

SNP Administrative Review Findings

Alternatives in Education (9915)

Program Year 2019

Alternatives in Education (9915) **New SFA**

2107 N. Riley Avenue
Marion Academy
Indianapolis, IN 46218-3925

Food Service Contact

Mrs. Carol Allender
Kitchen Manager
(317) 983-1300
FSMC: SSD Management

Executive Contact

Ms. LaToya L Black
Director
(317) 983-1300

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2018

Meal Counting & Claiming - Alternatives in Education (9915)

313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?

Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: no edit check is completed prior to the submission of a claim.

Corrective Action:

The SFA must track daily the number of meals served versus the number of enrolled children to ensure that there is not an over-claim of meals. Please confirm that an edit check is performed monthly prior to the submission of claims.

Technical Assistance:

The SFA can track enrollment versus daily claim on an excel spreadsheet or use the Edit Check template found here: <https://www.doe.in.gov/nutrition/edit-checks>. Since the school is CEP, there needs to be a column for number of enrolled children (that may fluctuate based on withdrawn students) and a column for the number of meals served for the day. The edit check should be done daily by meal (breakfast and lunch) for each month and the documentation needs to be kept with the meal count information for a minimum of three years plus the current year.

Resource Management - Alternatives in Education (9915)

721. New SFA – processes and procedures ensure compliance with Nonprofit School Food Service Account requirements?

Finding 9167: The SFA does not have processes and procedures to ensure compliance with maintaining a nonprofit school food service account, including compliance with allowable costs.

The SFA is not tracking food service funds separately from other school funds.

Corrective Action:

Marion Academy must keep detailed records regarding the money received for reimbursements as a line item budget tracked separately from other school funds. Only allowable expenditures may be paid from the food service account (fund). Any expenses beyond what is allowable must be paid for using nonfederal funds. Marion Academy must explain how this process will be followed from this point forward. The process should also include the checks and balances (oversight) that will be in place to ensure the process is followed and only allowable expenses will be paid using food service funds.

723. New SFA – processes and procedures ensure compliance with Nonprogram Foods Revenue requirements?

Finding 9169: The SFA does not have processes and procedures to ensure compliance with Revenue from Nonprogram Foods requirements.

Adults were not charged for meals from September - January 10, 2019. Additionally, Marion Academy was over ordering meals based on inaccurate forecasting.

Corrective Action:

The SFA must reimburse the non-profit food service account for the total amount of adult meals that were served but for which they did not charge from September through January, totaling \$2,378.22. Documentation must be provided showing the transfer to the food service account occurred as part of the corrective action.

SNP Administrative Review Findings**Alternatives in Education (9915)****Program Year 2019****Technical Assistance:**

State staff discussed proper ordering procedures with Marion Academy staff for meals prepared by the vendor. The school can allow and pay the vendor for up to 10% over the actual meals needed and claimed using school food service funds. The school may not include those additional meals as reimbursable on their claims. The school can sell the extra entrees at the adult meal price (minimum) in order to recoup some of the costs but all funds collected must stay in the food service account (fund).

General Program Compliance - Alternatives in Education (9915)**810. Non-discrimination on appropriate Program materials?****Finding 9000: Non-Discrimination Statement**

The non-discrimination statement was not included on the letter of notification for CEP.

Corrective Action:

The USDA non-discrimination statement must be included on all materials that are sent home for advertisement/discussion of National School Lunch Program or School Breakfast Program. Please confirm understanding that all materials sent home will contain the USDA non-discrimination statement.

Technical Assistance:

Materials one page front and back or shorter must contain the short non-discrimination statement. Materials over one page front and back in length must contain the long non-discrimination statement. The statements can be found in their full lengths at the link below.

<https://www.doe.in.gov/nutrition/scn-civil-rights-requirements>

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?**Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Missing areas: guidelines for food sold, guidelines for classroom parties and other foods made available to students during the school day but are not sold, food and beverage marketing, goals for: nutrition education, nutrition promotion, physical activity, and other activities, evaluation plan, and communication plan.

Corrective Action:

Please provide a timeframe for when the wellness policy will be completed and approved as well as when the first wellness committee meeting will take place. A compliant wellness policy must be in place prior to approval for the 2019-2020 school year.

Technical Assistance:

Please use the template provided on the IDOE website and tailor it to meet your school needs.

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?**Finding 9009: SFSP & SBP Outreach information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's SFSP & SBP Outreach procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The breakfast program was not advertised.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures identified from the Off-site Assessment Tool: The SFA must advertise the availability of breakfast meals. The program should be advertised regularly throughout the school year. Please provide proof that the school breakfast program has been advertised to students.

Technical Assistance:

Advertisement can be in the form of a flyer or newsletter article sent home, social media post or robocall home to households.



SNP Administrative Review Findings**Alternatives in Education (9915)****Program Year 2019****Marion Academy (5903)**

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Food Service Contact

Mrs. Carol Allender
Kitchen Manager
(317) 983-1300

Month of Review: December 2018

Date of Onsite Review: March 4, 2019

Meal Counting & Claiming - Marion Academy (5903)

325. *Review Period meal counts by category correctly used in the claim? Enter data.*

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed. The SFA claimed meals based on enrollment instead of the total number of meals served to students.

Corrective Action:

The SFA's claims will be corrected to the number of meals served to students as validated during the State Agency on-site review.

Meal Components & Quantities - Marion Academy (5903)

409. *Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.*

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, 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 missing required meal components during the week reviewed: at breakfast, the weekly grain and daily fruit requirement was not met. At lunch, there were two days when the daily grain requirement was not met for grades 9-12.

Corrective Action:

The SFA must work with the vendor to ensure that menus planned meet the meal pattern requirement and that school kitchen staff understand the planned menu portion sizes to ensure the meal pattern is met.

Technical Assistance:

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

General Program Compliance - Marion Academy (5903)

1300. *Potable Water – free and available to all students, lunch and breakfast?*

Finding 9000: Technical Assistance**Technical Assistance:**

Although there is a water fountain down the hall from the cafeteria, please provide water free of charge in the cafeteria so that it is readily and easily available during meal service.