

SNP Administrative Review Findings

Purdue Polytechnic High School (9015)

Program Year 2022

Purdue Polytechnic High School (9015)

3029 E Washington St
Indianapolis, IN 46201-4279

Food Service Contact

Ms. Laura Smith
Director of Food Services
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FSMC: Aramark

Executive Contact

Mrs. Shatoya Ward
Chief of School Operations
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No. of Sites / Reviewed: 3 / 1
Month of Review: March 2022

Commendations

- * Students were very complimentary of the orange chicken dish offered the day of review.

Technical Assistance

- * The role of the FSMC and the responsibility of the SFA was discussed with the director the day of review.
- * One health inspection has been received thus far. The SFA was advised to contact the local health department to request a second inspection. It was discussed that a best practice would be to contact the health department at the start of each school year to request two health inspections.
- * The 11th and 12th grade students are housed in a separate building down the road from the 9th and 10th grade students. The SFA may be required to have the building as a separate site in the future.
- * The professional standards tracking spreadsheet was send to the SFA the day of review. The SFA was also reminded to print training certificates from inTEAM. IDOE SCN has since transitioned to Moodle as the virtual training platform.
- * Milk intolerance and allergies are considered a disability and must be accommodated. The accommodation should be made as soon as possible once foodservice is aware of the allergy or intolerance. Milk accommodation requests can come from a parent or guardian.
- * The day of review it was explained to the director that potato products such as tator tots are considered a starchy vegetable and would not count as a grain substitute.
- * Students are requesting extra entrees. Many high schools sell extra a la carte. Consider re-opening your point-of-sale system. This will also assist when students refuse to select a reimbursable meal. The SFA can then charge the student for items a la carte.
- * At the 11th and 12th grade building the SFA ran out of one of the milk types. A reminder was given that a variety of milk must be offered to all students for breakfast and lunch. One of the options must be an unflavored option.
- * As a reminder, the school foodservice contact must also meet the same professional standard training requirements (12 hours per year) as the food service director hired by the FSMC.
- * Serving utensils must be purchased and provided for the 11th and 12th grade location to ensure proper food portions are provided.

Administrative Operations - Purdue Polytechnic High School (9015)

314. SFA is following the 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 permanent 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.

Corrective Action:

Additional corrective action for this finding is addressed elsewhere in the report; however, the SFA contact must review their permanent agreement to ensure responsibility of program participation is clearly understood.

Technical Assistance:

A copy of the permanent agreement has been sent to the executive and foodservice contacts.

General Program Compliance - Purdue Polytechnic High School (9015)

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.

The local school wellness policy does state the SFA will provide meals through and promote the National School Lunch Program and School Breakfast Program, but an assurance is not included stating that school meals will meet USDA requirements. Additionally, it does not appear the policy is communicated to households.

Corrective Action:

Per the director, the wellness committee will be meeting soon to evaluate the policy and policy implementation. The assurance will be added during the next upcoming evaluation. Please provide a timeline for the update as corrective action. Please also provide documentation showing how the policy is communicated to households.

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:

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

Finding 9143: A copy of the written food safety plan is not available at each school.

Corrective Action:

As corrective action a copy of the food safety plan must be made available at each school. Please also submit a copy to the State Agency for review. Please confirm that this has been corrected.

Technical Assistance:

The requirement was explained the day of review.

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Program Year 2022

Purdue Polytechnic High School North Food Service Contact
(7782)
3029 E Washington St
Indianapolis, IN 46201-4279

Ms. Laura Smith
Director of Food Services
(317) 832-4800

Month of Review: March 2022

Date of Onsite Review: April 14, 2022

Meal Counting & Claiming - Purdue Polytechnic High School North (7782)*325. Review Period- meal counts by category were correctly used in the claim for reimbursement***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.

Meals were served for 11th and 12th grade students in a separate building. It appears meals for these students were not counted at the point-of-service as meal count documentation was not provided or available. Production record documentation also does not include meals served to grades 11-12. The number of meals sent to the school was used in the claim for reimbursement. Meals claimed without a point-of-service count are not reimbursable and will contribute to fiscal action.

Corrective Action:

As corrective action, counting and claiming training must be taken and documented by the food service director and staff conducting the daily meal count. The person taking the meal count must be trained (annually) and must use the appropriate meal count sheet. Going forward all meals must be counted using a point-of-service count (corrected the day of review). Please provide training documentation as corrective action.

Technical Assistance:

Point-of-service counting requirements were discussed the day of review. The consolidation sheet used to validate March counts for PPHS North was sent to the SFA and FSMC the day of review. They were advised to use this or something like it to consolidate meal counts by site. As discussed, Aramark can enter the meal counts into the claim for reimbursement, but they should be double checked by PPHS as part of the required FSMC oversight. All checks and double checks should be documented with a signature and a date.

Meal Components & Quantities - Purdue Polytechnic High School North (7782)*401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components***Finding 9000: Reimbursable Meals**

Several students took 1 or 2 items rather than a full breakfast meal. In some instances, the foodservice worker did not ask them to take additional items to make a complete meal. The foodservice worker implied that enforcing the rules was difficult at some times with some students.

Corrective Action:

A plan for correction was created the day of review. Under OVS, a minimum meal of 3 items must be taken from 2 components. To achieve this the SFA will pre-bag the entrees (2 grains or 1 grain and 1 meat) and 1/2 cup of fruit. All students wishing to participate in breakfast will select a pre-bagged meal and have the option to select additional fruit and a carton of milk. The SFA agrees to the corrective action as written and has since implemented the plan. Additional response is not required.

Technical Assistance:

OVS requirements and reimbursable meal requirements were discussed the day of review. It was also explained that although meals are free this year, a minimum meal must still be selected to receive federal reimbursement. Incomplete meals cannot be reimbursed. Individual items must be purchased a la carte.

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

As corrective action the SFA agrees to post meal pattern signage at or near the serving line per federal regulations. Additional response is not required.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Resources for free meal pattern signage was posted the day of review.

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

Finding 9000: Component Documentation

The recipe for the entrée salad did not include a grain serving nor was a grain component documented separately on the production record for salads served the month of review. The director indicated crackers are to be served but croutons were added to the salad the day of review.

Corrective Action:

As corrective action the menu and/or the salad recipe must be updated to ensure a full, 2-ounce whole-grain rich grain serving is planned with the entrée salad. Please provide updated documentation as corrective action.

Technical Assistance:

The documentation requirement was explained the day of review.

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

Finding 9000: Production Record Documentation

Based on a review of production records and other supporting food crediting documentation for one week during the Review Period of March 2022, some breakfast 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. Meals were planned correctly, however, according to production records a fruit or vegetable component was not served to all claimed breakfast meals resulting in a disallowance of 12 meals at breakfast.

Corrective Action:

The sponsor will provide ongoing meal pattern and OVS training to site staff. Documentation of training will be submitted as corrective action. Additionally, pre-bagged breakfasts will assist in ensuring reimbursable meals are selected.

Technical Assistance:

The requirement was explained the day of review.

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

Finding 9000: Supporting Meal Documentation

The following production record issues were noted during the review:

- Some columns of the production record were incomplete including the meal contributions and purchase units used columns.
- Meals served at the 11th & 12th grade building were not documented on the production record for breakfast and lunch. The

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number of meals on production records were only enough to validate meals served at the 9th and 10th grade building. -The number of fruit portions served at breakfast on March 3, 14, and 17 were insufficient to support the number of meals claimed. As a result, 12 breakfast meals are disallowed.

Corrective Action:

Production records must be completed thoroughly and accurately to ensure supporting documentation is available for all meals served. Meals served for both buildings of the north location must be documented. This may be accomplished through a single production record and by indicating through notes how many of the total servings were sent to the 11th & 12th grade building. A separate production record could also be used for the second building. As corrective action production record training must be completed by all staff required to complete production records. Additionally, please explain how meals will be documented to reflect food served for both buildings.

Technical Assistance:

Production record requirements were explained the day of review.

*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 and crediting information 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. The macaroni and cheese served March 17th only credited as one grain serving. An additional grain was not planned or served.

Corrective Action:

The minimum grain serving for grades 9-12 is a 2-ounce equivalent. As corrective action an updated menu must be submitted showing the grain added to meet the minimum portion size requirements for grades 9-12.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

*500. Day of Review- Offer vs. Serve was properly implemented***Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. At the 11th and 12th grade building, the staff initially was pre-plating all vegetables during lunch service.

Corrective Action:

The requirement to implement OVS at the high school level was explained the day of review. As corrective action the school director and all serving staff must complete the State Agency OVS training through the online learning portal. Training certificates must be submitted as corrective action.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Purdue Polytechnic High School North (7782)*811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits***Finding 9101: Justice For All poster not displayed in prominent location.**

The USDA "And Justice for All" poster was not displayed in a prominent location where it is visible to recipients of benefits. The poster could not be located.

Corrective Action:

As corrective action the SFA will order and post a new poster. Additional response is not required.

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Technical Assistance:

The link for ordering a new poster was provided to the SFA the day of review.

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 health inspection was posted in the kitchen.

Corrective Action:

As corrective action the SFA agrees to post the health inspection outside of the kitchen, near the serving line for public viewing. Additional response is not required.

Technical Assistance:

The requirement was explained to the SFA the day of review.

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 following violations were noted:

- The food storage facility is unclean and/or disorderly.
- Food storage, which is a shared storage space, does not appear to be secure. Open milk cartons and chip bags were observed, indicating theft may be occurring. Additionally, staff indicated they used to own real steam table pans, but they were taken but a group operating a program during the summer.
- Cans of food were not dated to ensure first in-first out principals are followed.
- Some prepared foods were not dated.

Corrective Action:

The SFA was notified of the following requirements to implement as corrective action:

- Food storage must be locked, and students should not be in the storage closet.
- Kitchen items should not be used by outside groups. Inventory of items should be maintained and checked to keep organizations accountable when kitchen space is shared.
- Food items must be dated upon receipt.
- Open food items and prepared foods must be dated.
- Additionally, the kitchen must be cleaned and mopped regularly.

The SFA agrees to all corrections as written. Additional response is not required.

Technical Assistance:

Additional shelving is recommended against the wall of the storage closet (in place of the table), which would allow for more foodservice supplies to be safely stored and separated from other items in the storage closet.