

SNP Administrative Review Findings

Tindley Accelerated Schools (K376)

Program Year 2023

Tindley Accelerated Schools (K376)

3960 Meadows Drive
Indianapolis, IN 46205-3114

Food Service Contact

Ms. Brenda Albright
Grants and Compliance Manager
(317) 545-1745
albright@tindley.org
FSMC: Real Taste

Executive Contact

Ms. Sandra Tresselt
Chief Financial Officer
(317) 545-1745
tresselt@tindley.org

No. of Sites / Reviewed: 3 / 3
Month of Review: March 2023

Technical Assistance

- * Each year, CNPweb needs to be updated to reflect the actual current names of the schools and the addresses. For example, Tindley Genesis Academy address is the same as the other schools, when the actual street address is 4020 Meadows Parkway. Please ensure the names of the buildings reflect what is in CNPweb along with the correct addresses.
- * The use of a share table is beneficial to reduce waste, save on costs, and provide extras to students who are still hungry. Students would be able to place packaged items of their meal that they do not want on the table allowing other students to take an item if they'd like. The share table must be in the cafeteria and an extra cooler is recommended for items on the share table that require refrigeration, such as milk.
- * Old "And Justice For All" posters can be taken down. The new posters must remain posted.

General Program Compliance - Tindley Accelerated Schools (K376)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9008: Civil Rights 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 Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: No documentation of Civil Rights training for all Tindley teaching staff who assist with food service duties, including administering the After School Snack Program (ASSP).

Corrective Action:

As corrective action, please provide documentation that shows all Tindley teaching staff involved in the ASSP and all FSMC/vendor staff have completed Civil Rights training for the 2023-2024 program year. Annually, the SFA should collect the documentation from the vendor and keep it on file with program records.

Technical Assistance:

The FSMC/vendor did not complete Civil Rights training until the week before the onsite review. It is recommended that Civil Rights training be completed prior to program operations beginning each year. In addition, the FSMC/vendor posted the training agenda in the cafeteria. It is not necessary to post the training agenda. It should be logged with all other professional development training documentation.

810. The USDA non-discrimination statement is on appropriate Program materials

Technical Assistance: Civil Rights Short Nondiscrimination Statement

The SFA Food Service Director was reminded that the correct short nondiscrimination statement is, "This institution is an equal opportunity provider." On the menus, the FSMC/vendor is including 2 different outdated versions of the statement including, "The USDA is an equal opportunity provider," and "The USDA is an equal opportunity provider and employer."

SNP Administrative Review Findings

Tindley Accelerated Schools (K376)

Program Year 2023

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: Menus are lacking the color and variety as outlined in the Wellness Policy. Salads and fresh fruits and vegetables could be offered more often on lunch menus.

Corrective Action:

Corrective action required: The SFA Food Service Director overseeing the FSMC/vendor contract needs to review menus regularly with the menu planner and make suggestions, ask for additional choices, etc. Additionally, menu suggestions should be a part of the committee of students, parents, and school administration required in overseeing the FSMC contract. In the corrective action response, please identify how often a review of menus will take place. Retain records of the review dates, attendees, and discussion points for documentation purposes.

Technical Assistance:

Technical assistance provided to the SFA as to best practices for implementation of fresh fruits and vegetables.

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Finding 9010: Smart Snacks 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 Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Vending machines at Tindley Charter School (high school) are selling non-compliant items during the school day, including meal service periods.

Corrective Action:

See corrective action under Tindley Charter School, Finding 9160.

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

Finding 9000: Professional Standards Training Requirements & Documentation for FSMC/Vendor

FSMC/vendor staff training is not being routinely conducted or tracked sufficiently. Several training agendas with staff signatures were provided by the FSMC/vendor, but it could not be determined how many cumulative hours had been completed for each employee. The training tracker provided did not list any FSMC staff assigned to the Tindley schools.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide a written procedure outlining how you will monitor the FSMC/vendor to ensure professional development training is being conducted and tracked for all FSMC/vendor staff.

Technical Assistance:

The FSMC/vendor should maintain dated agendas with topics discussed and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

Training Tracker: <https://www.in.gov/doi/files/copy-professional-standards-tracking-idoe-final.xlsx>

SNP Administrative Review Findings

Tindley Accelerated Schools (K376)

Program Year 2023

1219. *Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

Annual training for all staff with food service responsibilities is a program requirement. At the time of the review, there were non-food service employees (teaching staff) conducting duties related to the After School Snack Program (ASSP) who had not been trained on program requirements.

Corrective Action:

As corrective action, provide a written procedure outlining how you will meet this training requirement moving forward. In addition, please provide proof of After School Snack Program training, including a detailed agenda with topics covered, attendee names, and signatures. If handouts are provided during the training, copies should be maintained with the training documentation.

Technical Assistance:

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

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: site specific staffing info, a list of equipment at each site, comprehensive food safety & sanitation Standard Operating Procedures, and menu items categorized by HACCP process.

Corrective Action:

The SFA is required to review the resources provided below to help ensure their plan meets all requirements and that copies are available in all school kitchens. As corrective action, please provide an updated Food Safety Plan or a timeline for when the plan will be reviewed and updated for each school, as required.

The State Agency will assess ongoing compliance with this finding in a follow-up review during PY2024.

Technical Assistance:

IDOE School Nutrition Programs Food Safety webpage: <https://www.in.gov/doe/nutrition/food-safety/>

Writing a HACCP-based Food Safety Plan: <https://theicn.org/resources/1532/writing-a-haccp-based-food-safety-plan-for-schools-workshop/117824/writing-a-haccp-based-food-safety-plan-for-schools-workshop-participants-workbook.pdf>

Food Safety Plan Template: <https://iastate.app.box.com/s/vcs46ct6wczzfmrmsa67g8tj1s8ox70m>

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.

Each school should have a copy of the food safety plan readily available. Staff should know where the plan is located and be initially trained on the food safety and sanitation procedures upon hire and on a continued, regular basis.

Corrective Action:

See Finding 9142 above for corrective action.

SNP Administrative Review Findings

Tindley Accelerated Schools (K376)

Program Year 2023

1501. Records are retained for 3 years

Finding 9000: Oversight of FSMC/Vendor Contract

Overall SFA monitoring of FSMC/vendor contract is lacking. Tindley Accelerated Schools is expected to oversee the FSMC/vendor operations on a regular basis; this is why an internally housed food service director is required, regardless of being self-op or contracting with a FSMC/vendor. Kitchens, including countertops, floors, storage areas, freezer, and coolers should be observed by an SFA representative at least monthly for cleanliness. It was evident during the review that proper sanitation practices are not being enforced in the kitchens by the vendor.

Corrective Action:

Technical assistance was provided to the SFA Food Service Director and Chief Financial Officer. The sponsor must consistently review its food service management company/vendor operations to assess compliance with program requirements. At least annually, the FSMC Vendor Monitor Review form must be completed at each food service management company food preparation site. If there is complete understanding of the role of the internal food service director in maintaining oversight of all food service facilities, no additional corrective action is necessary.

The State Agency will assess ongoing compliance with this finding in a follow-up review during PY2024.

Technical Assistance:

IDOE Procurement/FSMC & Vendors Webpage: <https://www.in.gov/doi/nutrition/procurement/procurement-fsmc-and-vendors-nsfp/>

FSMC Vendor Monitor Review Form: <https://www.in.gov/doi/files/food-service-management-company-vendor-monitor-review-2020-usda-foods-004.pdf>

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

Finding 9009: SFSP & SBP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

Other Federal Programs - Tindley Accelerated Schools (K376)

1805. SFA reviewed all SSO sites at least once?

Technical Assistance: Reminder of Seamless Summer Option (SSO) Monitoring Requirement

School Food Authorities (SFAs) are required to review meal counting, claiming, and meal pattern compliance at least once during each site's operation. The review should be conducted by a person who does not regularly work at the reviewed site. The reviewer should stay for the entire meal service, make notes of their observations during the meal service, and may not conduct two or more lunch evaluations or two or more breakfast evaluations on the same day.

SSO Site Review Form: <https://docs.google.com/document/d/1Heg3SiB6aHxQJghsJTfXj-IgIDVaoI-jGzA2OUX83Rs/edit>

SNP Administrative Review Findings**Tindley Accelerated Schools (K376)****Program Year 2023****Tindley Charter School (6208)**

3960 Meadows Drive
Indianapolis, IN 46205-3114

Food Service Contact

Ms. Brenda Albright
Grants and Compliance Manager
(317) 545-1745

Month of Review: March 2023

Date of Onsite Review: April 19, 2023

Meal Counting & Claiming - Tindley Charter School (6208)

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.

Corrective Action:

The difference between the SFA Count and the State agency validated count, by category, has been documented and could contribute to fiscal action. A second individual should double check the meal count sheets to the consolidated monthly meal count spreadsheet prior to the monthly claim being filed. As corrective action, please outline the procedure you have implemented to ensure the meal counts are reviewed by a second individual prior to submitting the claim.

Meal Components & Quantities - Tindley Charter School (6208)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Insufficient portion sizes observed on the Day of Review: the steamed corn was initially portioned out in a 3 oz disher. When combined with the French fry serving size, it would not have met a full 1 cup to meet the daily vegetable minimum.

Corrective Action:

The site staff were given the opportunity to correct the corn's disher size to 4 oz before the second lunch period began. No further corrective action is needed.

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

Technical Assistance: Offer vs Serve Signage

It was recommended to enlarge the sizing of the Offer vs Serve posters and place in an area where the students can see them to ensure they make the appropriate choices as they move through the line.

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, March 2023, it appears that some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served.

SNP Administrative Review Findings**Tindley Accelerated Schools (K376)***Program Year 2023*

Production records have not been completed correctly. Menu items and their reported serving sizes are inaccurate. In addition, proper crediting documentation (CN labels, PFS, grain documentation, standardized recipes) was not readily available to confirm how some menu items credited towards the meal pattern.

Eighty (80) percent of the grains offered over the course of the week must be whole grain rich. Based on the limited grain documentation provided and a review of products in dry storage, it appears the vendor has not been planning/purchasing whole grain rich cereals, breads, pastas, and some breakfast products.

Corrective Action:

As corrective action, please provide a copy of the current month's menu, production records, and crediting documentation (CN labels, PFS, grain documentation, standardized recipes) for one week. As a reminder, the requested documentation is required for proper recordkeeping and should be provided to the SFA by the vendor on a regular basis. The records must be retained by the SFA for a minimum of three years plus the current year.

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, the meal counter and additional food service staff did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s).

Corrective Action:

See Finding 9079 for corrective action.

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.

No documentation provided related to FSMC/vendor staff receiving OVS training.

Corrective Action:

As corrective action, please provide documentation showing that FSMC/vendor staff has been recently trained in OVS procedures.

General Program Compliance - Tindley Charter School (6208)

901. On-site monitoring review(s) were completed prior to February 1

Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school.

Corrective Action:

Technical assistance was provided to the SFA Food Service Director while on-site. She was reminded that all on-site reviews must be completed by February 1st of each program year. She indicated that monitoring had been completed but the proper paperwork was not filled out. The Food Service Director verbally acknowledged understanding of the documentation requirement moving forward. If implemented as agreed upon, no further corrective action is needed.

SNP Administrative Review Findings
Program Year 2023

Tindley Accelerated Schools (K376)

The State Agency will assess ongoing compliance with this finding in a follow-up review during PY2024.

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day including foods sold in vending machines during meal services and throughout the school day do not meet Smart Snacks standards.

Corrective Action:

Smart Snacks requirements were reviewed with the SFA Food Service Director and Chief Financial Officer. As corrective action, the resources below should be reviewed to help gain a better understanding of the Smart Snacks requirements. In addition, please explain what procedures have been implemented at the local school level to ensure daily compliance with smart snack requirements.

The State Agency will assess ongoing compliance with this finding in a follow-up review during PY2024.

Technical Assistance:

A Guide to Smart Snacks in Schools: <https://www.fns.usda.gov/sites/default/files/resource-files/smartsnacks.pdf>

Nutrition Standards for All Foods Sold in Schools: https://fns-prod.azureedge.us/sites/default/files/resource-files/allfoods_summarychart.pdf

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

Finding 9164: Free potable water is not available to all students for lunch in each location where lunches are served during the meal service, and for breakfast (when breakfast is served in the cafeteria)

Free potable water is not available to all students at for lunch or breakfast. The location of the potable water must be in the meal service area or immediately adjacent to the meal service area. This can be accomplished by having a water cooler or dispenser within reasonable reach of the cafeteria.

Corrective Action:

Technical assistance was provided to the SFA Food Service Director. She verbally acknowledged understanding of the requirement and indicated she would review this information with the FSMC/vendor. As corrective action, please outline how the water requirement is currently being met at the High School.

The State Agency will assess ongoing compliance with this finding in a follow-up review during PY2024.

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

Most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

The site staff and SFA Food Service Director were provided technical assistance onsite and reminded that the most recent food safety inspection needs to be posted in a public location. It was recommended to post next to the "And Justice for All" poster. No further corrective action is needed.

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: Food preparation and service areas were unclean; hand washing sink heavily soiled.

SNP Administrative Review Findings
Program Year 2023

Tindley Accelerated Schools (K376)

Corrective Action:

See Sponsor-Level Finding 9142 for corrective action.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food and dry goods were not stored at least 6 inches off the floor. The food storage facility is disorderly. The First In, First Out (FIFO) inventory management method is not being used.

Corrective Action:

Storage issues were discussed with the SFA Food Service Director and Chief Financial Officer. As corrective action, describe how sites are being inspected by staff on a regular basis.

SNP Administrative Review Findings

Tindley Accelerated Schools (K376)

Program Year 2023

Tindley Genesis Academy (5621)

3960 Meadows Drive
Indianapolis, IN 46205-3114

Food Service Contact

Ms. Brenda Albright
Grants and Compliance Manager
(317) 545-1745

Month of Review: March 2023

Date of Onsite Review: April 19, 2023

Other Federal Programs - Tindley Genesis Academy (5621)

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated. As observed on the day of review, there was no proper After School Snack Program point-of-service. Teachers were not utilizing a proper meal count form or marking the snacks as students took them. Teachers have been subtracting the leftover snacks from the total amount that is delivered to them daily. As a result of the improper point-of-service, an accurate snack count for the day of review could not be obtained.

Corrective Action:

Technical assistance on the ASSP meal counting & claiming issues was provided to the SFA Food Service Director. As immediate corrective action, the SFA was provided time to retrain teaching staff regarding the correct ASSP point-of-service procedures. It was agreed upon that training would take place the week of April 24, 2023, and the new ASSP meal counting process would begin May 1, 2023. An unannounced follow-up visit was conducted on May 23, 2023, to confirm that the proper ASSP point-of-service was being implemented; however, Field Specialist did not observe any change in the meal counting process. Teaching staff indicated they were not formally trained on the process but were only provided the ASSP Production Record Form to record meals on. This sheet is not to be used for the point-of-service meal counts. A follow-up call with the SFA Food Service Director to discuss the continued ASSP meal counting issue was conducted on May 30, 2023.

As corrective action for the ASSP meal counting and claiming issues, all teaching staff with duties related to the ASSP must be re-trained on the program requirements & point-of-service documentation prior to beginning operations for PY2024. The SFA FSD indicated this training would take place during the "Teacher Institute" training week at the end of July. Please submit proof of ASSP staff training, including a date agenda with specific topics covered, staff signatures, and any supporting training documentation provided.

In addition, due to this finding, a recalculation of ASSP snacks for Program Year 2022-2023 will be conducted once the State Agency has conducted a follow-up visit to ensure the meal counting process is correct and 30-days of valid ASSP meal counts have been reviewed.

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

Finding 9224: Snacks being counted and claimed for reimbursement do not meet Program requirements.

Snacks counted as reimbursable did not meet the 2 component per snack requirement. Some students were allowed to take only 1 of the snack components. In addition, some students were allowed to take their snack home with them.

Corrective Action:

See Finding 9221 above.

5. On-site observation – Snack counts reasonable, Meal Service operation compliant?

Finding 9223: As observed on the Day of Review, the snack meal service operation was not in compliance with all program requirements.

In addition to improper meal counting and claiming of snacks, the school does not meet the definition of an extended school day and should not be providing snacks until after the normal school day has ended.

Corrective Action:

The requirements for operating the ASSP were reviewed with the SFA Food Service Director. She was instructed to meet with administration to determine the correct operating hours for the school to determine if they meet the definition of an "extended" school day. To be approved for extended day eligible snacks, a school corporation must provide at least 6 hours of instructional time for grades 1 through 6 (See IC 20-30-2-2).

Please note that "instructional time" is defined as time during which students are participating in an approved course, curriculum, or educationally related activity under the direction of a teacher. Instructional time also includes a "reasonable amount" of passing time between classes. Instructional time does not include lunch or recess (see IC 20-30-2-1).

As corrective action, please provide the school's operating hours for SY24 to determine the timeframe in which the ASSP must operate.

Technical Assistance:

After School Snack Program Quick Guide:

https://docs.google.com/document/d/1uQFQbyTQa_w4qsLFHeXisjHLpQIELcLkNzmBjKrqohg/edit

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

Technical Assistance: ASSP Production Records

The SFA Food Service Director was reminded that the production records for the ASSP must state the planned portion size for both components daily. Current production records were missing this info on several days throughout the month.

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 (ASSP) monitoring was not completed by the SFA. The first review should be made within the first four weeks of the start of the program. The second review can take place at any other point during the program year.

Corrective Action:

ASSP monitoring requirements were discussed with and understood by the SFA Food Service Director. The review form provided below will be used to monitor the program moving forward. If implemented as discussed, no further corrective action is needed.

The State Agency will assess ongoing compliance with this finding in a follow-up review during PY2024.

Technical Assistance:

ASSP Review Form for Vended Snacks: <https://www.in.gov/doi/files/vended-snack-review-form.doc>

Meal Counting & Claiming - Tindley Genesis Academy (5621)

321. *Review Period meal counts are reasonable compared to Day of Review meal counts*

Finding 9069: Day of Review meal counts not reasonable compared to Review Period meal counts.

The SBP meals by category reported by the school for each serving day of the review period were compared to meal counts by category reported by the school on the Day of Review. Unreasonable shifts occurred in the counts by category from the review month to the day of review. There is concern that meal counts are not being accurately recorded every day by the FSMC/vendor staff. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

As corrective please, the FSMC/vendor staff must be re-trained on the meal counting process to ensure each student only receives one breakfast per day. Please provide proof of meal counting training provided to the FSMC/vendor staff. In addition, please outline the process you have implemented to monitor the FSMC/vendor staff and meal counting process at the site to ensure meal counts are being recorded accurately daily.

Meal Components & Quantities - Tindley Genesis Academy (5621)

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

Finding 9000: Vendor Standard Operating Procedure for Serving Utensils

The daily menu provides the serving size but did not inform the staff as to what serving utensil to use for the French fries. As a result, the French fries serving size appeared to be inconsistent and sometimes less than 3/4 cup. Additionally, on the posted menu it called for Animal Crackers for an additional grain. Those were not served.

Corrective Action:

The vendor needs to provide sufficient instructions for which utensil to use for serving French fries. It is suggested that two vegetables are menued each day, in 1/2 cup portions, to add color and variety to the menu. As corrective action, the SFA Food Service Director is to discuss this with the vendor and provide the State agency with the results of this discussion. The goal of the discussion is to ensure that full portions of all components are served daily to all students.

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

Finding 9000: Special Dietary Needs - Requirement for milk substitutions and other substitutes

This school does not participate in Offer Versus Serve, therefore all students must take all components for the meal to be reimbursable. While the kitchen manager did an excellent job ensuring all students had a milk with their meal, there were some students who did not take a milk, nor were given a valid substitute. Additionally, the school menu planner does not have to make accommodations for lifestyle choices, such as vegan diets. However, if they are made, then the alternate should be made available to all students, not just to those requesting it. The alternate meal must always meet the meal pattern requirement.

Corrective Action:

The vendor must provide a valid milk substitute for any student requesting it. Juice is not a valid substitution for milk as it is a fruit. Juice may only be substituted if a medical statement is on file that is fully completed and signed by a medical professional with prescriptive authority and a copy kept on file in the kitchen. The information regarding special dietary needs can be found here: <https://www.in.gov/doe/nutrition/special-dietary-needs/>. As corrective action, please provide a written standard operating procedure that the FSMC/vendor must follow for accommodating students with special dietary needs. Be sure to inform local school staff of this procedure as well as require the vendor to provide detailed training to its staff. In addition, provide proof of FSMC/vendor staff training as a part of the corrective action response.

SNP Administrative Review Findings**Tindley Accelerated Schools (K376)***Program Year 2023*

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*

Technical Assistance: Reimbursable Meal Signage

The signage for informing students of what makes up a reimbursable meal was on the opposite wall of the serving line and while it met the requirement, it was a small, 8.5 X 11 sheet of paper. It is highly recommended that the SFA invest in some additional signage that is placed on the serving line where the students can see it.

407. *Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions*

Technical Assistance: Menu Planning Practices

On the day of review, all the lunch components were a shade of brown. Menus should be planned to consider the color, texture, and overall palatability of the meal. For the day's menu, a second vegetable could be served that has some color such as green beans, California blend veggies, etc. Instead of giving 3/4 cup of the vegetable, give two 1/2 cup servings or at least 1/2 cup of one vegetable and 1/4 cup of the other. The SFA Food Service Director is reminded to review the menus to ensure color and variety are planned throughout the month.

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, March 2023, it appears that some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served.

Production records have not been completed correctly. Menu items and their reported serving sizes are inaccurate. In addition, proper crediting documentation (CN labels, PFS, grain documentation, standardized recipes) was not readily available to confirm how some menu items credited towards the meal pattern.

Eighty (80) percent of the grains offered over the course of the week must be whole grain rich. Based on the limited grain documentation provided and a review of products in dry storage, it appears the vendor has not been planning/purchasing whole grain rich cereals, breads, pastas, and some breakfast products.

Corrective Action:

As corrective action, please provide a copy of the current month's menu, production records, and crediting documentation (CN labels, PFS, grain documentation, standardized recipes) for one week.

General Program Compliance - Tindley Genesis Academy (5621)

901. *On-site monitoring review(s) were completed prior to February 1*

Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school.

Corrective Action:

See corrective action under Tindley Charter School, Finding 9105.

SNP Administrative Review Findings
Program Year 2023**Tindley Accelerated Schools (K376)**

1407. *SFA written food safety plan is implemented*

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan. Proper HACCP principles not observed: food preparation and service areas unclean; dish machine is not in full operating condition.

Corrective Action:

See Sponsor-Level Finding 9142 for corrective action.

1411. *Review of agricultural food components indicates violations of the Buy American provision*

Technical Assistance: Buy American Provision

This school had fruit cocktail from China in dry storage. The Food Service Director was reminded that USDA requires program funds to be used for the purchase of domestically produced products. Please refer to the Buy American provision guidance on the IDOE website, found here:

<https://drive.google.com/file/d/1Q8ZPjb250d41SWKKTEa6nvNVhcTFz2Qh/view>

1502. *Records are retained for 3 years*

Technical Assistance: Kitchen Organization & Recordkeeping

The SFA should provide space for the prior year's records to be maintained on-site in an organized manner. The records generated from participation in school nutrition programs belong to the school and should be retained by the school.

SNP Administrative Review Findings

Tindley Accelerated Schools (K376)

Program Year 2023

Tindley Summit Academy (5629)

3960 Meadows Drive
Indianapolis, IN 46205-3114

Food Service Contact

Ms. Brenda Albright
Grants and Compliance Manager
(317) 545-1745

Month of Review: March 2023

Date of Onsite Review: April 19, 2023

Meal Counting & Claiming - Tindley Summit Academy (5629)

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. On 3/7, the breakfast count sheet total was 132, but numbers 1-4 were not marked off. Therefore, only 128 meals should have been claimed. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

See corrective action under Tindley Charter School, Finding 9074.

Meal Components & Quantities - Tindley Summit Academy (5629)

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, March 2023, it appears that some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served.

Production records have not been completed correctly. Menu items and their reported serving sizes are inaccurate. In addition, proper crediting documentation (CN labels, PFS, grain documentation, standardized recipes) was not readily available to confirm how some menu items credited towards the meal pattern.

Eighty (80) percent of the grains offered over the course of the week must be whole grain rich. Based on the limited grain documentation provided and a review of products in dry storage, it appears the vendor has not been planning/purchasing whole grain rich cereals, breads, pastas, and some breakfast products.

Corrective Action:

As corrective action, please provide a copy of the current month's menu, production records, and crediting documentation (CN labels, PFS, grain documentation, standardized recipes) for one week.

General Program Compliance - Tindley Summit Academy (5629)

901. *On-site monitoring review(s) were completed prior to February 1*

Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school.

Corrective Action:

See corrective action under Tindley Charter School, Finding 9105.

SNP Administrative Review Findings
Program Year 2023

Tindley Accelerated Schools (K376)

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

The recent health inspection was not posted at all.

Corrective Action:

The SFA posted the most recent health inspection while reviewer was on-site. No further corrective action needed.

Other Federal Programs - Tindley Summit Academy (5629)

1818. *Two varieties of milk available, allowable substitutions? Enter data.*

Finding 9257: Seamless Summer Option Variety of Milk not Served.

At least two different types of dairy milk were not available throughout the serving period. Only chocolate milk was available. Regardless of how many SSO operating days are left, at least two varieties of milk must be made available at both breakfast and lunch daily.

Corrective Action:

Technical assistance was provided to site staff. No additional corrective action needed.