

SNP Administrative Review Findings

Lifeline Youth & Family Services Inc (K003)

Program Year 2020

Lifeline Youth & Family Services Inc (K003)

4510 Illinois Road
Fort Wayne, IN 46804-1208

Food Service Contact

Mr. Jeremy Gripe
Food Service Coordinator
(574) 400-2200

Executive Contact

Mr. Joseph Gough
VP of Residential Programs &
Services
(574) 594-9200

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2019

Meal Counting & Claiming - Lifeline Youth & Family Services Inc (K003)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 9000: Technical Assistance

Technical Assistance:

Discussed with Food Service and Vocational Director and Food Service Coordinator the importance of tracking all of the adult meals served during breakfast, lunch and snacks. If the RCCI is not charging the employees for the meals they receive, they should at least be tracked and a dollar value equivalent to the price of an adult meal (based on USDA Child Nutrition program guidelines) be assigned. USDA program funds cannot be used to pay for adult meals or for other meals that are not claimed for reimbursement. As a good business practice, adult meals that are provided as a part of an employee benefit should be identified and budgeted separately. As long as the RCCI is adding additional funds to cover the cost of the adult meals and the other meals served but not claimed, the RCCI is in compliance. However, the RCCI should maintain detailed records to support their compliance

General Program Compliance - Lifeline Youth & Family Services Inc (K003)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9000: Technical Assistance

Technical Assistance:

Corrected non-discrimination short version listed on menu.

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 9000: Technical Assistance

Technical Assistance:

Wellness Committee met during the on-site review and removed marketing and food sold on campus language due to the fact they do not allow any outside food sold on campus or have vending machines. During the next meeting, this language needs to be added back into the policy. Reminder: It is a requirement to ask someone in the community to participate in the Wellness Committee.

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: List of employees, equipment and process break down of food served.

Corrective Action:

Staff is currently updating the Food Safety Plan. Completed no Further Action Required.



Technical Assistance:

Discussed with food service director the importance of having a complete food service plan.



SNP Administrative Review Findings

Lifeline Youth & Family Services Inc (K003)

Program Year 2020

Pierceton Woods Academy (B557)

4510 Illinois Road
Fort Wayne, IN 46804-1208

Food Service Contact

Mr. Michael Miller
Food Service Coordinator
(574) 400-2200

Month of Review: December 2019

Date of Onsite Review: January 8, 2020

Other Federal Programs - Pierceton Woods Academy (B557)

5. On-site observation – Snack counts reasonable, Meal Service operation compliant?

Finding 9223: As observed on the Day of Review, the snack meal service operation was not in compliance with all program requirements.

Program requirements not met: Two students did not want to take both meal components.

Corrective Action:

Staff were made aware of the fact that both components had to be taken for a reimbursable snack to be claimed. Staff chose not to claim those snacks. No further action required.

Technical Assistance:

Discussed with Food Service Director and kitchen staff that the federal regulations require that two components are required for a reimbursable snack to be claimed. They have opted to not claim snacks when a student refuses one of the components.