

**SNP Administrative Review Findings**

**Paramount School of Excellence (9680)**

*Program Year 2022*

**Paramount School of Excellence (9680)**

3020 Nowland Ave  
Indianapolis, IN 46201-1422

No. of Sites / Reviewed: 3 / 1  
Month of Review: March 2022

**Food Service Contact**

Ms. Mary Laflin  
Operations Coordinator  
(317) 519-4588  
mlaflin@paramountindy.org  
FSMC: Aramark

**Executive Contact**

Ms. Jessica Monk  
Chief Operating Officer  
(765) 586-0660  
jmonk@paramountindy.org

**Commendations**

- \* Mary & team did an excellent job in responding to & completing all off-site Administrative Review tasks. Everything was completed in a timely manner. Upon arriving onsite, Peggy provided additional supporting documentation in a well-organized binder.

**General Program Compliance - Paramount School of Excellence (9680)**

*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-Vending Machines**

**Technical Assistance:**

While onsite, vending machines located outside of Paramount Englewood's entrance were observed turned on & contained non-Smart Snack approved items. A discussion with the Paramount Englewood Operations Team revealed that they are operated by Purdue Polytechnic HS, which shares a common entrance with Paramount. Paramount staff ensures that their students do not purchase items from the machines. Smart Snacks standards were discussed with Paramount's FSMC's Food Service Director, who also oversees Purdue Polytechnic's food service program.

*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). While the USDA Food Safety Plan template was provided, it is not filled out with all the required information. The template must be updated to reflect current practices at the SFA. Missing elements include a complete list of kitchen equipment, specific Standard Operating Procedures (SOPs) being utilized, and menu items categorized by HACCP process.

**Corrective Action:**

The FSMC's Food Service Director acknowledged that the Food Safety Plan was incomplete and was actively updating the plan. No corrective action is needed at this time. Ongoing compliance will be confirmed by the State Agency field specialist through a future unannounced visit.

**SNP Administrative Review Findings**

**Paramount School of Excellence (9680)**

**Program Year 2022**

**Paramount Englewood (7861)**

3020 Nowland Ave  
Indianapolis, IN 46201-1422

**Food Service Contact**

Ms. Natalie Lee  
Food Service Director  
(660) 351-0735

Month of Review: March 2022  
Date of Onsite Review: April 6, 2022

**Other Federal Programs - Paramount Englewood (7861)**

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

**Technical Assistance: Daily Snack Count Form**

**Technical Assistance:**

The Daily Snack Count Form serves as the original point of service documentation for snacks. The total snacks served on this form should be the same as what is recorded on the Production Record "Meal Count" line. Any discrepancies between the two should be resolved prior to submitting the monthly claim.

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

**Finding 9224: Snacks being counted and claimed for reimbursement do not meet Program requirements.**

Snacks counted as reimbursable did not meet the 2 component per snack requirement. Fruits & vegetables are considered one component in the After School Snack Program. On 3/2/22 and 3/16/22, the fruit/vegetable component was the only component offered.

**Corrective Action:**

Technical assistance on the ASSP fruit/vegetable component and what constitutes a reimbursable snack was discussed with the FSMC Food Service Director/menu planner while onsite. The April snack menu was updated to ensure each day has two different components offered daily. No further corrective action needed.

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

**Technical Assistance: Non-reimbursable Components**

**Technical Assistance:**

Adding additional, non-reimbursable food items to the snack is not recommended. On the day of review, baked chips were provided, in addition to the cheese stick and dried fruit. The extra food items do not add anything to the nutritional quality of the snack and increase the overall food cost to the program.

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

**Technical Assistance: Production Records**

**Technical Assistance:**

The FSMC Food Service Director was provided technical assistance regarding filling out snack production records completely & accurately to reflect all components served.

**SNP Administrative Review Findings****Paramount School of Excellence (9680)****Program Year 2022****6. Day of review Menu, Meal Patterns, Production records.****Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.**

Production records for the snack menu during the month of review do not reflect that the planned portion sizes met the meal pattern component requirements. The fruit/vegetable component serving size must be at least 3/4 c. On 3/4/22 & 3/21/22, only a 1/2 c portion of fruit was served. On the Day of Review, only a 1/2 c fruit was served.

**Corrective Action:**

Technical assistance on the ASSP fruit/vegetable component and the minimum component serving size was discussed with the FSMC Food Service Director/menu planner while onsite. No further corrective action needed.

**Meal Counting & Claiming - Paramount Englewood (7861)****318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service****Finding 9066: Inaccurate meal counts by eligibility category at the POS.**

As observed on the Day of Review, at breakfast, there is no proper record of the actual point of service. Teachers must use a meal count sheet to accurately record meals served.

**Corrective Action:**

An IDOE meal count sheet was provided to the Operations Coordinator while onsite. All teachers were provided copies of the meal count sheet and instructed on how to properly mark meals at the point of service. The new process was implemented on 4/8/22 while the field specialist was onsite. No further corrective action is needed.

**Meal Components & Quantities - Paramount Englewood (7861)****409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students****Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period, March 21-25, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. There was no bean/legume subgroup served during the week of review.

**Corrective Action:**

The April menu was revised to include beans in the 4th week of the menu cycle. The field specialist reviewed the menu updates while onsite to ensure meal pattern compliance. No further corrective action is needed.

**410. Review Period- planned menu quantities meet the meal pattern requirements****Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

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. Based on the information recorded on the production records, it appeared as if students were only being offered 1/2 c of vegetables daily. Students do have the option to take an additional 1/2 c serving of fresh veggies daily, but it was not noted on the production records.

**Corrective Action:**

The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. All components offered must be accurately noted on the production records. No further corrective action is needed.

**SNP Administrative Review Findings**

**Paramount School of Excellence (9680)**

**Program Year 2022**

**Continued....**

**Technical Assistance:**

The FSMC Food Service Director & Paramount Englewood's Operations Coordinator were provided technical assistance regarding filling out production records completely & accurately to reflect all servings of vegetables offered daily.

**General Program Compliance - Paramount Englewood (7861)**

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

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

The most recent food safety inspection report is not posted in a publicly visible location. A suitable location to post this report is next to the And Justice for All Poster.

**Corrective Action:**

The requirement to post the most recent food safety inspection in a publicly visible location was discussed with the Operations Coordinator & FSMC Food Service Director. A copy was printed and posted while onsite. No further corrective action needed.

*1407. SFA written food safety plan is implemented*

**Technical Assistance: Implementation of Food Safety Plan**

**Technical Assistance:**

The copy of the written food safety plan provided by the FSMC food service director was incomplete. However, while onsite at the school, staff was observed following basic food safety principles, including the use of hairnets, use of gloved hands, proper hand washing, monitoring food temperatures on the service line, monitoring freezer & refrigerator temperatures, clean food preparation & services areas, etc. In addition, food was stored at least 6 inches off the floor and there were no signs of pests.

*1408. Temperature logs are available*

**Technical Assistance: Milk Cooler Temperature Log**

**Technical Assistance:**

A temperature log should be maintained for the milk cooler. This was discussed with the FSMC Food Service Director and the Operations Coordinator while onsite.

*1409. On-site or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The First In, First Out (FIFO) inventory management method is not being used consistently throughout all food storage areas. In addition, several frozen products, including potato tots/fries and chicken sticks, had been removed from their original case packaging but were not date-marked.

**Corrective Action:**

Storage violations & the use of proper date-marking was discussed with the FSMC Food Service Director and the Operations Coordinator while onsite. No further corrective action needed.