

SNP Administrative Review Findings**Timothy L Johnson Academy (9350)****Program Year 2022****Timothy L Johnson Academy (9350)**

4625 Werling Dr.
Fort Wayne, IN 46806-3410

Food Service Contact

Ms. Andrea Wells
Food Service Manager
(260) 441-8727
FSMC: Classic Cafe

Executive Contact

Mrs. Dawn Starks
School Leader
(260) 441-8727

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2021

Commendations:

Staff were extremely cooperative in making changes immediately to their meal counting procedures. Non-food service staff stepped in to assist the food service director as changes were being made in how meal counts were to be taken. Staff were friendly to students greeting them by their first name and listening to their concerns. The Food Service Director was very conscientious to get meals to the classrooms as quickly as possible.

Meal Counting & Claiming - Timothy L Johnson Academy (9350)*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: Offer versus serve was not selected on site pages. It was observed during meal service that students were not taking the second fruit or milk for breakfast or milk with the prepackaged lunch.

Corrective Action:

Site page is to be updated with OVS selected.

Technical Assistance:

Discussed with Food Service Director and Principal that all meal components are to be picked up by students when offer versus serve is not implemented. Discussed options of having breakfast as OVS and lunch as served.

General Program Compliance - Timothy L Johnson Academy (9350)*810. The USDA non-discrimination statement is on appropriate Program materials***Finding 9000: Nondiscrimination Statement not included in newsletter.**

The current non-discrimination statement was not found on the newsletter.

Corrective Action:

The current non-discrimination statement is to be added to the newsletter and a copy of the newsletter emailed to your Field Specialist.

Technical Assistance:

Discussed with the Food Service Director and Principal the importance of attaching the correct long version of the Non-Discrimination Statement in the school newsletter when discussing the school breakfast, lunch and fresh fruit and vegetable program.

*1214. School Nutrition Programs Director met/will meet annual training requirements***Technical Assistance:**

Discussed with Food Service Director and Principal required training hours annually for a FSD is 12 hours.

SNP Administrative Review Findings
Program Year 2022

Timothy L Johnson Academy (9350)

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

Technical Assistance:

Discussed with Food Service Director and Principal the importance of tracking each Food Service Workers training hours completed.

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.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Standard Operating Procedures

Corrective Action:

The Food Safety Plan is to be updated including all the Standard Operating Procedures. As corrective action, provide the date when the plan was updated and reviewed with food service staff.

Technical Assistance:

Discussed with Food Service Director and Principal the importance of having standard operating procedures for cleaning, serving, and having a safe employee in the kitchen.

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

Technical Assistance:

Discussed with Food Service Director, Principal and Clerk that the site page was not completed until the end of September when the July claim was due. It is important that the sponsor and site pages are completed as soon as school starts.

SNP Administrative Review Findings

Timothy L Johnson Academy (9350)

Program Year 2022

Timothy L Johnson Elementary (1539) Food Service Contact
4625 Werling Dr. Ms. Andrea Wells
Fort Wayne, IN 46806-3410 Food Service Manager
(260) 441-8727

Month of Review: October 2021
Date of Onsite Review: November 9, 2021

Meal Counting & Claiming - Timothy L Johnson Elementary (1539)

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, each type of meal service line does not provide an accurate count by eligibility category at the point of service. Teachers were writing the number of meals they needed for their classroom on a form outside their door and staff delivered the meals. Meal counts were not taken in over half the classrooms as the student picked up the meal.

Corrective Action:

A procedure needs to be in place for meal counts to be taken as a student receives their meal. The Principal and Food Service Director changed the procedure for taking meal counts the next day October 10, 2021. All meals are counted by the Food Service Director as students pick up the meals in the hallway. A copy of the written meal counting procedures are to be mailed to the Field Specialist.

Technical Assistance:

Discussed in detail with Principal and Food Service Director that a meal count from the teacher is not an accurate meal count reflecting a student took a meal.

324. Review Period- there were no questionable patterns in the reported meal counts by category

Finding 9073: Questionable patterns in the reported counts of free, reduced, and paid meals for the Review Period.

There were patterns in the reported counts of free, reduced, and paid meals for the Review Period that appear questionable for the population of students participating in the NSLP and SBP. The explanation provided by the school for the questionable meal count patterns was not acceptable. The recorded number of meals delivered to classrooms was more than the documented number of meals served to students. The extra meals delivered and not served to students must be returned to the kitchen or if eaten by adults, paid for by the adults. The funds for adult meals must be deposited into the food service account.

Corrective Action:

A new meal count procedure needs to be written and put into place. The October claim will be recalculated after meal counts have been taken using the corrected meal count procedure for 30 days.

Technical Assistance:

Discussed in detail with the Food Service Director and Principal how errors happen with meal counts when the counts are not taken as a student receives their meal.

Meal Components & Quantities - Timothy L Johnson Elementary (1539)

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

Finding 9000: Missing meal components

Breakfast meals were not supervised by staff members; thus, students were not taking a complete breakfast.

Corrective Action:

The staff did not claim the observed meals that did not have the complete components. No further action required.

Technical Assistance:

SNP Administrative Review Findings

Timothy L Johnson Academy (9350)

Program Year 2022

Discussed with Food Service Director and Principal the importance of only claiming meals that have all the required components.

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:

Signage that describes what makes a reimbursable meal including offer versus serve requirements of having three components of which two are complete components and half a cup of fruit or vegetable needs to be placed near the serving line for lunch. The breakfast signage needs to state that three items are to be selected and one of the items must be 1/2 cup of fruit or vegetable. A picture of the signage hanging on the wall is to be emailed to the Field Specialist.

Technical Assistance:

Discussed with Food Service Director and Principal the importance of having correct meal requirement signage posted.

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

Technical Assistance:

Production records missed having juice documented even though it was a part of the breakfast package. Discussed with Food Service Director the importance of listing individually everything in the breakfast meal pack.

Other Federal Programs - Timothy L Johnson Elementary (1539)

1901. FFVP: Cost documentation support the school's reimbursement claim? Enter data.

Finding 9000: FFVP expenditures not recorded accurately

Three months of expenditures were reviewed. Expenditures were reported for July but there was no claim submitted for July.

Corrective Action: Please confirm an understanding for recording FFVP expenditures in the appropriate months. While there is no need for fiscal action, claims must be adjusted to reflect the actual months when the expenditures occurred. Upon confirmation of understanding, claims will be adjusted by State Agency staff using the following:

July – claimed \$0, no changes

August – claimed \$1434.86, no changes

September – claimed \$1179.30, claim will be adjusted to \$1887.45

October – claimed \$3387.53, claim will be adjusted to \$2679.38

Technical Assistance:

For additional assistance in operating the FFVP, please contact Maggie Schabel at mschabel@doe.in.gov.

1910. FFVP: Meal service follow HACCP principles, sanitation standards?

SNP Administrative Review Findings

Timothy L Johnson Academy (9350)

Program Year 2022

Technical Assistance:

Discussed with Food Service Director, teachers, and Principal that the fresh cut fruit needed to be consumed within 4 hours of distribution or kept under refrigeration. The fruit was gathered up by the Food Service Director and distributed in the afternoon for consumption.

Commendations: Highly organized documents -- made for a very easy review of the claims and invoices. Wonderful documentation! Enjoyed reading the fun facts featured on the monthly menus.