

SNP Administrative Review Findings**Steel City Academy (9980)****Program Year 2020****Steel City Academy (9980)**

2650 W. 35th Ave.
Gary, IN 46408-1416

Food Service Contact

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FSMC: Preferred Meal Systems

Executive Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: December 2019

Technical Assistance

- * It would be helpful to consolidate your monthly meal counts to one form, such as an excel sheet, to more accurately count the monthly meals.

Meal Counting & Claiming - Steel City Academy (9980)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 9000: Meal Counting procedures

For the month of review, the meal counting procedures were not in compliance. Some meal counts were completed by writing down the number "10" to count ten students who had selected a reimbursable meal. Each student needs to be recorded individually at the point of service, and they cannot be counted in groups.

Corrective Action:

The SFA has changed their counting procedures. During breakfast, the SFA uses daily meal count sheets at the POS. During lunch, students are marked on a roster to signify they have selected a reimbursable meal. No further action is necessary.

General Program Compliance - Steel City Academy (9980)

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.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The wellness policy must be made publicly available by posting it on their website.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Provide the state agency with proof that the SFA's wellness policy has been posted to their website.

The SFA has posted their wellness policy on their website. No further action is necessary.
<http://www.steelcityacademy.org/enrolled-students/>

1215. School Nutrition Programs Manager(s) met/will meet annual training requirements

Finding 9000: Technical Assistance - Training Requirements

The school lunch manager has not met the required amount of training hours this program year. The manager is required to receive ten hours of continuing education each year.

Corrective Action:

The lunch manager will have until the end of the school year to receive all ten hours. The SFA and SA have discussed this and no further action is necessary.

Technical Assistance:

<https://www.doe.in.gov/nutrition/professional-standards>

1217. SFA's process and frequency for tracking training hours is sufficient

Finding 9000: Professional Standard Tracking

The SFA is currently not tracking any of their professional standard hours. All employees within food service operations must track their professional standard hours each year.

Corrective Action:

The SFA is required to use the USDA tracking tool or create their own to prove their employees have completed their required hours. The SFA provided the state agency with the tracking tool with all current food service employees listed. No further action is necessary.

Technical Assistance:

Please see our professional standard web page here - <https://www.doe.in.gov/nutrition/professional-standards>.

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.

A food safety plan is required to be at each school.

Corrective Action:

The SFA will create their food safety plan with standard operating procedures and provide a copy of it to the state agency. Completed. No further action is necessary.

Technical Assistance:

For all food safety plan information, please find our food safety website - <https://www.doe.in.gov/nutrition/food-safety>

SNP Administrative Review Findings**Steel City Academy (9980)****Program Year 2020****Steel City Academy (1113)**

2650 W. 35th Ave.
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Month of Review: December 2019

Date of Onsite Review: February 4, 2020

Other Federal Programs - Steel City Academy (1113)*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.**

The SFA's after school snack program has not been monitored this program year. Each year, it is required that the after school snack program is monitored within the first four weeks of operation.

Corrective Action:

The SFA is required to monitor their after school snack program within the next two weeks.

The SFA monitored their snack program on February 18th, 2020; no further action is necessary. CA has been attached to the review tool.

Technical Assistance:

Our monitoring sheet is found on our website or located here - <https://www.doe.in.gov/nutrition/snp-administrative-review-information>

Meal Components & Quantities - Steel City Academy (1113)*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 cashier did not demonstrate a clear understanding of OVS and its requirements.

Corrective Action:

The SA provided the SFA technical assistance on offer versus serve, and the procedure has been greatly improved. No further action is necessary.

Technical Assistance:

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