

SNP Administrative Review Findings

TP Academy/Turning Point Family Worship Center (1490929)

Program Year 2023

TP Academy/Turning Point Family Worship Center (1490929)

4501 North Post Road  
Indianapolis, IN 46226-4129

Food Service Contact

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No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2023

Commendations

- \* Staff are so nice to the children and desire to follow the program requirements. Whenever a finding was noted, the staff eagerly wanted to correct it.

Meal Counting & Claiming - TP Academy/Turning Point Family Worship Center (1490929)

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

**Finding: Monthly Edit Checks**

No monthly edit checks are being completed.

**Corrective Action:**

The SFA must have procedures used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment. Provide a copy of the written procedures and submit a copy of the breakfast and lunch monthly edit check documentation.

**Technical Assistance:**

This requirement was thoroughly discussed, and a copy of the state agency monthly edit check was given to the SFA while the field specialist was onsite.

General Program Compliance - TP Academy/Turning Point Family Worship Center (1490929)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

**Technical Assistance-Wellness Assessment**

An assessment of your school wellness policy must be conducted a minimum of once every three years, per federal regulations. Sponsors may use this template to organize their assessment and post publicly.

1211. Validation of SFA employee count

**Finding: Professional Standards Training**

Some staff members are not completing any annual professional standard hours but play an important role in the SFA's School Nutrition Program. These roles include daily meal counts and serving food.

**Corrective Action:**

Confirm that in the future all staff that have School Nutrition Program duties will meet the annual professional development standards training hours. Upload completed training documentation for those specific staff members.

**Technical Assistance:**

A technical assistance was conducted regarding this finding explaining that each person should complete Moodle training specific to their School Nutrition Program duties plus civil rights training.

***Program Year 2023***

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

**Technical Assistance-USDA Professional Standards Training Tracking Tool**

A technical assistance was conducted on utilizing a Professional Standards Training Tracking Tool of some kind for better recordkeeping purposes.

1501. Records are retained for 3 years

**Technical Assistance-Program Record Retention for Second Year SNP Sponsor**

The SFA should retain the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits. Record retention information can be found on the state agency website at [https://docs.google.com/document/d/1pv9\\_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit](https://docs.google.com/document/d/1pv9_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit).

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

**Technical Assistance-School Breakfast Program Outreach**

Schools participating in the SBP must inform families of the availability of breakfasts. A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced-price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Schools can provide reminders to children through their public address systems in schools or through means normally used to communicate with the households of enrolled children. Other acceptable outreach activities may include developing or disseminating printed or electronic material to families and school children. For example, information about the SBP should be posted on the school's website.

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

**Technical Assistance-Summer Food Service Program (SFSP) 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.

SNP Administrative Review Findings

TP Academy/Turning Point Family Worship Center (1490929)

Program Year 2023

TP Schools (C699)

4501 North Post Road  
Indianapolis, IN 46226-4129

Food Service Contact

Mrs. Shaheeda Hall  
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Month of Review: March 2023

Date of Onsite Review: April 19, 2023

No Assigned Module - TP Schools (C699)

**Finding: Serving Grain Based Desserts to Preschoolers**

Grain based desserts were served as part of the reimbursable meal to preschoolers.

**Corrective Action:**

Grain based desserts are not creditable as part of the reimbursable meal but may be served as an extra meal item. During the exit meeting, the SFA stated they now co-mingle the preschoolers with an upper grade. Therefore, the CACFP Meal Pattern Requirements will no longer be followed. No further action is required.

**Technical Assistance:**

A technical assistance was conducted during the onsite observation.

Other Federal Programs - TP Schools (C699)

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

**Finding: Miscalculation of Snack Count**

The snack counts claimed for reimbursement for the review period was miscalculated. The SFA overclaimed 628 snacks.

**Corrective Action:**

Describe the procedure that will take place to ensure that the snack count will be calculated correctly prior to submitting the monthly claim for reimbursement.

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

**Finding: After School Snack Program Menu**

The portion sizes are not always recorded beside each snack food item.

**Corrective Action:**

To verify that the correct portion are being served to meet program requirements, the portion for the daily snack served must be documented. Confirm this will be documented on the menu in the future and upload one month of the snack menu with portion sizes listed beside each food item.

**Technical Assistance:**

Technical assistance was provided on this finding.

*Program Year 2023*

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

**Finding: Incomplete After School Snack Program Review Form**

Only the first page of the After School Snack Program Review Form Review Form was completed.

**Corrective Action:**

Confirm that the After School Snack Program Review Form Review Form will be fully completed. Upload a fully completed After School Snack Program Review Form Review Form.

**Technical Assistance:**

A technical assistance was conducted on this requirement.

**Meal Components & Quantities - TP Schools (C699)**

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: Serving Milk and Water Together**

On the day of the lunch review, milk and water were served beside one another. Many students thought they were to choose between the two beverages.

**Corrective Action:**

Once the field specialist notified the food service director that this was being done, it was correctly immediately. Confirm that staff will be trained in this requirement. Upload the training documentation for your current staff on this requirement.

**Technical Assistance:**

Onsite technical assistance was conducted on this specific finding.

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

**Finding: Incomplete Production Records**

The daily production records were not fully completed including documenting what was being served to the preschoolers who were not co-mingled with an upper grade.

**Corrective Action:**

Daily production records must be fully completed to support claims for reimbursement. Upload one week of completed breakfast and lunch daily production records. Prior to the exit meeting, a decision was made to co-mingle the preschoolers with an upper grade.

**Technical Assistance:**

An onsite technical assistance was conducted on this finding.

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

**Finding: K-8 Vegetable Daily Requirement**

For the lunch menu certification week, at least 3/4 cup vegetable was not served each day.

**Corrective Action:**

Grades K-8 are to receive at least 3/4 cup vegetable for lunch each day. Provide confirmation that staff understand at least 3/4 cup of vegetable will be served each day for lunch for these grades. Upload one week of completed lunch daily production records with vegetable portion amounts stated.

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**Technical Assistance:**

A technical assistance was conducted during the onsite review on this finding.

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

**Finding: Vegetable Subgroups**

For the lunch menu certification week, at least 3/4 cup red/orange vegetable subgroup was not served.

**Corrective Action:**

Describe what will be done to confirm that all vegetable subgroups are met each week. Upload one week of completed lunch daily production records with all vegetable subgroups being served in their proper amounts throughout the week.

**Technical Assistance:**

A technical assistance was conducted during the onsite review on this finding.

*502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line*

**Finding: Meal Pattern Signage**

On the day of the meal service observation, no signage for lunch OVS was posted.

**Corrective Action:**

Whatever serving procedure your cafeteria is using OVS or non-OVS, you are required to post a sign at the beginning of the line for the students to view. Prior to the exit meeting a sign was posted. No further action is required.

**Technical Assistance:**

A technical assistance was conducted on this specific requirement.

**General Program Compliance - TP Schools (C699)**

*811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits*

**Finding: Civil Rights Poster**

An old 2015 Civil Rights Poster was displayed.

**Corrective Action:**

Confirm that the most current Civil Rights Poster will be displayed.

**Technical Assistance:**

A technical assistance was conducted regarding the importance of displaying the most current civil right poster.

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

**Technical Assistance-Health Inspection**

The most recent food safety inspection report must always be posted in a publicly visible location.