

SNP Administrative Review Findings  
Program Year 2018

United Methodist Youth Home Inc. (K264)

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2521 N Burkhardt Road  
Evansville, IN 47715-2151Food Service Contact  
Ms. Deshay Smith  
Wellness Coordinator  
(812) 479-7535Executive Contact  
Ms. Kelly Salee  
Executive Director  
(812) 479-7535No. of Sites / Reviewed: 1 / 1  
Month of Review: September 2017

## Certification and Benefit Issuance - United Methodist Youth Home Inc. (K264)

## 126. Certification Benefits/Issuance Review Method, applications correctly approved?

**Finding 9017: The application approval process is not implemented correctly.**

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1. Three students received meal benefits without obtaining Direct Certification or a completed Free and Reduced application resulting in lesser benefits.

**Corrective Action:**

Additional Corrective Action: A list of students was left with the Food Service Director that will need to have notice of adverse action. Please provide an explanation of how the Benefit Issuance system has been modified to meet requirements of establishing and receiving benefits.

## 134. Direct Certification matches performed according to required timeframes?

**Finding 9000: Determination of Benefits**

Direct Certification and/or Free and Reduced applications was not completed before benefits was issued in month of review. Students may not receive benefits for meal assistance until a determination has been made with either direct certification paperwork or an application has been completed.

**Corrective Action:**

At the time of the review, the Food Service Director applied and was approved for the Eligibility Effective Date Waiver. No Further Action Required.

**Technical Assistance:**

It is highly recommended that more than one person is trained in the Certification and Benefit Issuance area. As a reminder, determination of benefits must be determined annually for students beginning July 1st.

## Verification - United Methodist Youth Home Inc. (K264)

## 207. Verified applications on file match FNS-742 and Off Site question #200?

**Finding 9000: Verification \*Repeat Finding**

The verification procedure was not completed correctly. The following findings were noted for verification:

- Verification was not completed on applications for Day Treatment students
- Verification Summary Report was completed incorrectly
- Verification Summary Report was completed after December 15th deadline

**Corrective Action:**

Additional Corrective Action: Verification must be completed on Day Treatment applications. Once verification is completed the Verification Summary Report must be revised. Please provide an understanding of this annual requirement and it will be completed correctly going forward.

**Technical Assistance:**

Reviewer provided onsite technical assistance on how to complete verification on Day Treatment students.

## General Program Compliance - United Methodist Youth Home Inc. (K264)

1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

**Wellness Policy**

**Technical Assistance:**

The Local Wellness Policy has just been completed. As a reminder, the Local School Wellness Policy needs to be communicated to the public and evaluated every three years.

1216. *Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?*

**Professional Standards**

**Technical Assistance:**

Professional Standards hours has not been completed fully at the time of review for several employees. As a reminder, employees who average over 20+ hours weekly must have 6 annual hours that pertains to Child Nutrition Programs. The completion of these hours can be completed anytime from July 1 - June 30 each year.

United Methodist Youth Home (Z160) Food Service Contact  
2521 N Burkhardt Road Mrs. Deshay Smith  
Evansville, IN 47715-2151 Wellness Coordinator  
(812) 479-7535

Month of Review: September 2017

Date of Onsite Review: October 18, 2017

## Other Federal Programs - United Methodist Youth Home (Z160)

4. *Validate snack counts – snacks properly counted and claimed? Enter data.***Finding 9221: Snacks are not being properly counted and claimed.**

Claiming and counting errors were noted during the review resulting in a disallowance of 653 snacks (July - September 2017).

The following errors were found:

- Day Treatment is serving snacks during school and does not meet the extended time flexibility
- Day Treatment is counting snacks when they are not served
- Snacks are not being counted at the point of service
- Snacks are double counted in Day Treatment and Residential programs

**Corrective Action:**

Additional Corrective Action: Please describe your system for ensuring that counting and claiming errors have been corrected.

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 first monitoring of the Afterschool Snack Program has to be completed within the first 4 weeks of operation. The monitoring was not completed. Afterschool Snack Program operation at this site: 7/1/2017 - 6/30/2018. Last SFA monitoring visit 09/16/2016.

**Corrective Action:**

The Food Service Director will complete the onsite monitoring by November 20, 2017 and then a second required monitoring needs to be completed by February 1, 2018. All forms will be retained and follow-up will be completed if needed. No Further Action Required.

11. *DOR and Review Period Snacks missing components. Enter data***Finding 9233: Snacks missing meal components on Day of Review and Review Period disallowed.**

The total number of snacks missing meal components claimed for reimbursement for the Review Period are disallowed- 44 Snacks have been disallowed:

- Insufficient serving of one component was served on 4 days

**Corrective Action:**

At the time of the review, the Food Service Director had revised menus that was validated by the reviewer onsite to how all serving sizes matched component requirements and meal pattern. No Further Action Required.

*402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data***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. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

- Milk poured at lunch was not a full 8oz
- Grilled Cheese Sandwich prepared at lunch (26g per slice) was not full 2oz of grain
- Apple prepared at prepared at lunch was not full 1 cup
- Toast prepared at breakfast (26g per slice) was not full 1oz of grain
- Juice and clementine prepared at breakfast was not full 1 cup

**Corrective Action:**

At the time of the review, the Day Treatment Assistant increased the milk portion to a full 8oz, added a granola bar to the grain component and increased the apple to a full portion. The Residential counselor added another slice of toast and another clementine. Additionally, the Food Service Director will be purchasing larger cups for milk, change the bread to a larger serving and provide training on volume of fruits and vegetables. No Further Action.

**Technical Assistance:**

The school was advised and given the opportunity to correct the insufficient quantity of 3 meal component(s) before the meal service started at lunch and 2 meal component(s) before the meal service started at breakfast. The reviewer provided onsite technical assistance on how to measure volumes of fruits and vegetables.

*409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.***Finding 9000: Production Records**

Production records for the week of review was not maintained to support Day Treatment menus. Production records should be completed daily after each service and maintained on file for 5 years.

**Corrective Action:**

Production records will be completed each day by staff and turned in weekly to the Food Service Director. The Food Service Director will also review the documentation to ensure they have been completed thoroughly. No Further Action Required.

**Technical Assistance:**

The week of review was changed for Day Treatment only to validate the meal pattern.

*409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.***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 September 18-24, 2017, 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.

- Missing legume vegetable subgroup

**Corrective Action:**

At the time of the review, the Food Service Director had identified the legume category not being planned and had already revised menus that included the weekly planning of the legume category. No Further Action Required.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

- Insufficient Grain for 1 day for Breakfast and 3 days for lunch for daily requirements- Residential menus
- Insufficient Grain for 2 days for lunch for daily requirements- Day Treatment menus
- Insufficient Meat/Meat Alternate for 2 days for lunch daily and weekly requirements- Day Treatment menus
- Not using 100% whole grain products at Breakfast and Lunch-No Whole Grain Waiver filed

**Corrective Action:**

Additional Corrective Action: The Food Service Director (menu planner) will need to attend trainings in meal pattern, menu planning, culinary skills that are offered by the IDOE and/or ICN. Please explain how changes have been met to be in compliance with the meal patterns for breakfast and lunch.

**Technical Assistance:**

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

General Program Compliance - United Methodist Youth Home (Z160)

811. Justice for All poster displayed in prominent location?

**Finding 9000: "And Justice For All" Poster**

Although the "And Justice For All" poster was posted in a prominent location, it is an outdated poster. USDA revised the "And Justice For All" poster December 2015 and the IDOE mailed sponsors the updated versions in the spring of 2016.

**Corrective Action:**

At the time of the review, the Food Service Director contacted the civil rights specialist at the IDOE to order 4 posters. Once these posters are received, they will replace the outdated versions. No Further Action Required.

1408. Temperature logs available?

**Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs show consistently that internal cooking temperatures of food is not being taken. On the day of review, the Day Treatment Assistant did not take any temperatures. The onsite monitoring completed by the Food Service Director on 9/29/17 also showed temperatures was not being taken or documented.

**Corrective Action:**

The Food Service Director will purchase new thermometers and train the staff on how to properly use and calibrate them. No Further Action Required.

1411. Did any review of products indicate violations of the Buy American provision?

**Finding 9000: Buy American Provision**

Some products in dry storage were not domestic goods. No documentation was provided to show consideration of domestic products.

Rice and Fish- Products of Canada

**Corrective Action:**

The Food Service Director instructed the Day Treatment Assistant to use the products in programs outside Child Nutrition. The Day Treatment Assistant will purchase domestic products for future procurement procedures. If domestic products are not purchased, documentation will be kept on file for explanation. No Further Action Required.

