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**SNP Administrative Review Findings**

**KIPP Indy Public Schools (9400)**

*Program Year 2020*

**KIPP Indy Public Schools (9400)**

1740 E 30th Street  
Indianapolis, IN 46218-2605

**Food Service Contact**

Mr. Kyle Rouse  
Director of Regional Operations  
(317) 775-7613  
FSMC: Aramark

**Executive Contact**

Mr. Nick Perry  
Chief Operations Officer  
(317) 775-8729

No. of Sites / Reviewed: 3 / 3  
Month of Review: December 2019

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**General Program Compliance - KIPP Indy Public Schools (9400)**

*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.**

The current policy meets requirements, but is not posted publicly, a wellness committee has not been formed, and the policy has not been evaluated annually (as is directed within the policy).

**Corrective Action:**

Please attest that the policy has been posted publicly, that a school wellness committee will be formed in school year 2020-2021, and that the wellness policy will be evaluated by the committee in school year 2020-2021

**Technical Assistance:**

Wellness policy resources and evaluation tools can be found at <https://www.doe.in.gov/nutrition/school-wellness-policy>.

*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**

Outreach for SFSP needs to be conducted.

**Corrective Action:**

School administration understand the requirement to promote local availability of meals served under the Summer Food Service Program (SFSP) prior to the end of each school year. No further action required.

**Technical Assistance:**

SFSP site availability information can be found at: <https://www.doe.in.gov/nutrition/summer-food-service-program>.



**SNP Administrative Review Findings**

**KIPP Indy Public Schools (9400)**

*Program Year 2020*

**KIPP Indy College Prep (5860)**

1740 E 30th Street  
Indianapolis, IN 46218-2605

**Food Service Contact**

Mr. Kyle Rouse  
Director of Regional Operations  
(317) 775-1866

Month of Review: December 2019

Date of Onsite Review: January 28, 2020

**General Program Compliance - KIPP Indy College Prep (5860)**

901. *On-site monitoring review(s) were completed prior to February 1*

**Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year.

**Corrective Action:**

The annual on-site review requirement was discussed with program staff and understood. No further action required.

**Technical Assistance:**

Template on-site review forms can be found at <https://www.doe.in.gov/nutrition/site-review>.

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 food safety inspection report was not posted in a publicly visible location.

**Corrective Action:**

This was corrected on-site, no further action required.

**Other Federal Programs - KIPP Indy College Prep (5860)**

1814. *Required meal components available on every meal service line to all participating students? Enter data.*

**Finding 9253: Based on Day of Review observation, required meal components were missing or non-creditable.**

As observed on the Day of Review, all required meal components were not available to all participants- lunch was served without a vegetable on May 4.

**Corrective Action:**

The correct meal pattern was reviewed with program operators (the meal pattern for the SSO program is the same as for NSLP/SBP) and will immediately be implemented. Fiscal action will be calculated for all incomplete meals. No further action required.

1817. *Breakfast minimum daily requirements met for age/grade group? Enter data.*

**Finding 9256: For breakfast, the daily minimum meal component requirements for grains/breads, fruits and vegetables are not being served.**

For breakfast, the daily minimum of fruits/vegetables was not met for the age/grade group being served as required in 7CFR 220.8. Only 1/2 cup fruit was provided on May 4 when the requirement is 1 cup.



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**SNP Administrative Review Findings**

**KIPP Indy Public Schools (9400)**

*Program Year 2020*

**Corrective Action:**

The correct meal pattern was reviewed with program operators (the meal pattern for the SSO program is the same as for NSLP/SBP) and will immediately be implemented. Fiscal action will not be calculated at this time as this is not a repeat violation. No further action required.

*1827. Meal documentation for last five days of review period indicate required meal components available? Enter data.*

**Finding 9267: Documentation for the last five operating days of the Review Period indicate that some meals were missing required meal components.**

Based on a review of the SSO site's documentation and procedures, such as production records and nutrient analysis records for the last five operating days for the Review Period, not all meals contained all required meal components or had sufficient quantities. Lunches served April 27- May 1 did not contain the vegetable component and breakfasts served on April 28 & 30 only contained 1/2 cup fruit.

**Corrective Action:**

The correct meal pattern was reviewed with program operators (the meal pattern for the SSO program is the same as for NSLP/SBP) and will immediately be implemented. Fiscal action will be calculated for all incomplete meals. No further action required.



**SNP Administrative Review Findings**

**KIPP Indy Public Schools (9400)**

*Program Year 2020*

**KIPP Indy Legacy High (9138)**

1740 E 30th Street  
Indianapolis, IN 46218-2605

**Food Service Contact**

Mr. Kyle Rouse  
Director of Regional Operations  
(317) 775-7613

Month of Review: December 2019

Date of Onsite Review: January 27, 2020

**Meal Counting & Claiming - KIPP Indy Legacy High (9138)**

*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. School is CEP so a clicker is allowable, but students come through 2 serving lines toward a condiment station in the center- one staff person stands there to click reimbursable meals, but the students are able to meander through the line and return to the condiment station after they have passed through, making it very difficult for the person clicking to know if a student has already been through the line. The current method does not prevent students from being counted more than once.

**Corrective Action:**

Upon a follow-up visit, the meal service line was reconfigured so that the condiment station is after the point of service. Stanchions are used to guide students through the service area and the flow of students with complete meals to the person counting meals is much more organized. No further action required.

**Meal Components & Quantities - KIPP Indy Legacy High (9138)**

*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:**

Signage explaining the components of a meal was posted at time of follow-up visit. No further action required.

**Technical Assistance:**

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

*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.**

Production 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. On Tuesday 12/3, only 1/2 cup fruit was served for breakfast.

**Corrective Action:**

The quantity error was discussed with program staff. Correct meal pattern quantities are understood, this is not a repeat violation. No further action required.



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**SNP Administrative Review Findings**

**KIPP Indy Public Schools (9400)**

*Program Year 2020*

411. *Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions*

**Finding 9077: School did not comply with planned menu for the Review Period**

The reviewer noted that the planned and posted menu was frequently not served. Although the substitutions met program requirements, the inconsistency could affect student satisfaction and participation.

**Corrective Action:**

It is important that program participants and their families can rely on the information disseminated by the school's nutrition program and reasonable that they should expect to see items on a planned menu served as such. Staff responsible for planning the menu, ordering food, and preparing the meals will work closely together to ensure consistency going forward. No further action required.

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**General Program Compliance - KIPP Indy Legacy High (9138)**

901. *On-site monitoring review(s) were completed prior to February 1*

**Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year.

**Corrective Action:**

The annual on-site review requirement was discussed with program staff and understood. No further action required.

**Technical Assistance:**

Template on-site review forms can be found at <https://www.doe.in.gov/nutrition/site-review>.



**SNP Administrative Review Findings**

**KIPP Indy Public Schools (9400)**

*Program Year 2020*

**KIPP Indy Unite (5741)**

1740 E 30th Street  
Indianapolis, IN 46218-2605

**Food Service Contact**

Mr. Kyle Rouse  
Director of Regional Operations  
(317) 775-7613

Month of Review: December 2019

Date of Onsite Review: January 28, 2020

**Other Federal Programs - KIPP Indy Unite (5741)**

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

**Finding 9221: Snacks are not being properly counted and claimed.**

Not all classroom staff are consistent in documenting complete snacks taken by students.

**Corrective Action:**

Program staff have worked to modify snack service so that staff can accurately document when a complete snack is taken by a student. Due to COVID-19, a follow-up visit was not possible to observe the new method, but after phone conversations with program staff, the reviewer feels the new process will yield accurate counts. No further action required.

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

**Finding 9227: Production records do not demonstrate sufficient components served for the number of snack meals served.**

Based on a comparison of production records for a 5 day period to the number of students counted as receiving a reimbursable snack for the corresponding 5-day period, documentation does not demonstrate that each student received a minimum of 2 components per snack for each meal service. Meal counts are based on what is leftover, there is a variance between the 2 components each day, indicating not every snack meal counted included both components.

**Corrective Action:**

Meal counting procedures have been adjusted and staff have been re-trained. It is understood that a snack meal cannot be counted unless a student selects both items offered. No further action required.

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.**

The Afterschool Snack Program was not monitored by school staff within the first four weeks of operation in the current school year.

**Corrective Action:**

Staff understand the requirement to review the program within the first four weeks of operation each year. No further action required.

**Technical Assistance:**

Template Afterschool Snack Program monitoring forms can be found at <https://www.doe.in.gov/nutrition/after-school-snack-program>.

**Meal Counting & Claiming - KIPP Indy Unite (5741)**



**SNP Administrative Review Findings**

**KIPP Indy Public Schools (9400)**

*Program Year 2020*

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. Students who arrived late and received their breakfast in the cafeteria were not counted.

**Corrective Action:**

Program staff have reconfigured their breakfast service to ensure all student meals are counted appropriately, this was observed during a follow-up visit. No further action required.

322. *Review Period- daily meal counts by category do not exceed the number of eligible students by category*

**Finding 9070: Meal counts exceeded number of free, reduced price and/or paid eligible students.**

Some students were on a field trip December 4 and took sack lunches. Original meal counts for 12/4 showed the number of meals exceeding the number of eligible students significantly, this was attributed to the school using the total number of sack lunches prepared as the meal count number. Since the school did not have an accurate way of counting those field trip meals and had no way to go back and determine how many students received a meal, those meals were then omitted from the December claim.

**Corrective Action:**

School staff have updated their field trip sack lunch counting procedures to yield accurate results. While this was not observed by the reviewer, discussion with school staff regarding the procedures lead the reviewer to believe they will yield accurate results. No further action required.

**General Program Compliance - KIPP Indy Unite (5741)**

901. *On-site monitoring review(s) were completed prior to February 1*

**Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year.

**Corrective Action:**

The annual on-site review requirement was discussed with program staff and understood. No further action required.

**Technical Assistance:**

Template on-site review forms can be found at <https://www.doe.in.gov/nutrition/site-review>.

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 food safety inspection report was not posted in a publicly visible location.

**Corrective Action:**

This was corrected on-site, no further action required.