

SNP Administrative Review Findings

MSD of Lawrence Township (5330)

Program Year 2020

MSD of Lawrence Township (5330)

6501 Sunnyside Road
Indianapolis, IN 46236-9707

Food Service Contact

Ms. Stephanie Tragesser
Director of Food Services
(317) 423-8280

Executive Contact

Dr. Shawn Smith
Superintendent
(317) 423-8200

No. of Sites / Reviewed: 20 / 3
Month of Review: December 2019

Commendations

- * **Benefit Issuance and Determination:** The SFA is to be commended on excellence in certifying households correctly for meal benefits and also issuing those benefits correctly without any errors. As one of the largest school corporations in the state, the process in place for approval of benefits is excellent!
- * **FFVP Promotion:** The SFA is commended for promoting the Fresh Fruit and Vegetable Program to households. Promotion is often a weakness for FFVP participants, but the administration at Winding Ridge has done an excellent job promoting the program to households via Facebook.
- * **Menu Offerings:** The SFA is to be commended for planning menus that offer variety and fresh foods. The SFA promotional items are different and expose the kids to different foods. The SFSP menu during the summer offers the most fresh fruit and vegetable options when compared to other menus in the area.
- * **Program improvement:** Last review cycle, there was a need for a follow-up review in some areas for lack of compliance. It is evident that the admin staff have worked exceptionally hard to not only ensure compliance, but to also improve menu options and choices. They have done an excellent job on program improvement.

Certification and Benefit Issuance - MSD of Lawrence Township (5330)

128. Correct conversion factors used for applications with more than one income frequency

Finding 9019: Incorrect conversion factors used when processing applications *Repeat Finding

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12

Corrective Action:

Since this is a repeat finding from last review, please provide proof of communication with your online applications system to ensure this issue is corrected before the start of the 2021 program year.

Verification - MSD of Lawrence Township (5330)

210. Direct Verification of selected applications was conducted according to requirements

Direct Verification

Technical Assistance:

One of the pulled verification applications was incorrectly directly verified. The SFA was reminded that when Direct Verification is run, the household can only be directly verified for the benefit level they were originally approved for. If an application is not directly verified for the benefit it was approved for, the household must be notified and income information collected.

Resource Management Comprehensive Review - MSD of Lawrence Township (5330)

751. Expenses Exceeded Revenues

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The SFA has already offered some promotional items that may cost more than typically planned menus and the SFA is encouraged to spend down their excess fund balance by continuing to offer promotional items across the district. The SFA should also continue to use better quality options such as whole muscle chicken products as a way to return excess funds for the benefit of student meal quality.

*752. Limitation on Net Cash Resources***Technical Assistance:**

The reviewer checked invoices to ensure that the spend down plan was being implemented. The SFA has numerous remodeling plans and is reminded that only allowable expenditures may be paid for using food service funds. The IDOE has a pre-approved equipment list and items not on the pre-approved list must be approved by the School and Community Nutrition finance team prior to purchase.

General Program Compliance - MSD of Lawrence Township (5330)*810. The USDA non-discrimination statement is on appropriate Program materials***Finding 9000: Civil Rights Statement**

The first and second verification notification letters did not contain the complete civil rights statement.

Corrective Action:

The SFA must ensure that all notification letters contain the complete non-discrimination statement. Food Service staff at the time of review stated that they will ensure all civil rights statements are complete prior to using the letter forms.

No other response is needed for this finding.

Technical Assistance:

The civil rights statement on all notification letters must be the same size font as the rest of the letter's information. Please update the size of font to match that of the rest of the letter.

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

The SFA is working toward compliance will all areas of compliance with the Local Wellness Policy. Two areas of technical assistance was provided to the wellness coordinator.

1. The coordinator was reminded to save all advertisement to households about the ability to participate in the wellness committee.
2. The coordinator will ensure that all areas of the assessment are completed including comparing the language of the policy to that of the model policy language as set forth by the USDA.

*1403. Review of agricultural food components indicates violations of the Buy American provision***Buy American****Technical Assistance:**

The SFA had several produce items that did not comply with Buy American practices as they are currently out of season and had been purchased from growers outside of the USA. The SFA must consider items that are in season that can meet meal pattern requirements as well as comply with Buy American practices.

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MSD of Lawrence Township (5330)

Program Year 2020

ELC Brook Park (90011)

6501 Sunnyside Road
Indianapolis, IN 46236-9707

Food Service Contact

Ms. Leanne Lamb
Manager
(317) 423-5381

Month of Review: December 2019

Date of Onsite Review: February 11, 2020

No Assigned Module - ELC Brook Park (90011)

1. SFA Name

CACFP Meal Pattern

Technical Assistance:

With the new CACFP regulations in place, there are certain rules about when SFAs can and cannot utilize the K-5 meal pattern for children younger than Kindergarten grade level. At this school, the Pre-Kindergarten classes eat in their classroom, so the CACFP meal pattern guidelines must be met for this meal service.

This includes:

Only white 1% or skim milk may be offered

Sugar limitations on cereal and yogurt (current products being used are in compliance)

Meeting the CACFP meal pattern for children Age 3-5

Offer Versus Serve is not allowed

Because the PK children are co-mingled with Kindergarten at lunch, the CACFP meal pattern does not need to be utilized.

Meal Counting & Claiming - ELC Brook Park (90011)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. When breakfast is served in the classroom, meals must be counted at the point of service.

Corrective Action:

The Food Service Department will provide rosters to the teachers for counting meals at the point of service.

If implemented fully and immediately, no further action is needed.

Meal Components & Quantities - ELC Brook Park (90011)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9000: Milk Substitutions Technical Assistance

The school had a need for milk substitutions, but did not have any available.

Corrective Action:

The food service staff stated they would work better with the school nurse to determine who requires a milk substitution and ensure that there is an alternate available each day.

If implemented fully and immediately, no further response is needed for this finding.

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

SNP Administrative Review Findings**MSD of Lawrence Township (5330)*****Program Year 2020*****Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. It appears that on one day of the review period, the kitchen staff did not complete the production record fully and it upon review it appeared that the vegetable subgroups were not met.

Corrective Action:

Upon discussion with SFA staff, it was determined that the issue was an incomplete production record and not due to insufficient portioning. The SFA will discuss the importance of completion of the record and will conduct random production record checks to make sure that all areas of the production record are completed. Please confirm this action has been taken.

500. Day of Review- Offer vs. Serve was properly implemented

OVS Technical Assistance**Technical Assistance:**

At the end of breakfast meal service, there was an excess amount of items in the share table/food rescue bins. Please review with children what they need to take to create a breakfast meal. Interactive signage along the meal service line along with lessons in the classroom would likely reduce the amount of items that are taken and not eaten.



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Program Year 2020

Forest Glen Elementary School (5294)	Food Service Contact
6501 Sunnyside Road	Ms. Taylor Hamilton
Indianapolis, IN 46236-9707	Manager
	(317) 964-4978

Month of Review: December 2019
Date of Onsite Review: February 13, 2020

No Findings during Site 5294 Review

SNP Administrative Review Findings

MSD of Lawrence Township (5330)

Program Year 2020

**Winding Ridge Elementary School
(5295)**
6501 Sunnyside Road
Indianapolis, IN 46236-9707

Food Service Contact
Ms. Sue Cline
Cafeteria Manager
(317) 964-6878

Month of Review: December 2019

Date of Onsite Review: February 12, 2020

Meal Counting & Claiming - Winding Ridge Elementary School (5295)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. One grade level was counting children in line rather than meals as they were served to children.

Corrective Action:

Prior to the end of the day, the assistant principal had already worked with school staff to find a solution to the meal counting issue. Please conduct an unannounced breakfast review at this school using the breakfast in the classroom supplemental review form and submit as corrective action.

Technical Assistance:

Breakfast carts and grab and go stations where meals are not counted by food service staff must have complete support from administration and teachers. Meals must be counted at the point of service (the moment when a child receives their meal) and students must be offered a choice of at least 2 different milk options. It is very difficult to have only one person in charge of serving and counting meals in a speedy way. It is recommended that at least 2 staff members have the meal serving and counting duty each day.

Meal Components & Quantities - Winding Ridge Elementary School (5295)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines. One grade level was not offered white milk because the special education class used all of the available white milk portions. Two grade levels ran out of white milk during the meal service period and because the meals were served on carts in the hallway, no other option was sought out or available.

Corrective Action:

Each student must have the choice between two milk options when selecting a reimbursable meal at both breakfast and lunch. Teachers must be trained to seek out additional portions of milk to ensure multiple options are available to all students who pass through the meal service line. In speaking with the kitchen manager, she will ensure that staff review each cart as it comes back and increase the amount of white milk available daily as needed until no cart runs out consistently.

If training is offered and implemented fully, no additional response is needed.

Other Federal Programs - Winding Ridge Elementary School (5295)

1905. FFVP: Widely publicized within the school?

Technical Assistance:

The school administration does a great job showcasing the available fresh fruit and vegetable options regularly on the school's social media page.