

SNP Administrative Review Findings
Program Year 2023

Matchbook Learning Schools of Indiana (9090)

Matchbook Learning Schools of Indiana (9090)
1163 N. Belmont
Indianapolis, IN 46222-3144

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

Commendations

- * All staff were available to learn throughout the day while the review was conducted. This allowed the review to be completed quickly.
- * The food service staff were very quick and efficient with serving meals.
- * The staff enforced meal pattern compliance throughout the serving line
- * The SFA was very organized and did a great job organizing and preparing for the Administrative Review.
- * Throughout the review, the staff were accepting to new information and implemented corrections immediately.

Technical Assistance

- * The use of packaging to group entrée items such as nachos is helpful to encourage students to take the entire entrée
- * A share table sign should be implemented along with a cooler designated for the share table. This will reduce waste and provide kids with extra food when they would like it.
- * Entrée items should be labeled so students can see what is being offered for lunch. It can be difficult to see the entrees through plastic packaging.
- * Juice must never be placed next to milk, as it can appear in competition with milk. Juice is considered a fruit option. Be sure to keep milk and juice separate, and even consider placing juice with the other fruit choices.
- * The same food choices must be available for all students at each point of service.
- * When fruit runs out and only juice is left for students, it is recommended that another non-juice fruit option be used to substitute what ran out. Since students must be offered two juices to meet the 1 cup requirement, this will risk exceeding the weekly juice limit as only 50% of the weekly fruit offerings can be in the form of juice.
- * As a reminder, the wellness policy assessment must be conducted by June 30th.
- * It is not required for students to still take a meal if they brought a lunch from home; participation in USDA meals is considered option and never mandated.

General Program Compliance - Matchbook Learning Schools of Indiana (9090)

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance: Training tracker

Technical Assistance:

A training tracker tool must be used to track hours completed for all nutrition staff. This allows the ability to see future hours needed for completion as well as past completed hours and current standing.

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1219. *Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

Finding 9000: Civil Rights Training

Students eat breakfast in the classroom, but teachers are not civil rights trained.

Corrective Action:

As corrective action, teachers who have students eating in their classroom must be trained on Civil Rights. The SFA must provide documentation and submit to the state agency.

Technical Assistance:

Technical assistance was provided on the day of review.

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Matchbook Learning Schools of Indiana (9090)

Program Year 2023

Matchbook Learning School (1041)

1163 N. Belmont
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(317) 226-4263

Month of Review: April 2023

Meal Counting & Claiming - Matchbook Learning School (1041)

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

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

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 breakfast 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.

Corrective Action:

For the review period, the SFA used a clicker system as the meal counting method with meal count totals transferred onto production records. Prior to the day of review, the SFA began using a meal count sheet. As corrective action, the SFA must continue the use of the meal count sheet to prevent systemic errors. If the meal count sheets are used each meal service, no further response required.

Technical Assistance:

Technical assistance was provided prior to the day of review. Meal count sheets were provided prior to the day of review.

Meal Components & Quantities - Matchbook Learning School (1041)

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 9000: Daily Production Records

Production records are not completed accurately. The daily production records are incomplete and missing information including the number of served servings and number of servings left over. These items are required per USDA production record guidance.

Corrective Action:

The reviewer explained to SFA how to complete production records accurately. The SFA acknowledged and understood the process. No further response needed.

Technical Assistance:

Technical assistance was provided on the day of review.

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

The nutrition staff has not been trained on offer vs serve.

Corrective Action:

As corrective action, the SFA and food service staff must complete offer vs serve training and submit documentation to state agency.

Technical Assistance:

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