

SNP Administrative Review Findings

Islamic Academy of Kendallville (K417)

Program Year 2024

Islamic Academy of Kendallville (K417)

831 Commerce Drive
Kendallville, IN 46755-9389

Food Service Contact

Mr. Ali Alsari
Food Service Director
(260) 544-3055
Ali@islamicacademyofkendallville.org
FSMC: Classic Cafe

Executive Contact

Ms. Shena A Ali
Principal
(260) 544-3055
Sheynaali@gmail.com

No. of Sites / Reviewed: 1 / 1
Month of Review: September 2023

Commendations

- * Staff were willing to correct procedures on-site.

Technical Assistance

- * Due to the unavailability of fresh chocolate milk the vendor 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 vendor 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 choices available.
- * Staff must complete procurement training to understand the processes that need to be followed when purchasing items for breakfast.
- * Staff purchasing and preparing breakfast need to complete the grain crediting course in Moodle. The reviewer recommends taking the Breakfast training course again in Moodle and the Procurement training course. The food service staff would also benefit from taking the Institute of Child Nutrition 8-hour food safety course.

Resource Management Comprehensive Review - Islamic Academy of Kendallville (K417)

753. Internal Controls

Finding 9000: Financial Procedures

No written financial procedures were implemented to maintain effective oversight over federal funds and ensure charges to the nonprofit school food service are allowable (2 CFR 200.303)

Corrective Action:

The SFA is to provide written procedures on how they will separate duties to ensure accountability of income and expenses for the food service account.

757. Allowable Costs Test

Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.

The State agency reviewed a sample representing 10% of expenses for the most recently completed program year 2022, using the SFA's comparable document. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: A bus expenditure of \$180 was posted as part of the foodservice expenses.

Corrective Action:

The Food Service Director contacted the bookkeeper and had this issue resolved. If implemented as discussed, no additional response is required.

Technical Assistance:

The reviewer and food service director calculated the cafe invoices for breakfast and lunch and found the total expenditures were not accurate from the bookkeeping records. It was determined that the extra expense was a bus bill, and the funds were corrected. It was also determined that the salary for the food service server was not allocated to food service. The reviewer discussed that all expenses and income for the food service account should be accounted for in the financial reports. If there is a deficit, then the school will need to cover the negative expenses by showing a transfer of income from the school general fund into the food service account.

General Program Compliance - Islamic Academy of Kendallville (K417)

1213. *New School Nutrition Programs Director met food safety certification training requirements*

Finding 9000: Food Safety Certificate has not been obtained.

A current Food Safety Certificate has not been obtained by the food service director.

Corrective Action:

The food service director has scheduled to take another ServSafe Test in November as well as signed up to take the Institute of Child Nutrition 8-hour Food Safety Course. **A copy of the completion certificate is to be emailed to the Field Specialist.**

Technical Assistance:

The reviewer discussed with the food service director other options in obtaining a food safety certificate. They will still need to complete the ServSafe requirements as it was a written finding/requirement with the Board of Health.

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 current food safety plan has not been updated with the correct food items listed in process 1, 2 and 3. There was not a list of equipment or current list of staff.

Corrective Action:

The SFA is responsible to update the Food Safety Plan and email the updates to the Field Specialist.

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.

Corrective Action:

The food service director was able to email the Board of Health to receive a copy of the missing health inspection report. The SFA has set up files to keep track of all the required items going forward. **If implemented as discussed, no additional response is required.**

Technical Assistance:

The reviewer discussed with the food service director the importance of keeping records from food service for at least a minimum of three years unless the requirements state longer than three years. The required documentation timeframes are listed on our website on the Record Retention Form.

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. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

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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. **If the SFA agrees to the send this information to households at or near the end of the school year, no additional response is required.**

Technical Assistance:

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

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Islamic Academy of Kendallville (A308)

831 Commerce Drive
Kendallville, IN 46755-9389

Food Service Contact

Mr. Ali Alsari
Food Service Director
(260) 544-3055

Month of Review: September 2023

Date of Onsite Review: October 24, 2023

Meal Counting & Claiming - Islamic Academy of Kendallville (A308)

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

Finding 9000: Meal counts are not taken at the point of service.

Breakfast meal counts are taken in each classroom after the students are served their meal when the food service worker brings the milk to the students. Many students had already picked up portions of the breakfast and not the complete breakfast.

Corrective Action:

A procedure is to be developed showing that meals are recorded when the students are served their meals. A copy of the procedure is to be emailed to the Field Specialist. An unannounced visit will be conducted later in the year to ensure that the procedure is being followed.

Technical Assistance:

The review discussed with the food service director and cafeteria worker the importance of recording the meals served as the student receives the meal. Many students were picking and choosing what they wanted to eat before the food service worker was in the room to record the meal.

Meal Components & Quantities - Islamic Academy of Kendallville (A308)

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

Finding 9002: Meal components missing on Day of Review.

As observed on the Day of Review, required meal components were not unitized when placed in the classroom and students were taking items they wanted to eat and leaving items in the container. The server came back through the classroom with the milk and checked to make sure each student had all items required.

Corrective Action:

The SFA must develop a new procedure in serving students a unitized breakfast. A copy of the procedure is to be emailed to the Field Specialist. An unannounced visit will take place later this school year to ensure that the procedure is implemented.

Technical Assistance:

The school was advised and given the opportunity to add missing meal component(s) before the meal service started. The staff was given the opportunity to add missing meal component(s) during the meal service when missing components were observed.

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 breakfast meal is not identified near or at the beginning of the meal service line for breakfast.

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Corrective Action:

The SFA is to post the breakfast menu and required components for all students to view. Provide a copy of the posted menu as corrective action. An unannounced visit will take place this year to confirm this has been corrected.

Technical Assistance:

The reviewer explained to the food service director and worker, the importance of identify a complete reimbursable for students. This should help students understand that they are required to take the fruit and milk with their grains.

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

Finding 9000: Variety of breakfast grains not offered

The same breakfast item was served every day during the review period.

Corrective Action:

The SFA is to develop a rotating breakfast menu with a variety of grains offered throughout the week. The menu is to be certified through the menu certification worksheets and emailed to the Field Specialist.

Technical Assistance:

The reviewer assisted the food service director and worker in finding other grain items that did not need to be heated. We discussed how to read the Exhibit A Grain Chart to determine if the new products meet the USDA guidelines for creditable grains.

General Program Compliance - Islamic Academy of Kendallville (A308)

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.

The most recent Board of Health Inspection Report was not posted.

Corrective Action:

The food service director printed off the report and posted it during the on-site review. **At this point, no additional response is required.**

Technical Assistance:

The reviewer explained to the food service director and worker that it is a requirement to post the most recent Board of Health Inspection in a site visible by the students. They were reminded that two inspections are required annually, and it is their responsibility to send a request to the Board of Health to complete the inspections.

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.

***Repeat Finding**

Proper HACCP principles not observed: Food preparation and service areas were cleaned before testing the sanitation water. Utensils and equipment used for food preparation and meal service are washed in a 2-bay sink without a sanitizing step included. Additionally, there is no hot water to wash hands.

Corrective Action:

The food service worker found the test strips and tested the sanitation water after meal service. It met the requirements. The solution for sanitizing utensils was to boil hot water and place the utensils in the water for 30 seconds. A log sheet was printed out to record the sanitation ppm's and water temperature. The server is using soap and cold water to wash hands and hand sanitizer between each task. **If implemented as discussed, no additional response is required.**

Note: The new facility will need to have a 3-bay sink and a hand washing sink with hot water available for meeting Health Department requirements as well as meeting all other requirements and obtain a certificate to operate/serve meals.

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Technical Assistance:

The reviewer discussed with the food safety director and food service worker the importance of detecting if all sanitation procedures meet the requirements.

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. All food is not stored at least 6 inches off the floor. The First In, First Out (FIFO) inventory management method is not being documented.

Corrective Action:

The food service staff immediately put up a table to place all food products and supplies on to get them off the floor. An inventory sheet is being developed to list all items and they will be date marked. **If implemented as discussed, no additional response is required.**

Technical Assistance:

The reviewer discussed with the food service director and worker the importance of storing all food items and supplies at least 6" off of the floor. All food items are to be date marked and recorded on an inventory sheet to assist with product rotation.