

SNP Administrative Review Findings

Northwest Allen County Schools (0225)

Program Year 2023

Northwest Allen County Schools (0225)

3701 Carroll Road
Fort Wayne, IN 46818-9559

Food Service Contact

Mrs. Leeanne Koeneman
Food Service Director
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Executive Contact

Mr. Wayne Barker
Superintendent
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No. of Sites / Reviewed: 12 / 3
Month of Review: February 2023

Commendations

- * Staff were personable and performed their duties with a great attitude. Batch cooking was taking place, which allows for a fresher meal for students. Staff at all the schools placed the canned fruit in the cooler the night before so that it was chilled before serving it to the students.
- * The storerooms, freezer and coolers were organized and clean at all sites. Some sites had labels in cooler and storerooms listing what food items were to be stored on that shelf. Staff cleaned utensils between each meal service and wiped down serving counters.

Technical Assistance

- * The current food safety plan needs a list from the Nutrikids software program listing all the recipes in process 1, 2 and 3. This has been updated.
- * The items used column on the production record has been replaced with # of servings served. This column should list the amount of food used to produce the number of serving prepared such as the number of #10 cans, cases or pounds used. The only time the production record should list servings is if the item is individually wrapped.
- * A recommendation to serve more fresh fruit and vegetables allowing the students a variety of choices. It was noted that crispy cube potatoes and crinkle fries are served back-to-back on one week and three fried potatoes are served during week three rotation. Breakfast at the Freshman Academy had fried potatoes offered daily. A variety of fruits and vegetables will encourage the students to choose more to complete their breakfast and lunch.

Verification - Northwest Allen County Schools (0225)

209. Verified applications were properly selected, correctly replaced (if necessary), and correctly verified

Finding 9042: Selected applications not verified correctly.

Based on the verified applications selected for review, the post verification determination was incorrect for two applications. They did not include verification for all income reported on the application.

Corrective Action:

The food service director reached out to the families for the income documentation. One application was determined to be calculated correctly as verified. The second family did not respond, and notification was sent out that the student will be denied. No further action is required.

Resource Management Comprehensive Review - Northwest Allen County Schools (0225)

769. Indirect Cost Rate Agreement

Finding 9129: SFA did not obtain an approved indirect cost rate from the State Education Agency.

Indirect cost rate agreements expire annually, and it is imperative that SFAs use the most current approved rate for each fiscal year. The SFA did not obtain an indirect cost rate from the State Educational Agency for the program year being reviewed. Trash can only be charged as an indirect cost if the food service does not have dedicated trash dumpsters. A bag study is not considered a valid way to charge trash. If the food service has dumpsters for food service use only, then that cost would be considered an allowable direct cost. The same is true of custodial labor. Either time sheets are kept daily for the time spent on food service activities or the custodial time spent is part of the indirect pool. If an indirect cost rate was not obtained, only a 10% de minimus can be charged up to the maximum allowable (total expenses less food and equipment).

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Corrective Action:

Please provide documentation outlining the written process to be followed for charges to be applied to the food service account, either directly or indirectly.

The Annual Financial Report is still under review and adjustments may need to be made before it is approved.

General Program Compliance - Northwest Allen County Schools (0225)

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

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. Deficiencies found on-site: The Wellness Policy does not address the requirements of Smart Snack compliance throughout the school. It is focused on food sold in the cafeteria. The Wellness Policy does not address food marketing guidance as well as non-food sold and brought into the school. The policy does not address the requirements of notifying public of Wellness Committee meetings or results from the committee meeting.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Please provide a timeline as to when the Wellness Committee will meet to discuss revisions, a target date of completed revisions, and target date of posting of new policy on website and informing the public.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:



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Aspen Meadow (0097)

3701 Carroll Road
Fort Wayne, IN 46818-9559

Food Service Contact

Ms. Ashley Persaud
Foodservice Manager
(260) 338-5345

Month of Review: February 2023

Date of Onsite Review: March 15, 2023

No Findings during Site 0097 Review

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Northwest Allen County Schools (0225)

Program Year 2023

Freshman Campus (00912)

3701 Carroll Road
Fort Wayne, IN 46818-9559

Food Service Contact

Mrs. Neury Rebollo
Food Service Manager
(260) 637-5159

Month of Review: February 2023

Date of Onsite Review: March 14, 2023

Meal Components & Quantities - Freshman Campus (00912)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 9000: Bread and Bar recipes need to list the serving size in weight.

The current bread and bar recipes do not state how they will credit as a component by stating the serving sizes in weight.

Corrective Action:

An updated Sunshine Bar Recipe is to be sent to the Field Specialist including the crediting information stating the weight of the bar.

Received updated recipes on March 27, no further action required.

Technical Assistance:

The reviewer discussed with the food service director that the Sunshine Bar recipe needs to state the weight of the serving to confirm the grain crediting of the bar.

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 cashiers were not aware that the requirement for a full component of meat/meat alternate and grain needed to be 2 oz. each for the PBJ and Yogurt meal options.

Corrective Action:

All Freshman Academy and High school staff need to take the offer versus serve training for the high school meal pattern. Training agenda and sign in sheet is to be sent to Field Specialist.

Received agenda and sign in sheet for the 9-12 OVS training, no further action is required.

Technical Assistance:

The school was provided technical assistance during the on-site visit. The reviewer worked individually with each cashier explaining that for a meat/meat alternate or grain to count as a full component, the student needed to select items that would be 2 oz. equivalents.

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Northwest Allen County Schools (0225)

Program Year 2023

Hickory Center (0087)

3701 Carroll Road
Fort Wayne, IN 46818-9559

Food Service Contact

Mrs. Annette Sorich
Food Service Manager
(260) 637-3758

Month of Review: February 2023

Date of Onsite Review: March 16, 2023

General Program Compliance - Hickory Center (0087)

1408. Temperature logs are available

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: Milk cooler, reach in cooler and dish machine temperature logs were not available for February.

Corrective Action:

Manager started taking temperatures of milk cooler, reach-in refrigerator, and dish machine on March 1. If continued implementation is followed, no further action is required.