



SNP Administrative Review Findings Program Year 2024

Otwell Miller Academy (9030)

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9958 E Co. Rd 150 N
Otwell, IN 47564-8779

Food Service Contact

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Executive Contact

Mr. Rich Padgett
Director
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No. of Sites / Reviewed: 1 / 1
Month of Review: January 2024

Commendations

- * Staff were willing to work with reviewers to correct some issues immediately when noted during the onsite review.
- * The foodservice staff interacted with the children and took pride in serving their students and teachers.

Meal Counting & Claiming - Otwell Miller Academy (9030)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Meal Charging Procedures

Since the SFA is participating in the non-pricing Community Eligibility Provision, the meal charging procedure is not required for reimbursable meals. However, the school can still use charging procedures for adult meals and a la carte items. The SFA updated the charging procedures during the onsite review. The sponsor is reminded to provide notification of the charging procedures to adults.

Resource Management Comprehensive Review - Otwell Miller Academy (9030)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA completed the assessment of non-program foods revenue/cost ratio using a 5-day reference period and provided a copy to the reviewer on March 11, 2024, demonstrating compliance. **Therefore, an additional response is not required.**

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link:

<https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRYQB/edit#gid=1454493429>. Additional guidance can be found at the following link: https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods.

General Program Compliance - Otwell Miller Academy (9030)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was incorrect on the school website.

Corrective Action:

The full nondiscrimination statement must be used on documents of two or more pages, but the short statement may be used on documents of one page or less; either statement must be the same font size as the rest of the document. During the onsite review, the statement was updated on the school website. **Therefore, an additional response is not required.**

Technical Assistance:

The IDOE SCN Civil Rights webpage DOE: Civil Rights Requirements (in.gov) has links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links to access the long and short civil rights statements. The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.



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Program Year 2024

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:

-The review and update of the local school wellness policy did not occur as required.

Corrective Action:

LEAs must conduct an assessment of the wellness policy every three years, at minimum. This assessment will determine compliance with the wellness policy, how it compares to model wellness policies, and the progress made in attaining its goals. The wellness committee reviewed and updated the local school wellness policy in collaboration with the Purdue extension office. A copy of the assessment was submitted to the State Agency on March 11, 2024. The updated policy is scheduled for board approval in April 2024. As a reminder, once the policy is approved, please use the school's regular outreach methods to communicate the policy. **Therefore, an additional response is not required.**

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Finding 9000: Smart Snacks Compliance

The SFA has not determined compliance for Smart Snacks sold as side items with reimbursable meals, such as rolls and potato-based vegetables.

Corrective Action:

During the onsite review, the director ran all side items through the smart snack calculator. It was determined that all potato-based sides, rolls, and ice cream did not meet compliance. The director provided a written response to the reviewer on February 29, 2024, explaining that these items are no longer being sold and that all items will be checked for compliance in the Smart Snack calculator prior to being sold to students during the school day. **Therefore, an additional response is not required.**

1217. SFA's process and frequency for tracking training hours is sufficient

Finding 9000: Professional Standards Tracking

At the time of the review, the tracking for professional standards was not completed.

Corrective Action:

For corrective action, please submit tracking of professional standards for all food service employees with supporting documentation.

Technical Assistance:

IDOE Professional Standards Tracking- <https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>

1400. The written food safety plan contains required elements and a copy is available at each school

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). The following elements are missing: a description of the program overview and facility, identification, and documentation of all menu items according to the process approach to HACCP.

Corrective Action:

During the onsite review, the reviewer provided technical assistance regarding the requirements for the food safety plan. **For corrective action, the SFA will need to update the food safety plan to include all elements. Please submit a copy of the revised food safety plan.**



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Mrs. Jean Marcum
Cafeteria Manager
(812) 354-0800

Month of Review: January 2024

Date of Onsite Review: February 22, 2024

Infant & Pre-K Meal Pattern - Otwell Miller Academy (2019)

1. Is the SFA implementation of the Pre-K meal pattern correct?

Finding 9000: Preschool and Pre-K meal pattern incorrectly implemented.

The preschool and pre-K classes are not co-mingled with other grade groups during lunch, which requires a separate meal pattern. The following meal pattern issues were identified during the onsite review: students have the option of selecting flavored milk.

Corrective Action:

The reviewer provided onsite technical assistance regarding the preschool meal pattern. Starting March 4, 2024, the director adjusted the school lunch schedule for pre-K to have the same lunch period as kindergarten and first grade, meeting the co-mingling flexibility. **Therefore, an additional response is not required.**

Technical Assistance:

During the onsite review, the reviewer provided the following meal pattern reference for preschool/pre-K meals.

https://drive.google.com/file/d/1B33s8s90fAsg_meGGJQkYWuJeJhzuJkz/view

Meal Counting & Claiming - Otwell Miller Academy (2019)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: The school's meal counts are not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts 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. The software system does not reconcile all the meal counts that are transferred from the count sheets. This occurred multiple days in the review period for breakfast and lunch totals, resulting in an underclaim.

Corrective Action:

Technical assistance was provided during the site review regarding the consolidation of meal counts. The administrative assistant created a spreadsheet to enter daily meal counts with a section that compares to the software reports. The spreadsheet will be used until the software company can resolve the issue. In addition, the administrative assistant revised the January 2024 claim to include all meals served to children for breakfast and lunch. **Therefore, an additional response is not required.**

Meal Components & Quantities - Otwell Miller Academy (2019)

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

Finding 9000: Whole Grain-Rich Rule

The lunch whole grain-rich (WGR) percentage is less than 80% of all the grains offered over the course of the week. The in-depth menu review week demonstrated that only 74.44% of the grains offered at lunch were WGR.

Corrective Action:

At least 80% of all grains offered over a week must be whole grain-rich. The remaining 20% or less must be enriched. Sweet grains and "extras" are also required to meet the 80/20 WGR rule. **For corrective action, please explain what changes have been made to the grain offerings to meet the 80% requirement. Additionally, the menu planner is required to review the FNS whole grain resource. Once completed, please sign the resource and submit a copy to the reviewer.**

<https://www.fns.usda.gov/tn/whole-grain-resource-national-school-lunch-and-breakfast-programs>.



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Technical Assistance:

Whole grain-rich rule- https://docs.google.com/document/d/1BoFu_0vjI5PH8TnsItKSIB1So8d-azKl1jI-3t6kUAw/edit

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

Technical Assistance- Production Records

The production records do show condiments daily. However, the prepared servings, amounts being used, and servings taken are not recorded. The reviewer reminded this FSD that these need to be tracked as well since they are part of the planned menu.

General Program Compliance - Otwell Miller Academy (2019)

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 10156: Posted Health Inspection

The posted health inspection was not the most current inspection.

Corrective Action:

During the onsite review, the executive director posted the most current inspection for public viewing. The school agrees to post the most current inspection for public viewing in the future. **Therefore, an additional response is not required.**

1411. *Review of agricultural food components indicates violations of the Buy American provision*

Technical Assistance- Buy American

One product (from Chile) violated the Buy American Provision at Otwell Miller Academy. No supporting documentation was provided for the non-domestic item. The State Agency recognizes that many food products are difficult to acquire currently; however, please remember that federal tax dollars are used to purchase these products. Please make every effort to purchase products that are from the United States. Here is a resource that can help determine seasonal produce in the USA. <https://snaped.fns.usda.gov/seasonal-produce-guide>