP meals by category reported by the school for each serving day of the review period were compared to meal counts by category reported by the school on the Day of Review. Unreasonable shifts occurred in the counts by category from the review month to the day of review. The school's explanation does not describe an acceptable meal count system. 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:

The SFA is to train all employees who will be taking meal counts on the proper way of counting a reimbursable meal. A procedure is to be written describing how meal counts will be taken to ensure that students are receiving a reimbursable meal. All employees who will be taking meal counts are to complete the Offer versus serve training in Moodle. Documentation of the completed training is to be emailed to the Field Specialist.

Technical Assistance:

The reviewer discussed with the Food Service Director, Principal, cafeteria staff members, the importance of recording each meal at the end of the line after the student has received a reimbursable meal. Meal counts should never be recorded based on the number of meals prepared. Proper meal counts for the purposes of claiming come from a count where the student receives a reimbursable meal. Incomplete meals, second meals and adult meals are not reimbursable and must be paid for with non-program funds.

324. Review Period- there were questionable patterns in the reported meal counts by category

Finding 9073: Questionable patterns in the reported counts of free, reduced, and paid meals for the Review Period.

There were patterns in the reported counts of free, reduced, and paid meals for the Review Period that appear questionable for the population of students participating in the NSLP and SBP. The explanation provided by the school for the questionable meal count patterns was not acceptable. Questionable meal count practices include: The students who packed their lunch are able to come up and receive a meal along with the students who were already served a reimbursable meal asking for second servings.

Corrective Action:

The SFA must have a procedure in place to ensure that all students are receiving their first meal and counted accurately before any leftovers are served. While students who bring a lunch from home may also take a meal,

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incomplete meals, second meals and adult meals are not reimbursable and must be paid for with non-program funds. A copy of the procedure is to be sent to the Field Specialist.

Technical Assistance:

The reviewer discussed with the food service director, principal, and serving staff that it was too confusing to serve meals to those who packed their lunch after the initial meal service was completed. If students come up for a second entree or meal, then a procedure needs to be in place to ensure that they are not counted as a reimbursable meal. Incomplete meals, second meals and adult meals are not reimbursable and must be paid for with non-program funds.

Meal Components & Quantities - International Leadership School (D914a)

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: Milk Variety Unavailable due to Shortages

There was only one variety of milk being offered at breakfast.

Corrective Action:

The SFA was able to procure skim milk for the next delivery. **If implemented as discussed, no additional action is required.**

Technical Assistance:

Due to the unavailability of fresh chocolate milk the site is only providing one type of milk. To the greatest extent possible two choices of milk, skim and 1% white milk could be offered until the chocolate milk issue is restored. If the sponsor is unable to obtain two different white milks within reason, no finding will be issued at this time. As soon as all supplies are restored, there is the expectation to have two milk varieties available to all students.

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 for School Breakfast Program and the National School Lunch Program.

Based on a review of breakfast production records and other supporting food crediting documentation for 1 week during the Review Period November 6-10, 2023, some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: Breakfast did not meet the weekly grain requirements. Lunch did not meet the red/orange vegetable subgroup requirements.

Corrective Action:

The SFA is to provide a new breakfast menu along with a completed K-12 breakfast menu certification worksheet and crediting documents showing the weekly grain requirements are being met for breakfast. The vendor updated the week 2 cycle lunch menu increasing the red/orange vegetables. A copy of the production records for the next service cycle of week 2 is to be mailed to the Field Specialist.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, five students chose only cereal and milk. Although the cashier did not claim the meals as reimbursable, the cost of providing incomplete breakfasts cannot be covered by the food service account.

Corrective Action:

As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees. Develop a plan for how incomplete breakfasts will be paid for using non-federal funds.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

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502. *Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line*

Finding 9080: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least ½ cup fruit or vegetable) is not identified near or at the beginning of the meal service line(s).

Corrective Action:

The SFA has put up USDA signage describing what is required for a meal to be reimbursable for breakfast and lunch when implementing offer versus serve. **No additional action is required.**

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - International Leadership School (D914a)

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.

Proper HACCP principles not observed: refrigerator and freezer temperatures not adequately monitored. Documentation was not available showing that the sanitation water met the chemical concentration requirements.

Corrective Action:

The SFA is to document the temperature of the milk coolers and the sanitation requirements for the dish water and table cleaning solution. **The log for January is to be emailed to the Field Specialist documenting that the milk cooler temperature and water sanitation requirements are being met.**

Technical Assistance:

The reviewer discussed with the food service director and kitchen staff the importance of recording milk cooler temperatures to prove it is maintaining proper temperature. They are also to document that the sanitation chemicals used for cleaning dishes and tables are meeting the requirements. This information is a part of the food safety plan. Further information may be obtained on our Food Safety Website at <https://www.in.gov/doe/nutrition/food-safety/>