

SNP Administrative Review Findings

Rooted School Indianapolis (9170)

Program Year 2022

Rooted School Indianapolis (9170)

5750 E 30th Street
Door 12
Indianapolis, IN 46218-3314

Food Service Contact

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FSMC: SSD Management

Executive Contact

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

General Program Compliance - Rooted School Indianapolis (9170)

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

Wellness Policy Technical Assistance:

Each local educational agency that participates in the National School Lunch Program is required by federal law to establish a local school wellness policy for all schools under its jurisdiction. Local wellness policies are an important tool for parents, local educational agencies, and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards. The wellness policy provides common understanding of how schools are helping to make the healthy choice the easy choice at school. The wellness policy should be updated periodically and parents, school staff, and the community all should take part in creating it to ensure that everyone's voice is heard.

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

Wellness Policy Triennial Assessment Technical Assistance:

An assessment of your school wellness policy must be conducted a minimum of once every three years, per federal regulations. Sponsors may use the template on our website to organize their assessment and post publicly.

1212. New School Nutrition Programs Director met hiring requirements

Finding: Hiring Requirements

The SFA does not have documentation to substantiate hiring requirements for the food service director. The SA required over a year ago for this documentation to be submitted. On April 1, 2022, the SA issued an email deadline of this submission no later than Friday, July 1, 2022.

Corrective Action:

With your corrective action response, submit documentation to substantiate hiring requirements for the food service director.

Technical Assistance:

A technical assistance was conducted on this requirement.

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1216. *School Nutrition Programs staff met/will meet annual training requirements*

Find: Professional Standards Training Hours

After a review of documentation of scheduled/planned trainings for the remainder of the school year, all School Nutrition Program personnel are not expected to meet training requirements.

Corrective Action:

Confirm that having all applicable staff members acquire their minimum number of professional standard training hours will be put as a high priority and will be met annually by listing planned training activities for food service staff.

Technical Assistance:

A technical assistance was conducted on this specific finding.

1500. *Reports are submitted to the Indiana Department of Education as required*

Finding: SFA does not submit reports as required to the State agency.

The 2021 Annual Financial Report has not submitted to IDOE as April 2022. Annual Financial Reports are due September 30th of each year. Since then, it has been submitted and approved.

Corrective Action:

Reporting requirements were discussed with and understood by Program administrators. No further action required.

Technical Assistance:

The IDOE's Calendar of Due Dates can be found at

<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqaoLlw/edit> .

1602. *On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

Technical Assistance Summer Food Service Program Outreach

Participating SFAs must inform eligible households about the availability and location of free meals for students via the Summer Food Service Program. Please confirm this requirement will be annually fulfilled.

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Rooted School Indianapolis (9997)

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Food Service Contact

Ms. Candace Carr
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(317) 606-3500

Month of Review: March 2022

Date of Onsite Review: April 26, 2022

Meal Components & Quantities - Rooted School Indianapolis (9997)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Technical Assistance Milk Substitution

A technical assistance was conducted on milk substitutions. During the onsite visit, A list of Fluid Milk Substitutions in Child Nutrition Program was emailed to the SFA.

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

Finding: Weekly Requirements

The weekly grain and meat/meat alternates ounce minimums were not met for the 9-12 grades during the week given for the menu certification.

Corrective Action:

Each week for lunch, grades 9-12 are to be offered at least 10 grain ounces and 10 meat/meat alternate ounces. Confirm that during menu planning, this requirement is met for each week. Provide a planned weekly menu showing meal pattern compliance for all components.

Technical Assistance:

A technical assistance was conducted on this finding.

501. Cafeteria staff have been trained on OVS

Finding: Lunch Offer vs. Serve

Both program food servers were not fully confident on the OVS (Offer vs. Serve) procedure for lunch. During the lunch observation, the field specialist had to correct some trays before they were marked at the POS. Also, some questions were asked about OVS procedures. All meals served were creditable during the lunch observation.

Corrective Action:

Confirm that in the future before serving any meals, the food service workers will be trained and will fully understand how Offer vs. Serve works. Provide the date Offer versus Serve training took place for food service staff.

Technical Assistance:

A technical assistance was conducted.

General Program Compliance - Rooted School Indianapolis (9997)

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance:

The availability of free potable water needs to be made known to all students.