

**SNP Administrative Review Findings**

**Vigo County Juvenile Center (K285)**

*Program Year 2022*

**Vigo County Juvenile Center (K285)**

202 Crawford Street  
Terre Haute, IN 47807-3438

**Food Service Contact**

Mrs. Andrea E Moeller  
Compliance Manager  
(812) 231-5684  
FSMC: Canteen Vending

**Executive Contact**

Mr. Norman E Loudermilk  
Executive Director  
(812) 231-5667

No. of Sites / Reviewed: 1 / 1  
Month of Review: November 2021

**Commendations**

- \* The Compliance Manager was hands-on during the review, submitted off-site review items in advance, was well prepared for the review, was eager to learn during the process, and showed a true passion for the children's health and well-being daily. The Compliance Manager should be commended for a job well done!
- \* The vendor for the facility was able to answer questions quickly and provide resources. Additionally, the Food Services Manager tastes test products after cooking, trying to give the best quality for all food prior to the start of the service.

**Resource Management Comprehensive Review - Vigo County Juvenile Center (K285)**

*750. Year-End Available Balance*

**Finding 9000: Annual Financial Reporting**

After reviewing the documentation of revenue and expenses for the nonprofit food service account, it was noted the beginning balance and expenses were misreported. This resulted in the ending balance being less than submitted on the Annual Financial Report.

**Corrective Action:**

The Compliance Manager at the RCCI revised the Annual Financial Report submitted for the program year 2021 using the corrected amounts for the beginning balance, expenses, and year-end balances. In addition, the Compliance Manager requested the vendor break the meals invoice to include only reimbursable meals and snacks for the School Nutrition Program. Therefore, additional corrective action is not required.

**General Program Compliance - Vigo County Juvenile Center (K285)**

*1403. Review of agricultural food components indicates violations of the Buy American provision*

**Finding 9000: Buy American \*Repeat Finding**

Buy American requires purchases to be domestic goods in NSLP unless documentation is obtained to justify purchases for non-domestic goods. On the Day of Review, items had been purchased non-domestic by the vendor. Cereal (from Mexico) is a repeat finding. Cereal products are readily available in the United States at a reasonable price.

**Corrective Action:**

The Compliance Manager followed up with the vendor to ensure the products ordered were following the Buy American at the review. In addition, the Food Services Manager will obtain documentation supporting the products' purchase outside the USA.

For Corrective Action, please explain the procedure established to ensure domestic goods are purchased.

**SNP Administrative Review Findings**

**Vigo County Juvenile Center (K285)**

*Program Year 2022*

**Vigo County Juvenile Center (Z096)**

202 Crawford Street  
Terre Haute, IN 47807-3438

**Food Service Contact**

Mrs. Andrea Moeller  
Compliance Manager  
(812) 231-5684

Month of Review: November 2021

Date of Onsite Review: January 14, 2022

**Other Federal Programs – After School Snack Program Vigo County Juvenile Center (Z096)**

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

**Finding 9225: Production records are not completed daily and maintained for a minimum of 3 years.**

Production records are not being completed for the After School Snack Program.

**Corrective Action:**

All buildings must document food planned and served each day. Therefore, the Compliance Manager has asked the vendor to update the production record to document all meals and snacks served. While this update is taking place with the vendor, the Food Services Manager will use the production record the reviewer provided during the review period.

For Corrective Action, please submit two weeks of completed ASSP production records.

**Meal Counting & Claiming - Vigo County Juvenile Center (Z096)**

*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 RCCI's claim for the Review Period does not match the State agency's validated meal counts for the site for the Review Period. Meal counts were transferred to edit check incorrectly, resulting in an overclaim for breakfast, lunch, and afterschool snacks. This contributes to fiscal action.

**Corrective Action:**

Claims for reimbursement submitted to the State Agency should be accurate. The RCCI purchased an electronic point of sale to use for meal counting. The staff was trained on procedures on January 27, 2022. The new procedures were implemented on February 1, 2022. Therefore, additional corrective action is not required.

**Technical Assistance:**

The reviewer observed the new meal counting system during the on-site review. Additional technical assistance was provided to the staff about taking meal counts as the meal is served.

**Meal Components & Quantities - Vigo County Juvenile Center (Z096)**

*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. \*Repeat Finding**

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:

- The lunch planned menu for the day was 1/2 cup applesauce which is insufficient by 1/2 cup.

**Corrective Action:**

The Food Services Manager changed the fruit offering from applesauce to an apple for the meal service. The apple was credited as a 1 cup portion. Therefore, an additional response is not required.

**Technical Assistance:**

The school was advised and given the opportunity to correct the insufficient quantity of 1 meal component before the meal service started.

**SNP Administrative Review Findings****Vigo County Juvenile Center (K285)****Program Year 2022****410. Review Period- planned menu quantities meet the meal pattern requirements****Finding 9000: Planned menus served during Review month do not meet portion size/quantity requirements. \*Repeat Finding**

Planned menus for breakfast and lunch were reviewed for one week in the month of review. The meal pattern is broken into different requirements for lunch by the grade groupings. The report indicated that grades 9-12 were insufficient for daily and weekly compliance in some components. Meals served with insufficient portion size(s) or insufficient quantities of meal components are incomplete and are not reimbursable, resulting in 131 meals (lunch) being disallowed. This contributes to fiscal action.

**Lunch 9-12**

- Vegetables
  - Insufficient daily compliance for one day- 3/8 cup instead of 1 cup
  - Insufficient weekly compliance for the Red/Orange vegetable subgroup
  - Missing dark green vegetable subgroup- although a side salad is menued, iceberg lettuce is offered instead of a dark leafy green. This option is not due to substitutions.
- Fruit
  - Insufficient daily compliance for six days- 1/2 cup instead of 1 cup
  - Insufficient weekly compliance- 4 cups instead of 7 cups
- Meat/Meat Alternate
  - Insufficient daily compliance for one day- 1.75 oz. instead of 2 oz. Ground chicken has a 70% yield. Therefore, the meat sauce recipe needs at least 71.5 oz of raw ground chicken to contribute as 2 oz for each serving. This is a repeat finding from 2018.
- Grain
  - Insufficient daily compliance for three days- Crediting documentation of sliced bread 26 gram is .75 oz equivalent grains. While this is a larger bread from the 2018 review, it does not meet a full 1 oz serving. Therefore, any sandwich with two slices of bread needs to include another creditable grain to provide the required 2 oz.
  - Insufficient weekly compliance- 13.5 oz instead of 14 oz

Furthermore, standardized recipes do not contain all the required elements for the School Nutrition Program.

**Corrective Action:**

The reviewer provided technical assistance with the compliance manager, food service manager, and vendor regarding menu planning, grade group requirements, determining whole grain products, crediting, and standardized recipes.

For Corrective Action, please complete the following:

1. All recipes are required to be standardized. Please include one menu cycle week of recipes.
2. Please explain how each menu insufficiency has been addressed.
3. Since both the dietician of the vendor and the Food Services Manager is involved in planning and executing the menu, both must complete the Crediting Series training located online in inTEAM. Additionally, the Compliance Manager for the RCCI will also need to complete the crediting series for the oversight and monitoring of the program. Finally, please submit the post-test and training certificate completion.

**Technical Assistance:**

The RCCI requested the vendor to include a hot breakfast be provided starting July 1, 2021. The breakfast cycle menus offer a lack of a variety for entrées. For example, oatmeal was served six out of 7 days. Nutritionally vulnerable children depend on the School Nutrition Program; therefore, variety is important to promote food consumption while ensuring children receive a wide spectrum of nutrients. Offering menu variety for breakfast like lunch will help the children learn how to build healthy plates and establish lasting healthy eating habits.

**SNP Administrative Review Findings****Vigo County Juvenile Center (K285)***Program Year 2022***Dietary Specifications - Vigo County Juvenile Center (Z096)**

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

**Technical Assistance- Menu Planning Recommendations**

Menu planning should encompass variety, color, taste, texture while still meeting the meal pattern guidelines. The Child Nutrition Programs intend to provide a variety of foods daily with nutritious value. Below are some recommendations to consider when planning menus.

- Increase the whole fruit options instead of providing juice and applesauce daily at breakfast.
- When menuing oranges, apples, applesauce, etc., when juice is also offered, make the juice a different type than the fruit provided with that meal.
- Look at fruit options planned at breakfast and lunch to allow for different options instead of providing the same options during both meal services.
- Utilize the feedback provided from the participants to include foods that appeal to that age group.
- Run all the menus in the certification worksheets to determine compliance before implementing the changes.

**General Program Compliance - Vigo County Juvenile Center (Z096)**

1408. *Temperature logs are available*

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

The reviewer observed the food service staff taking food temperatures (final cooking and holding temperatures). However, temperatures logs are not being completed. FNS requires each site in the RCCI to maintain temperature logs for six months.

**Corrective Action:**

After discussion with the reviewer and the food service staff, all temperatures will be recorded when taken. Therefore, additional corrective action is not required.

**Technical Assistance:**

The reviewer sent the food service manager the food safety logs found on the Institute of Child Nutrition. <https://theicn.org/icn-resources-a-z/food-safety#310a97462e1534f82>

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

**Finding 9000: Storage Violations**

The RCCI must ensure that all of its facilities used for the handling, storing, and distributing of purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. On the day of review, some storage violations were observed:

- Mold was found on the rolling carts.
- Food boxes/pallets were stored directly on the floor in the kitchen area and the extra storage area.
- Some food containers were soiled that stored food and spices observed in the dry storage and walk-in cooler. This could lead to cross-contamination, illness, bugs or rodents, etc.
- A 30lb box of pretzels in the dry storage was left open. This could draw bugs or rodents and provide lower food quality when exposed to air for long periods.

**Corrective Action:**

Proper food safety handling procedures must occur. Using the Food Safety Checklist, an internal review of the kitchen will need to be completed on a monthly rotation by someone not involved in the day-to-day operation of the school kitchen

<https://theicn.org/resources/599/food-safety-sop-logs/105679/food-safety-checklist.docx>.

For corrective action, please submit the following:

1. Please list who will be completing the internal review and provide a detailed timeline of when the Food Safety Checklist will be completed.
2. Please submit a copy of the internal review that has been completed.
3. Please explain how each storage violation has been corrected.

**Technical Assistance:**

This finding and requirements were discussed with the Compliance Manager and the Food Services Manager during the review.