



Program Year 2020

St Joseph County Juvenile Justice Center (K239)
1000 S Michigan Street
South Bend, IN 46601-3426

Food Service Contact
Mr. Trenton Sturdivant
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Executive Contact
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No. of Sites / Reviewed: 1 / 1
Month of Review: December 2019

General Program Compliance - St Joseph County Juvenile Justice Center (K239)

1214. School Nutrition Programs Director met/will meet annual training requirements

Finding 9000: Professional Standards

The SFA has not maintained any training documentation. Training is a mandatory part of the NSLP and must be completed as part of the requirements. For training information, please visit https://www.doe.in.gov/nutrition/professional-standards.

Corrective Action:

The SFA will develop (or use IDOE or USDA) training tracking tool. The SFA will begin tracking employee trainings. For corrective action, the SFA will submit the training tracking sheet and training documentation from two trainings, including the sign-in sheet and training materials used.

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.

No food safety plan available for review. The written food safety plan must comply with the HACCP program criteria described in 7CFR 210.13(c).

Corrective Action:

The SFA must create a food safety plan for their facility and submit to the State Agency as corrective action.

Technical Assistance:

For a Food Safety Plan template, visit: https://www.doe.in.gov/nutrition/food-safety

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**Juvenile Justice Center (7632)**

1000 S Michigan Street  
South Bend, IN 46601-3426

**Food Service Contact**

Mr. Trenton C Sturdivant  
Food Service Supervisor  
(574) 235-5402

Month of Review: December 2019

Date of Onsite Review: January 6, 2020

**Other Federal Programs - Juvenile Justice Center (7632)**

*3. POS snack counts by student/benefit category maintained?*

**Finding 9220: Point-of-service snack counts by student/benefit category are not maintained.**

During the on-site review, it was discovered that no point-of-sale snack counts are maintained by the SFA.

**Corrective Action:**

The SFA must maintain a record daily of snacks served to detainees. The SA has provided technical assistance regarding snack service and has provided the SFA with the appropriate records to maintain. The SFA will submit 5 days of completed point-of-sale snack counts as corrective action.

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

**Finding 9225: Production records are not completed daily and maintained for a minimum of 3 years.**

Production records are not maintained for the snack program nor are their menus to support what snacks are being served during the school week. As a program requirement, the SFA must maintain an after school snack menu, production records, and daily count sheets to prove claim totals are accurate. The SFA has no records for the snack program, therefore, all snacks will be disallowed for the entire school year (July 2019-present).

**Corrective Action:**

As corrective action, the SFA will submit one month of after school snack menus, production records, and daily count sheets.

*7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?*

**Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.**

Afterschool Snack Program operation at this site: July 1, 2019 - June 30, 2020. Currently, there is no documentation maintained that after school snack monitoring has been completed. Monitoring must be completed within the first 4 weeks of each program year and once more after that.

**Corrective Action:**

The SFA will complete the After School Snack monitoring and submit the form as corrective action.

**Technical Assistance:**

After School Snack monitoring forms can be found by visiting: <https://www.doe.in.gov/nutrition/after-school-snack-program>

**Meal Counting & Claiming - Juvenile Justice Center (7632)**

*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, meal counts are not taken at the point of service. The site relies solely on the intake census for the day.

**Corrective Action:**

Cafeteria staff must keep a count of each meal served at point of service. SFA will submit, in writing, their new procedure for ensuring meal counts will be taken at point of service.

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*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 SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category 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 SFA was entering the incorrect number of eligible students, therefore, the claim system would not allow them to claim all reimbursable meals.

**Corrective Action:**

The difference between the SFA Count and the State agency validated count, by category, is documented on S-1. The SA offered technical assistance while on-site to remedy the issue. For all future claims, the SFA will enter the maximum number of eligible students each month into CNPweb. This will allow them to claim all reimbursable meals that were served each month. No further action required.

**Meal Components & Quantities - Juvenile Justice Center (7632)**

*400. Day of Review- all required meal components were available to all students during the entire meal service*

**Finding 9000: Technical Assistance****Technical Assistance:**

The SFA should provide detainees with a variety of foods each day. Currently, the SFA is only offering oranges at breakfast and apples at lunch for the fruit component. Please begin offering other fruit options daily.

*401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components*

**Finding 9000: Insufficient Grain Day of Review**

Before meal service began, it was observed the grain being served for lunch was insufficient for the children being served.

**Corrective Action:**

The grain for lunch was increased before meal service began; therefore, no meals will be disallowed for the day of review. The SFA has adjusted their cycle menu to ensure future meals will contain the appropriate grain component. No further action required.

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

**Finding 9000: Crediting Documentation**

The SFA did not retain all necessary crediting documents for items served during the week of review (i.e. CN labels or Product Formulation Statements).

**Corrective Action:**

The SFA will contact their food suppliers and gather the proper crediting documentation for all meat/meat alternate and grain items on their menu. No further action required.

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

**Finding 9000: Production Records**

Production records are lacking required information.

**Corrective Action:**

The SA has provided the SFA with the IDOE production record template and they are required to add all missing information

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to their current production record to ensure all food items are tracked correctly. The SFA will submit their revised production record as corrective action.

*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 December 16-22, 2019, 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: grain and vegetable components.

**Corrective Action:**

The SFA has corrected the cycle menu to reflect the appropriate serving sizes for each component. The menus are now compliant and will be served in the correct sizes during the next cycle. No further action is required.

**Technical Assistance:**

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

*501. Cafeteria staff have been trained on OVS*

**Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.**

Staff have not been trained on OVS requirements and do not fully understand the method.

**Corrective Action:**

FSD and staff will complete OVS training. This training can be found on the IDOE website or on Blackboard. FSD will submit training log with signatures of staff who received training as corrective action.

**Technical Assistance:**

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