

SNP Administrative Review Findings

Southeast Neighborhood School of Excellence, Inc. (9485)

Program Year 2023

Southeast Neighborhood School of Excellence, Inc. (9485)  
1601 S Barth Ave  
Indianapolis, IN 46203-2743

**Food Service Contact**  
Mrs. Tiffany Johnson  
NSLP Director  
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FSMC: Aramark

**Executive Contact**  
Dr. Kristie Sweeney  
CEO/Head of School  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: February 2023

Commendations

- \* SFA is very organized and stays up to date with tasks
- \* The staff does an outstanding job of keeping the kitchen and cafeteria clean.
- \* We love to see that the SFA has two cafeterias for students. This ensures the lines won't be too long and students have enough time to eat their meal.

Technical Assistance

- \* It is recommended to offer a fruit choice for breakfast because whole fruit can be difficult for young children to eat.
- \* A share table must be displayed and available in each cafeteria.
- \* Make sure all staff understands meal counting and claiming procedures as well as meal pattern requirements.
- \* Be sure to use a training tracking tool to ensure that you will meet the annual training requirements. This helps with clarity and the ability to view completed and future trainings.
- \* The SFA was reminded that if dip with vegetables is offered for FFVP, only offer low-fat, yogurt based, or other low-fat or non-fat dips. The amount used should be what is commonly noted as a "serving size" for condiments (1 to 2 tablespoons). Try to use dips sparingly, as the intention of the program is to introduce items to students in their basic form and to learn more about their flavors, tastes, and textures without the additions of dips or other flavors.
- \* Please serve condiments in a way that is more convenient for students to reach and in a visually appealing manner.

Resource Management Comprehensive Review - Southeast Neighborhood School of Excellence, Inc. (9485)

770. Correct Rate/Base Calculation

**Finding 9000: Indirect Costs**

Indirect costs were not correctly assessed. The SFA finance contact charged the indirect cost rate to a capital project and reported that amount as indirect costs in the annual financial report. Approval was not received to use School Nutrition Funds for this project. Furthermore, the items that are normally included in indirect costs were charged under miscellaneous. This appears to have occurred in 2021 as well.

**Corrective Action:**

As corrective action the annual financial reports for 2021 and 2022 must be updated to reflect only allowable costs in miscellaneous category which will allow for an accurate assessment of indirect costs. The School Nutrition fund must also reflect all changes made in the annual financial report. Please submit a copy of the updated fund once corrections are made.

**Technical Assistance:**

Indirect cost requirements for the School Nutrition Programs were discussed with the SFA finance contact and director. It is recommended to also seek technical assistance from the SCN finance team.

SNP Administrative Review Findings

Southeast Neighborhood School of Excellence, Inc. (9485)

Program Year 2023

SENSE Charter School (5868)

1601 S Barth Ave  
Indianapolis, IN 46203-2743

Food Service Contact

Mrs. Tiffany Johnson  
NSLP Director  
(317) 423-0204

Month of Review: February 2023

Date of Onsite Review: March 21, 2023

Meal Components & Quantities - SENSE Charter School (5868)

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, 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. Meals missing required meal components during the week reviewed: Tator tot nachos did not contain a grain serving.

**Corrective Action:**

As corrective action the FSMC has added a one grain serving of tortilla chips to the totchos menu. The corrected menu has been uploaded into CNPweb. Going forward a grain will be served each time this meal option is offered. The SFA agrees to the corrective action as written. Additional response is not required.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit regarding the grain requirement for all lunch options.

Other Federal Programs - SENSE Charter School (5868)

1900. FFVP: School on track to spend no more than 10% of grant on administrative costs?

**Finding 9156: School is not on track to spend no more than 10% of its total grant on administrative costs.**

The school has claimed Fresh Fruit and Vegetable Program administrative costs to-date that will require only a very small amount of administrative costs claimed through its remaining months of operation in order to not exceed the 10% limitation on administrative expenses.

**Corrective Action:**

The sponsor was advised to track where they are with administrative costs to ensure they do not exceed 10%. Furthermore, administrative costs are charged at a flat \$59.75 per day regardless of the amount of time spend on FFVP. The actual time spent on FFVP should be tracked for both administrative and operational staff. Timesheets were sent to the SFA the day of review. As corrective action the SFA agrees to utilize time sheets when claiming administrative and/or operational labor to FFVP. Additional response is not required.

**Technical Assistance:**

Technical assistance was provided on the day of review. Please be advised that CNPweb will not allow claims beyond 10% for administrative costs. Timesheet forms were emailed to the SFA director the day of review.