

SNP Administrative Review Findings

Trinity Fellowship Church of God (K185)

Program Year 2022

Trinity Fellowship Church of God (K185)

440 Saint Peter Street
Indianapolis, IN 46201-4054

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: April 2022

Technical Assistance

- * Indirect costs were charged to the non-profit foodservice account as a means to "zero out" the non-profit foodservice account. It was explained that a non-profit status allows for a balance of up to three months operating expenditures to be built up for schools to save for necessary purchases for the foodservice operation. Additionally, the payment of any indirect costs must be documented.
- * Excess inventory was noted in CNPweb Food Distribution and in the sponsor's physical inventory. Many suggestions were offered during the review to assist with using the inventory. Additionally, the reviewer noticed items were ordered from the SFA's commercial vendor when the same or similar items were available for free through USDA Foods. Orders should be reviewed and compared to USDA inventory prior to approval. Additionally, the SFA was asked to take physical inventory of foods and plan menus to use what is on hand as much as possible. It is still advised to incorporate some fresh variety.
- * Adult meals must be the same portions as student meals. Additional portions must be charged a la carte.
- * Consider setting up a self-serve cold bar with canned and fresh fruits, fresh vegetables, and cold entrée choice. (Check with the local health department to see if self-service is allowed.) This will speed up the serving line, leaving only hot menu items to be served by the foodservice staff.
- * Vegetables are currently cooked without the use of any seasonings. Vegetables should never be cooked without seasoning of some sort. They should taste good to adults as well as children. Please remember standardized recipes are required for any recipe with more than one ingredient (including seasonings).

Resource Management - Trinity Fellowship Church of God (K185)

705. SFA have internal controls to ensure only allowable costs charged?

Finding 9000: Unallowable Costs

During the Administrative Review it was noted that funds from the non-profit foodservice account were used to pay for non-reimbursable snacks for pre-school students. Additionally, funds were used to purchase general janitorial supplies for the entire school.

Corrective Action:

As corrective action the SFA will calculate the cost of the non-reimbursable snacks and restore the funds to the non-profit foodservice account. A separate line item will be created for non-reimbursable snacks and for janitorial supplies. Going forward, the Head of School or trained substitute will code each invoice, with the assistance of the menu planner, to ensure only allowable costs are charged to the foodservice account. Please submit the calculation of the non-reimbursable snack costs and the proof of the transfer to restore funds as corrective action. The SFA submitted the required corrective action, no further response is necessary.

Technical Assistance:

The requirement was explained the day of review.

General Program Compliance - Trinity Fellowship Church of God (K185)

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

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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.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures.

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Month of Review: April 2022

Date of Onsite Review: June 9, 2022

Other Federal Programs - Trinity Christian School (C561)**4. Validate snack counts – snacks properly counted and claimed? Enter data.****Finding 9221: Snacks are not being properly counted and claimed.**

The SFA claimed 159 snacks for reimbursement for the review period while the reviewer validated 914. The claim was within the allotted time for editing, so the SFA revised the claim but did not claim 115 snacks that were disallowed due to a missing/non-creditable component. The claim was revised to include the 799 allowable snacks.

Corrective Action:

The error was clerical as the wrong number was used for the claim for reimbursement and the snacks were correctly totaled. Additional response is not required.

Technical Assistance:

The requirement was explained the day of review.

6. Day of review Menu, Meal Patterns, Production records.**Finding 9000: Non-Creditable Snacks**

On two days during the review period a potato-based chip was served in place of a grain-based chip. Potato-based chips are not creditable; therefore, 115 meals served were disallowed. The claim was revised as an overall underclaim was noted. The snacks that were not reimbursable were excluded from the claim for reimbursement.

Corrective Action:

As corrective action the SFA menu planner will take the crediting training in Moodle. Additionally, going forward, only grain-based chips will be offered as part of the After School Snack Program. The SFA submitted the required corrective action, no further response is necessary.

Technical Assistance:

Crediting resources can be found here:

<https://docs.google.com/document/d/1VG7MQlssW4ReH48qQqxnuunWQIAqWOQpERLZUIfomel/edit>; including a handout for creditable versus non-creditable foods.

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. *Repeat Finding**

A second monitoring visit was not conducted.

Corrective Action:

Afterschool snack program training has since been taken by the food service contact. The program year 22-23 school nutrition calendar will be utilized to remind the SFA of the monitoring requirement. Going forward the monitoring will be conducted by the SFA in a timely manner. Additional response is not required.

Technical Assistance:

The snack review form can be found at the following website under the "operating the program" section:

<https://www.in.gov/doi/nutrition/after-school-snack-program/>.

Meal Components & Quantities - Trinity Christian School (C561)

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. *Repeat Finding

Based on a review of production records and other supporting food crediting documentation for 1 week during the review period, 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. As a result, 78 lunches were disallowed. Meals missing required meal components during the week reviewed:

- 4/6/22-Insufficient grain day of review for 9-12 lunches
- 4/8/22-Insufficient fruit portion day of review for 9-12 lunches
- Weekly red/orange not met for 9-12. (Red orange was not originally on the planned menu except for salsa.)
- Weekly legume not met for all grades as carrots were substituted.
- Weekly grain requirements were not met for lunch for K-8 and 9-12.

Corrective Action:

As corrective action the SFA will provide an updated menu meeting requirements. Additionally, the crediting and meal pattern training will be taken on Moodle. The SFA submitted the required corrective action, no further response is necessary.

Technical Assistance:

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

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding 9077: School did not comply with planned menu for the Review Period

Carrots were substituted for baked beans resulting in a missing vegetable subgroup the week of review.

Corrective Action:

Training was provided to the SFA menu planner the day of review, explaining various legume options that could have been served in place of baked beans. Meal pattern and crediting training will be taken as corrective action. Going forward acceptable menu substitutions will be made. The SFA submitted the required corrective action, no further response is necessary.

Technical Assistance:

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

General Program Compliance - Trinity Christian School (C561)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

Corrective Action:

A food safety plan was created and submitted as corrective action on Monday, June 6, 2022. Additional response is not required.

Technical Assistance:

The requirement was explained the day of review.

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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. Outdated food items were noted in storage along with an excess of canned food items. Additionally, several items in the refrigerator and freezer were not dated.

Corrective Action:

As corrective action outdated food items must be removed and discarded. Going forward First-In First-Out principles must be utilized. Menus must also be planned to utilize food items in inventory. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Fresh fruit and vegetables are encouraged but canned versions can be offered as an additional choice.