

**SNP Administrative Review Findings**

**MTI School of Knowledge (K392)**

*Program Year 2019*

**MTI School of Knowledge (K392)**

2850 Cold Spring Road  
Indianapolis, IN 46222-2200

**Food Service Contact**

Ms. Dina Ali  
Secretary  
(317) 923-0328  
FSMC: SSD Management

**Executive Contact**

Mrs. Heba Elshakmak  
School - Principal  
(317) 923-0328

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

**Commendations**

- \* Staff were friendly, open to suggestions, and eager to learn.

**Meal Counting & Claiming - MTI School of Knowledge (K392)**

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.**

The edit check is partially completed. The number eligible and attendance adjusted eligible are not compared to number served.

**Corrective Action:**

The SFA will accurately complete the edit check monthly. The number of eligible students and the attendance adjusted eligibles will be compared to the number served each day. A completed edit check for the month of January will be submitted as corrective action.

**Technical Assistance:**

Edit check procedures and training provided to the administrative assistant the day of review.

314. *SFA following approved SFA-SA agreement?*

**Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.**

The SFA is not following their approved SFA-State agency Application, including the Point of Service procedures. As apparent when reviewing the daily meal count sheets, a point of service count is not conducted in each location where meals are served to students. Additionally, some meal count sheets were incomplete (missing signature).

**Corrective Action:**

The SFA will establish procedures to be used going forward regarding the counting and claiming of meals at the point of service. The SFA will provide and document training on these procedures for all staff who are responsible for taking the point of service meal count. The "Counting for Cashiers" course in Blackboard will be used and training documentation. Also, the SFA's written meal counting procedures will be submitted to the state agency as corrective action.

**Technical Assistance:**

Point of service counting requirements were reviewed with the SFA the day of review.

**Resource Management Comprehensive Review - MTI School of Knowledge (K392)**

765. *Adult Meals*

**Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.**

Breakfasts and lunches served to teachers, administrators, custodians and other adults are not priced so that the adult payment in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meals.

**Corrective Action:**

Since the SFA does not receive USDA foods the following formula will be used for the minimum adult lunch price: free

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reimbursement rounded up to the nearest quarter. The SFA will increase the adult lunch price from 2.90 to 3.50 and the adult breakfast price from 1.75 to 2.25. Additional response is not required.

**Technical Assistance:**

Guidance for adult meal pricing was provided to the administrative assistant the day of review.

**General Program Compliance - MTI School of Knowledge (K392)***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 indicated non-compliance with FNS requirements:

- The wellness policy is not available for public viewing.
- The wellness policy review was not completed by the entire committee.
- The general public and interested stakeholders should be invited to the next review of the policy.
- The wellness policy contains incorrect information regarding school meals (1/2 cup minimum of fruit will be offered for breakfast).

Note: The policy currently does not address foods sold to students or food and beverage marketing. Neither of these activities occur within the school but should be addressed in the policy to meet requirements and since the SFA has expressed interest in selling Smart Snacks to students.

**Corrective Action:**

Corrective action required to address deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

- The wellness policy will be posted on the school website.
  - The review of the policy will include all members of the committee and all interested parties will be notified of their ability to participate in the review. The review will take place by July 2020 at the latest but will be updated sooner to reflect accurate information regarding school meals.
  - Results of the review will be posted for public viewing (i.e., school website).
  - The wellness review checklist will be used in the next review of the wellness policy to ensure all requirements are met.
- Since the SFA has agreed to the corrective actions as written, additional response is not required.

**Technical Assistance:**

Wellness review checklist was sent to the principal to use in the review of the wellness policy.

*1213. Validate OFS #1203 - Did new Director meet food safety certification and training requirements?***Finding 9000: Other Finding**

The food service director has not completed a food safety certification course.

**Corrective Action:**

The food service director will complete the food safety course and maintain documentation upon completion of the course. Additional response is not required.

**Technical Assistance:**

Resources for food safety courses are below:

<https://theicn.org/icn-resources-a-z/food-safety-in-schools>

<https://www.doe.in.gov/nutrition/fs-additional-training-and-resources>.

*1219. Validate OFS #1209 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?***Finding 9000: Other Finding**

Documentation was not maintained for training provided to employees outside the school nutrition program with duties related to the operation of the program (i.e., teachers taking the point of service meal count).

**Corrective Action:**

Employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the

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School Nutrition Program must receive training on their job duties related to the program as well as civil rights training each year. The sponsor will re-train all staff and provide documentation as corrective action (sign-in sheet).

**Technical Assistance:**

Training requirements were reviewed with the principal and administrative assistant the day of review.

*1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

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

The SFA is reminded of the requirement to notify household of the availability of summer meals. This requirement stands even if the sponsor does not operate the program themselves. More information can be found here: <https://www.doe.in.gov/nutrition/summer-food-service-program>.

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2850 Cold Spring Road  
Indianapolis, IN 46222-2200

**Food Service Contact**

Mr. Dina Ali  
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(317) 748-6111

Month of Review: December 2018

Date of Onsite Review: January 29, 2019

**Meal Counting & Claiming - MTI School of Knowledge (C628)****325. Review Period meal counts by category correctly used in the claim?****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 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:**

The daily meal count and transfer of the numbers to the edit check will be checked by a second person in the SFA's office each day. The total will be double-checked at the end of each month prior to submitting the claim for reimbursement. The vendor will return counts to the SFA daily rather than at the end of the month to allow the SFA time to check for meal count accuracy. The SFA will develop and submit a counting and consolidating procedure as corrective action.

**Technical Assistance:**

Claiming requirements were reviewed with the principal and foodservice director the day of review. The vendor, principal, and administrative assistant were given training on the completion of the daily meal count sheet.

**Meal Components & Quantities - MTI School of Knowledge (C628)****403. DOR - two varieties of milk available, allowable substitutions?****Finding 9054: Milk substitutions on Day of Review not allowable.**

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. Juice is given as a milk substitute for one student. A note is not on file from a licensed medical professional for this student.

**Corrective Action:**

Juice can only be given as a milk substitute when a note is on file from a licensed medical professional with prescriptive authority requiring that juice be substituted in place of milk. Without a doctor's note on file, a student must be provided with a nutritionally equivalent milk substitute. The school will work with the household to determine which milk substitute is appropriate for the student. Additional response is not required.

**Technical Assistance:**

Resources for milk substitutes were sent and discussed with the administrative assistant and principal the day of review.

**406. DOR - meal service structured to meet specific meal pattern requirements for multiple menus, multiple age/ grade groups served?****Finding 9058: Age/grade group meal pattern requirements not being met for multiple menus and/or multiple age/grade groups served.****Technical Assistance:**

As observed on the Day of Review, when the school is serving multiple menus and/or age/grade groups, it has not structured the meal service to meet the specific meal pattern requirements for each menu type and/or age/ grade group being served (Pre-School/Pre-K). The school was provided technical assistance during the on-site visit. They were instructed that the menu as planned could be served if the pre-k co-mingled with elementary students but if they cannot the sponsor must follow the pre-K meal pattern. Resources were sent to the principal and administrative assistant the day of review.

812. Meal service observation – Program benefits available to all with no discrimination?

**Finding 9000: Other Finding**

The reviewer observed separation by gender in the serving line and dining areas on the day of review.

**Corrective Action:**

In general, SFAs, institutions, and organizations participating in the Child Nutrition Programs are not permitted to separate children on any protected basis during the service of Program meals or snacks, in keeping with Federal non-discrimination laws and policies as outlined for the Department of Agriculture (USDA) programs in 7 CFR Parts 15, 15a, and 15b. Federal law prohibits discrimination based on gender at any educational institution receiving Federal assistance. ED guidelines allow school and school-based sites to apply for an exemption when Federal law prohibiting gender separation is inconsistent with the institution's religious tenets. The sponsor is applying for a separation by gender waiver and will adjust meal service accordingly until such time that approval is granted. Additional response is not required.

**Technical Assistance:**

Civil rights requirements were reviewed with the principal and administrative assistant regarding gender separation.