

SNP Administrative Review Findings**Irvington Community School Inc (9330)****Program Year 2020****Irvington Community School Inc (9330)**

5751 E University Avenue
Indianapolis, IN 46219-7222

Food Service Contact

Mr. Harold Allen
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FSMC: Aramark

Executive Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: October 2019

Certification and Benefit Issuance - Irvington Community School Inc (9330)

126. Certification: selected applications correctly approved

Finding 9901: Selected applications correctly approved

One application was approved with an invalid SNAP case number. This contributed toward fiscal action calculations.

Corrective Action:

Valid SNAP case number formatting was discussed with staff. Going forward, staff will check web-based application approvals to ensure only valid case numbers are approved. No further action required.

Verification - Irvington Community School Inc (9330)

210. Direct Verification of selected applications was conducted according to requirements

Finding 9043: Requirements for directly verifying applications not met.

Direct Verification was attempted after households had already been contacted for verification activities.

Corrective Action:

Discussed with staff that attempts to Directly Verify applications selected for verification activities should be conducted prior to notifying households. Households whose applications were Directly Verified should not be contacted for further verification. No further action required.

Resource Management Comprehensive Review - Irvington Community School Inc (9330)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 9000: Other Finding

The SFA is not assessing its own compliance with the Revenue from Nonprogram Foods requirements.

Corrective Action:

Administration must track nonprogram food (a la carte items/extra entrees at breakfast and lunch) sales for 5-day period and determine food cost for items sold at all schools. The data must then be entered into the Revenue from Nonprogram Food Tool (found on <https://www.doe.in.gov/nutrition/financial-management-and-procurement>). A completed tool must be submitted as corrective action, as well as how the school(s) will address a revenue shortfall if applicable.

General Program Compliance - Irvington Community School Inc (9330)

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.

Per the Local Wellness Policy, an assessment of the policy is supposed to be conducted at annual board meetings. A board meeting was just held and the policy was not assessed. The Local Wellness Policy is not posted on the school website, or otherwise made publicly available.

Corrective Action:

Requirements for publicly posting the Local Wellness Policy and assessing it were discussed with administration. The policy



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will be posted to the school's website before the end of the year, and it will be assessed by the school board at the next board meeting. Results of that assessment will also be posted to the school's website. No further action required.

SNP Administrative Review Findings**Irvington Community School Inc (9330)****Program Year 2020****Irvington Middle School (J009)**

5751 E University Avenue
Indianapolis, IN 46219-7222

Food Service Contact

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Month of Review: October 2019

Date of Onsite Review: November 20, 2019

Meal Components & Quantities - Irvington Middle School (J009)

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

Finding 9000: Other Finding

Three breakfast meals were observed without at least 1/2 cup fruit.

Corrective Action:

New site staff are currently being trained on meal requirements, training will be ongoing until requirements are understood. It is recommended that school administration and management company staff conduct visits to confirm that only reimbursable meals are counted. No further action required.

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.

Corrective Action:

Appropriate signage was found in the kitchen and was displayed before meal service ended. No further action required.

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

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

Students at breakfast took meals without fruit (addressed in Q401), the cashier was also requiring students to take milk when they had enough items.

Corrective Action:

Training for the cashier and other new staff will continue to be ongoing until requirements are understood and correctly implemented. It is recommended that school administration and management company staff conduct visits to confirm that only reimbursable meals are counted. No further action required.

501. *Cafeteria staff have been trained on OVS*

Finding 9000: Other Finding**Technical Assistance:**

Trainings for Offer Versus Serve are available on the DOE website at <https://www.doe.in.gov/nutrition/school-nutrition-program-trainings>.

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.

The signage posted does not specify that students must take at least 1/2 cup fruit/vegetable for a reimbursable meal.

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Corrective Action:

Correct verbiage for OVS signage was discussed with Aramark staff and updated signs will be posted immediately. No further action required.

General Program Compliance - Irvington Middle School (J009)

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.

The SFA has not conducted on-site monitoring of each school's counting and claiming procedures for the current Program Year, nor for the prior Program Year.

Corrective Action:

Annual on-site review requirements were discussed with school administration and on-site reviews for all three schools will be conducted by February 1, 2020. Template on-site review forms can be found on <https://www.doe.in.gov/nutrition/site-review>. No further action required.