



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

**MTI School of Knowledge (K392)**

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2850 Cold Spring Road  
Indianapolis, IN 46222-2200

**Food Service Contact**

Ms. Dina Ali  
Secretary  
(317) 923-0328  
dina.ali@isimti.org  
FSMC: SSD Management

**Executive Contact**

Mrs. Heba Elshakmak  
School - Principal  
(317) 923-0328  
heba.elshakmak@isimti.org

No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2024

**Commendations**

- \* The cafeteria staff were friendly, polite, and accepting to any new information or corrections.
- \* The grab and go breakfast is implemented well and is conducted correct.

**General Program Compliance - MTI School of Knowledge (K392)**

*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: Wellness Policy**

**Technical Assistance:**

Currently, the outdated wellness policy is located on the school website. The updated version of the wellness policy must be added to the school website. This was discussed with the staff and added on the day of the review.

*1216. School Nutrition Programs staff met/will meet annual training requirements*

**Technical Assistance: Professional Standards Training Hours**

**Technical Assistance:**

As a reminder, the director has completed 3 hours and 10 minutes of the required 12 for the year. Training must be completed by the end of the school year. In addition, trainings completed must be applicable to the program. Be sure that completed hours and planned future hours are tracked to ensure that the annual requirement is met.

**IX Special Provision Options - MTI School of Knowledge (K392)**

*2115. CEP most recent approval – documentation support ISP and claiming percentages? Did the School Food Authority send out annual notification to households? (Ask for copy of notification)*

**Finding 10115: Annual notification of CEP participation was not sent to households at the beginning of the school year**

As a CEP school, annual written notification at the beginning of the school year to all households is required. Please refer to the sample notification letter found on our website: <https://www.in.gov/doi/nutrition/community-eligibility-provision-cep/>. Please retain proof that this notification was sent with all the other School Nutrition Programs records for three years plus the current year.

**Corrective Action:**

**As corrective action, please outline procedures to be followed to ensure the annual notification is sent at the beginning of the school year. In addition, provide a copy of the notification to the state reviewer as corrective action and the date it was sent to households.**

**Technical Assistance:**

A sample notification template can be found here: [https://www.in.gov/doi/nutrition/community-eligibility-provision/#CEP\\_Forms](https://www.in.gov/doi/nutrition/community-eligibility-provision/#CEP_Forms)



## **SNP Administrative Review Findings**

## **MTI School of Knowledge (K392)**

### ***Program Year 2024***

#### **MTI School of Knowledge (C628)**

2850 Cold Spring Road  
Indianapolis, IN 46222-2200

#### **Food Service Contact**

Mr. Dennis Wheaton  
Manager  
(317) 979-3000

Month of Review: January 2024

Date of Onsite Review: February 20, 2024

### **Meal Counting & Claiming - MTI School of Knowledge (C628)**

*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**

**Technical Assistance:** Meal counts must be completed in full. This includes making sure the meal type is circled. It must also be signed by whoever completed the meal count sheet for that day. In addition, the site supervisor name should also be filled in at the top.

*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 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. In addition, 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.

#### **Corrective Action:**

As corrective action, one meal count sheet must be used for lunch to condense the amount of paperwork and reducing the risk of clerical issues when entering the claim. In addition, the claim will be updated with the validated number. Breakfast fiscal action will be waived. **If the corrective action agreed upon is continuing to be followed, no additional response required.**

#### **Technical Assistance:**

This was discussed on the day of the review.

### **General Program Compliance - MTI School of Knowledge (C628)**

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

#### **Technical Assistance: Food Safety**

**Technical Assistance:** As a reminder, a health inspection request letter must be sent to the health department at the beginning of the school year requesting two inspections. technical assistance was provided, and resources were shared on the day of the review

*1407. SFA written food safety plan is implemented*

#### **Technical Assistance: Food Safety**

**Technical Assistance:** Be sure that the food safety plan is followed closely each day. This includes maintaining the cleanliness of the floors daily.