

SNP Administrative Review Findings

Vernon Manor Children's Home (K290)

Program Year 2022

Vernon Manor Children's Home (K290)

1955 Vernon Street
Wabash, IN 46992-4098

Food Service Contact

Mrs. Pamela Hale
Food Service Director
(260) 563-8438
pamela.hale@vernonhealthandrehab.com

Executive Contact

Mrs. Alexis Arnold
Executive Director
(260) 563-8438
alexis.arnold@vernonhealthandrehab.com

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

General Program Compliance - Vernon Manor Children's Home (K290)

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: civil rights complaint procedure not provided; no documentation of civil rights training for all foodservice staff.

Corrective Action:

As corrective action, please use the following printable training presentation to train all food service staff on Civil Rights for Program Year 2023:

https://docs.google.com/presentation/d/1ySTT_8twuaiM_r2PSoRtEvn6Rs_pqEzLSrO2_46Y5aA/edit#slide=id.p1

In addition, use the following agenda/staff attendance form & submit back to field specialist as proof of staff training:

<https://docs.google.com/document/d/1sDPkPrBkuNOrC6hd8zBBJ1reciB-s3mZNmGd0feBRik/edit?usp=sharing>

The additional resources located in the Technical Assistance section below should be printed and implemented as corrective action for the missing Civil Rights complaint procedure. Field Specialist will provide follow-up technical assistance during PY2023 to ensure this requirement is being met. No further corrective action needed.

Technical Assistance:

Complaint Procedure Template:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

Complaint Form: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

Complaint Log: <https://www.in.gov/doe/files/civil-rights-compliant-log-revised-12019.pdf>

General School Nutrition Programs Civil Rights Webpage: <https://www.in.gov/doe/nutrition/civil-rights-requirements/>

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: copy of the local Wellness Policy was not provided. The SFA's review in 2018 indicated a policy was provided, but a copy of it could not be located for the current review.

Corrective Action:

As corrective action, the SFA is required to review the resources provided below to help form a Wellness Committee who will meet at least once during PY2023 to review the policy and ensure it meets all requirements. Field Specialist will provide follow-up technical assistance during PY2023 to ensure this requirement is being met. No further corrective action needed.

Technical Assistance:

School Nutrition Programs Wellness Policies Webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Wellness Policy Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

Wellness Policy Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

Triennial Assessment Template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

1501. Records are retained for 3 years

Finding 9152: SFA not retaining Program records for a minimum of 3 years.

The SFA is not retaining 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. Production records for the last several years were not retained and/or could not be located, nor could a copy of the local Wellness Policy.

Corrective Action:

Staffing changes over the last two years contributed to some records not being retained. Technical assistance was provided to the current Food Service Director to ensure all documents are retained for the current program year as well as the 3 preceding program years. No further corrective action needed.

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:

Technical assistance was provided onsite. The Food Service Director agreed 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. SFA agreed to send this information to households at or near the end of the traditional school year. No further corrective action needed.

SNP Administrative Review Findings**Vernon Manor Children's Home (K290)****Program Year 2022****Vernon Manor Children's Home (Z100) Food Service Contact**

1955 Vernon Street
Wabash, IN 46992-4098

Ms. Pamela Hale
Food Service Director
(260) 299-6810

Month of Review: April 2022

Date of Onsite Review: June 9, 2022

General Program Compliance - Vernon Manor Children's Home (Z100)

1405. *Two food safety inspections are received each school year from the local health department*

Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested.

The SFA did not provide two food safety inspection reports for the current school year and no documentation was available to substantiate the SFA requested two food safety inspections for the current year.

Corrective Action:

Technical assistance was provided onsite. As corrective action, the SFA will send the letter below to their local Board of Health requesting two inspections during the 2023 Program Year. Field Specialist will provide follow-up technical assistance during PY2023 to ensure this requirement is being met. No further corrective action needed.

<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit?usp=sharing&ouid=114777818646702198090&rtpof=true&sd=true>

Technical Assistance:

A copy of the annual letter to the Board of Health must be kept for a total of 4 years for recordkeeping purposes.