

SNP Administrative Review Findings

Legacy Learning Center (K400)

Program Year 2023

Legacy Learning Center (K400)

75 N Belleview Pl
Indianapolis, IN 46222-4145

Food Service Contact

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FSMC: SSD Management

Executive Contact

Tewfik Choukri
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: December 2022

Technical Assistance

- * The SFA states that he will meet the training standards but does not track trainings. Shared with SFA tracker day of review to keep track of all professional standards trainings both past and future.
- * The SFA did not have documentation of notifying the health department for an inspection. The SFA stated that he did this verbally with no documentation. Notified the SFA that he should in addition keep written document that he has notified the health department. Shared with SFA health department letter template the day of review
- * The staff kept temp logs; however, the temp logs did not include the most recent days. The last temp log date was dated 12/6/2022. Staff did not have updated temp logs. Reminded staff day of review to complete temp logs for food once it is delivered and served each day.
- * When the flavored milk option was not available towards the end of lunch, juice was then offered and placed next to the remaining white milk. Explained to SFA day of the review that juice cannot appear to be in competition with milk and should not be placed next to it. Milk is a required component to be offered with all meals.
- * Recommended to SFA to keep all production records in a book. As the SFA receives production, the production record book then should be added and updated appropriately.
- * Recommended to the SFA different methods of distributing their breakfast in the morning to have a better traffic flow. Recommended for students that will be eating upstairs to receive their breakfast upstairs as well.
- * The items included in the indirect cost calculation must be listed along with the total expenditure for the program year. Please see the documents listed as attachments to this webpage: <https://www.fns.usda.gov/cn/indirect-cost-guidance>

Resource Management Comprehensive Review - Legacy Learning Center (K400)

773. Proper Classification of Costs (Direct/Indirect)

Finding 9000: Clarification over Direct versus Indirect Costs

Direct costs are costs that can be fully attributed to food service activity. These would include the labor charges for food service staff, cleaning supplies for the kitchen and cafeteria, repairs on food service equipment, etc. Indirect costs are expenses that food service might share with other school activities, such as utilities and trash. There are limits placed on the amount that can be charged as indirect costs to the food service account.

Corrective Action:

Please review the documentation sent regarding allowable costs and resubmit the annual financial report for 2022, making sure that the guidance is followed. There are two calculations that must both be factored in for allowable indirect costs, one that is calculated based on the total expenses of the food service for the program year, less food and equipment. For this example, the total expenditures from the food service were 100,000, with 46,000 for food and equipment. This means that indirect cost basis is $100,000 - 46,000 = 54,000$. Ten percent of 54,000 is 5,400...this is the MAXIMUM amount that can be taken from food service for indirect cost charges, however the next step is to actually calculate the items that make up what is being charged as indirect costs. An example would be the following: During the 2021-2022 school year. \$4,200 was spent on cleaning for entire school; \$2500 was spent for utilities. The total of the indirect costs is \$6,700. Ten percent of this amount would be \$670. This is ALL that can be charged to the food service account for indirect costs. Even though the allowable amount that could be taken from the food service account is \$5,400, using the indirect cost calculation, since only cleaning supplies and utilities are being charged, the lower amount of \$670 is what can be taken. It is likely that a second revision of the AFR may be necessary to reflect the proper calculations.

SNP Administrative Review Findings

Legacy Learning Center (K400)

Program Year 2023

Legacy Learning Center (B299)

75 N Belleview Pl
Indianapolis, IN 46222-4145

Food Service Contact

Hocine Debbah
Food Service Director
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Month of Review: December 2022

Date of Onsite Review: January 10, 2023

Meal Counting & Claiming - Legacy Learning Center (B299)

320. Day of Review- meal count totals by category are combined and recorded correctly

Finding 9000: Other Finding

Meal count sheets are not retained.

Corrective Action:

Meal count sheets should always be retained to complete edit checks. Explained to SFA day of review.

Technical Assistance:

The school was provided technical assistance on the day of the review.

Meal Components & Quantities - Legacy Learning Center (B299)

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Finding 9000: Meal Pattern requirements for fruit for grades 9-12

On some days, the planned menu offers a full cup of fruit (such as whole apple) but on other days if only 1/2 cup of a fruit is planned, two fruits may need to be offered in order to meet the full cup requirement for grades 9-12. Documentation needs to be clear on the production record that either 2 - 1/2 cup servings or one full cup of fruit were offered each day.

Corrective Action:

Review meal pattern requirements and keep production records up to date consistently. Review meal pattern requirements and keep production records up to date consistently. Provide one week of planned breakfast and lunch menus showing compliance with the meal components.

Technical Assistance:

Technical assistance was provided on the day of the review.

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 December 12-16, 2022, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals were missing required meal components during the week reviewed.

Corrective Action:

Review lunch menus for 9-12 grades, ensuring that a full cup of fruit is planned. If 1/2 cup servings are offered for the K-8, then add a second 1/2 cup serving of fruit to the high school menu and note this addition on the production records. Additionally, the minimum requirement for vegetables is 1 cup for grades 9-12; 3/4 cup for K-8. If two 1/2 cup servings of vegetables are offered and students can take both, using OVS, then this fulfills both grade group requirements. This finding was discussed in detail with the food service director, if steps are taken and training occurs with food service staff immediately to resolve the issue noted, no further action is required.

Technical Assistance:

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