

**SNP Administrative Review Findings**

**Liberty Grove Schools (9737)**

*Program Year 2024*

**Liberty Grove Schools (9737)**

1002 W. 25th Street  
Indianapolis, IN 46208-5330

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

**Food Service Contact**

Mrs. Yolanda Wide  
Operations Director  
(317) 226-4242  
ywide@libertygroveschools.org  
FSMC: SSD Management

**Executive Contact**

Mr. Morrise Harbour  
Executive Director  
(317) 226-4242  
mharbour@libertygroveschools.org

**Commendations**

- \* The SFA was well prepared for the review and did a great job organizing documents.
- \* The staff does a great job ensuring that students receive a full reimbursable meal.

**General Program Compliance - Liberty Grove Schools (9737)**

*1214. School Nutrition Programs Director met/will meet annual training requirements*

**Technical Assistance: Professional Standards**

**Technical Assistance:**

As a reminder, 12 hours are required for the director annually. Be sure that training hours are tracked and documented to meet the annual requirement.

SNP Administrative Review Findings

Liberty Grove Schools (9737)

Program Year 2024

**Liberty Grove Schools (9002)**

1002 W. 25th Street  
Indianapolis, IN 46208-5330

**Food Service Contact**

Ms. Debra Patterson  
Food Service Manger  
(317) 226-4242

Month of Review: November 2023

Date of Onsite Review: December 13, 2023

**Meal Counting & Claiming - Liberty Grove Schools (9002)**

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

**Technical Assistance: Meal Counting & Claiming**

**Technical Assistance:**

As a reminder, meals at breakfast, just as lunch, must be counted at the POS as the students receive them.

324. *Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.*

**Technical Assistance: Meal Counting & Claiming**

**Technical Assistance:**

Please remember to fill out lunch meal count sheets completely. The total of reimbursable meals served must always be written on the meal count sheet.

324. *Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.*

**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 for the Review Period that appear questionable for SBP. Questionable meal count patterns are not acceptable. Questionable meal count practices: meals in certain classrooms are not counted at POS using hashmarks. Instead, a strikethrough line or circling all the numbers together is used. In addition, there are days where the same number is claimed for the week. As a reminder, it is unallowable to use the attendance number to claim meals.

**Corrective Action:**

**As corrective action, meal counting and claiming training for all teachers must be completed and submitted to the state agency. In addition, please describe what procedures will be used for the breakfast service.**

**Technical Assistance:**

Technical assistance was provided on the day of review. It was recommended that two points of service should be used for breakfast by the entrances where students arrive.

325. *Review Period- meal counts by category were correctly used in the claim for reimbursement*

**Technical Assistance: Meal Counting & Claiming**

**Technical Assistance:**

The claim for breakfast is different because the total number was used for claim. The number of hash marks for that day was one more than the number written. As a reminder, when validating the claim, always claim the number of hashmarks that are written.

**SNP Administrative Review Findings**  
*Program Year 2024*

**Liberty Grove Schools (9737)**

**Meal Components & Quantities - Liberty Grove Schools (9002)**

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

**Technical Assistance: Meal Components & Quantities**

**Technical Assistance:**

While it is allowable to meet the "other" vegetable subgroup requirement with additional amounts from the dark green, legume, and red-orange subgroups, it is recommended to do so with different vegetables than the options already served. This will allow for better variety of vegetable options throughout the week.

**General Program Compliance - Liberty Grove Schools (9002)**

1405. *Two food safety inspections are received each school year from the local health department*

**Finding 9000: Other Finding**

A letter has not been sent requesting two food safety inspections. This is an annual requirement each year for all program sponsors.

**Corrective Action:**

**As corrective action, please send a letter requesting two health inspections from the health department and submit documentation to the state agency.**

**Technical Assistance:**

This was discussed on the day of the review and resources for the letter template were shared with the SFA. Technical assistance was provided on the day of the review.

1408. *Temperature logs are available*

**Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: milk cooler.

**Corrective Action:**

As corrective action, the staff printed a milk cooler sheet and begin temping the milk on the day of review. **This was documented and no additional response is required.**

**Technical Assistance:**

Technical assistance was provided on the day of the review.