

SNP Administrative Review Findings

Open Arms Christian Home (K083)

Program Year 2017

Open Arms Christian Home (K083)
P.O. Box 271
Switz City, Indiana 47465-0271

Food Service Contact
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No. of Sites / Reviewed: 2 / 1

Certification and Benefit Issuance - Open Arms Christian Home (K083)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

- Missing SSN

Corrective Action:

At the time of the review, the SFA has corrected all applications to meet required information needed for approvals. Additionally, the SFA has decided to close the school site. This decision will no longer require the use of Free and Reduced applications. No Further Action Required.

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

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

Corrective Action:

At the time of the review, the SFA corrected all income frequencies to reflect income frequency reported on the applications. Furthermore, the SFA will only convert to annual income when more than one frequency is reported. No Further Action Required.

Technical Assistance:

Reviewer provided technical assistance to the determining official, food service contact and residential coordinator.

134. Direct Certification matches performed according to required timeframes?

Direct Certification is not completed.

Corrective Action:

At the time of the review, the SFA obtained local access to the STN website. Direct Certification will be pulled during the required timeframes. They will also look up students when they enroll and provide case numbers on applications. No Further Action Required.

Technical Assistance:

Reviewer provided technical assistance to the determining official on the difference of direct certification and applications that are categorically approved based on SNAP, TANF, Foster, Migrant, Homeless and Runaway.

Verification - Open Arms Christian Home (K083)

208. Confirmation Review – documentation on file, required procedures followed?

Documentation demonstrating that a confirmation review took place was not on file at the SFA. A confirmation review must take place by a person other than the determining official after the applications selected for verification have been pulled.

Corrective Action:

At the time of the review, the SFA has decided to eliminate the site that required the Free and Reduced/Verification process. This decision will no longer require Verification be completed. If the other site requires the Free and Reduced process, the SFA must designate someone as the confirmation review official that is not the determining official and then the confirmation

review official will confirm the original decision of the application during the verification process. No Further Action Required.

Technical Assistance:

Reviewer provided technical assistance to the determining official on the process of confirmation reviews. Please keep in mind that the Verification Summary report will still need to be completed for the RCCI site yearly.

*210. Direct verification of selected applications, conducted according to requirements?***Technical Assistance:**

Direct Verification can be used during the verification process, which is found on the STN website. If direct verification is successful then household request for income does not need to occur and the verification for the selected application will be considered complete.

*215. SFA complete verification by Nov 15 or request extension?***Technical Assistance:**

After review of the Verification Summary Report (VSR), it was found that the report was completed incorrectly. The reviewer explained and helped revise the VSR to report the actual results from verification.

*Meal Counting & Claiming - Open Arms Christian Home (K083)**314. SFA following approved SFA-SA agreement?*

The SFA is not following their approved SFA-State agency Application, including the Point of Service procedures. Discrepancies between approved documentation and observations on site:

- Meals are not counted with a coded name checklist. They are being counted by total meals served.
- Edit Checks are not completed.

Corrective Action:

At the time of the review, the SFA has updated the monthly roster to include coding of students that can now be checked off by staff at time of service. No Further Action Required

Technical Assistance:

Reviewer provided technical assistance to the food service contact, residential coordinator and office manager for proper meal counting procedures including edit checks and name checklists.

*General Program Compliance - Open Arms Christian Home (K083)**1215. Validate OFS #1203 - Did new Director meet food safety certification and training requirements?*

Food Service Director position has not been ServSafe certified.

Corrective Action:

Additional Corrective Action: The SFA has scheduled ServSafe Certification training March 18, 2017. Please provide certification completion.

1400. Food safety plan – contain required elements, copy available at each school?

A written food safety plan is not completed. 7CFR 210.13(c).



Corrective Action:

Additional Corrective Action: The SFA will create a Food Safety Plan for implementation by March 20, 2017.

Technical Assistance:

Reviewer provided completed SOPs and a customizable food safety plan to assist for creation.



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Open Arms Christian Girls Home (Z162)
P.O. Box 271
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Other Federal Programs - Open Arms Christian Girls Home (Z162)

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

The snack counts claimed for reimbursement for the review period are being counted on days that regular school was not in session.

Corrective Action:

January Claim
Snacks Claimed 184
Snacks Actual 125
Total 59 Snacks overclaimed

The SFA has worked with the field specialist from the IDOE to determine compliant meal counting and claiming procedures that started 2/16/17. No Further Action Required.

Technical Assistance:

Reviewer provided the financial manager and the food service director a copy of the meal counting procedures from the RCCI manual and explained practices.

6. *Day of review Menu, Meal Patterns, Production records.*

Production records not being completed for ASSP.

Corrective Action:

At the time of the review, the SFA implemented the ASSP production record and daily meal count form provided by the IDOE to begin using 2/16/17. No Further Action Required.

Technical Assistance:

Reviewer provided technical assistance with the residential coordinator on proper documentation of the ASSP.

7. *Site monitored in first 4 weeks of operation, date, deficiencies/CA?*

Afterschool Snack Program operation at this site: 7/1/2016 - 6/30/2017. SFA monitoring visit was not completed

Corrective Action:

The SFA will complete monitoring of the ASSP by March 16, 2017. Furthermore, the SFA will schedule and use calendar updates for the first 4 weeks of operation in the future to conduct monitoring. No Further Action Required.

Technical Assistance:

Reviewer provided oversight of monitoring and forms to the residential coordinator.

Meal Counting & Claiming - Open Arms Christian Girls Home (Z162)

325. *Review Period meal counts by category correctly used in the claim? Enter data.*

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 SFA's claim for the school for the Review Period does not match the State

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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.

- Meal count totals include both sites causing an overclaim in the girls group home

Corrective Action:

The difference between the SFA Count and the State agency validated count, by category, is documented on S-1.

January Claim

Lunch Claimed- 191

Lunch Actual- 159

Total 32 Meals Overclaimed

The SFA has worked with the field specialist from the IDOE to update meal counting procedures to reflect compliance. Please provide documentation to support most recent claim.

Meal Components & Quantities - Open Arms Christian Girls Home (Z162)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

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. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

- Rolls served with 2 daily planned meals during week did not meet the daily requirement for grains (Donation items)

Corrective Action:

The SFA will instruct staff to look at all the nutrition labels for all donation items and utilize the grain chart to ensure sufficient portion sizes are offered daily. No Further Required Action.

Technical Assistance:

Reviewer provided a training session on what information to pull from the nutrition label and how to use it for crediting with the grain chart. Reviewer also provided the grain chart to residential coordinator.

*501. Cafeteria staff trained on OVS?***Corrective Action:**

At the time of review, the SFA has scheduled an all staff training that includes OVS for March 1, 2017. No Further Action Required.

Technical Assistance:

Reviewer provided OVS training to the food service contact on January 6, 2017 to assist in future trainings.

Dietary Specifications - Open Arms Christian Girls Home (Z162)

603. On-site portion of Dietary Specifications Tool completed, TA, CA required?

Prior to the beginning of the on-site portion of the review, off-site activities pertaining to Dietary Specifications and Nutrient Analysis resulted in areas being identified that required technical assistance.

Technical Assistance:

Reviewer provided technical assistance on how to identify whole grain-rich items with program staff, low/reduced canned vegetables and canned fruit in lite syrup and/or own juices.

General Program Compliance - Open Arms Christian Girls Home (Z162)

1407. Temperature logs available?

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for:

- Final Cooking Temperature Log

Corrective Action:

At the time of review, the SFA will use the column to record final cooking temperatures on the production records starting 2/16/17. No Further Action Required.