

SNP Administrative Review Findings

MSD of Warren Township (5360)

Program Year 2023

MSD of Warren Township (5360)

975 N Post Road
Indianapolis, IN 46219-5545

Food Service Contact

Ms. Jennifer S Pope
Food Service Director
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Executive Contact

Dr. Timothy Hanson
Superintendent
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No. of Sites / Reviewed: 16 / 3
Month of Review: January 2023

FSMC: Chartwells

Commendations

- * The recent hiring of an experienced food service director to oversee the FSMC contract is to be commended. Because of the years of experience in K-12 food service, the FSD has strong working knowledge of how to manage a food service operation. This results in accurate oversight of the program in both compliance and financial management. Additionally, the required review documentation was organized and prepared in advance of the review.
- * At the three selected schools, the daily production records are correctly and fully completed with very legible handwriting. This is very much appreciated.
- * Staff were friendly and well trained on job duties. The kitchen was clean and hot foods were batch cooked.

Technical Assistance

- * The use of clickers is an alternate form of meal documentation that must be preapproved by the state agency prior to use. When clickers are used, it is still expected that each meal is served and clicked, not passing out 20 meals and then clicking 20 times. Additionally, clicker count documentation (number, date, signature of person doing the clicks) should be used instead of transferring the total clicker number to a meal tic sheet. The state agency always prefers that a point-of-sale system be used to match a student with a meal to assist with special dietary needs and to ensure that only one meal per student is claimed for reimbursement.

Resource Management Comprehensive Review - MSD of Warren Township (5360)

767. Nonprogram Revenue and Food Cost Ratio

Finding: Nonprogram Foods Revenue Tool

Program and nonprogram revenue were found to be less than program and nonprogram costs.

Corrective Action:

A la Carte prices were increased when the Nonprogram Foods Revenue Tool was completed in November 2022 and the finding was noted. No further action is required.

768. Unique Situations

Technical Assistance-Internal Controls and Separation of Duties

While past practices have allowed the FSMC to have access to corporation food service finances, it is recommended this practice be discontinued. It is considered a conflict of interest and does not allow for separation of duties. Internal controls prescribe the school corporation to maintain the food service financials access from vendor, contractors, or non-school corporation employees.

SNP Administrative Review Findings**MSD of Warren Township (5360)****Program Year 2023****768. Unique Situations****Finding: Unallowable Expenditures**

While a comprehensive review of the nonprofit food service account was not required, the reviewers did look at an itemized bill from the FSMC for the month of January 2023. There were several items billed to the food service account that are not allowable expenditures. These items included flowers, entertainment, and restaurant receipts.

Corrective Action:

The SFA FSD must review closely the itemized monthly bill to ensure that only allowable expenses are charged to and paid out of the food service account. Charges invoiced that cannot be paid from the food service account should be documented and paid for using nonfederal funds. Technically, the FSMC should not be billing items unrelated to meal service without prior approval from the SFA. Please review all FSMC invoices year to date for unallowable expenditures and if discovered, reimburse the food service account for the unallowable expenditures previously paid, if any. Report the results to the State Agency as corrective action.

Technical Assistance:

Technical assistance regarding allowable costs and the Indirect Cost Guidance Manual were provided.

SNP Administrative Review Findings

MSD of Warren Township (5360)

Program Year 2023

**Pleasant Run Elementary School
(5386)**
975 N Post Road
Indianapolis, IN 46219-5545

Food Service Contact
Ms. Michele Bender
Food Service Manager
(317) 532-3808

Month of Review: January 2023

Date of Onsite Review: March 16, 2023

Meal Components & Quantities - Pleasant Run Elementary School (5386)

401. Day of Review- all meals observed and counted for reimbursement contained all the required meal components

Technical Assistance - Cold fruit and vegetable options not visible to shorter children

As the kindergarten classes came through the line, it was nearly impossible for them to see what food options were in the wells. Food service staff tried to put out some cups for them to see but that was hard to keep up with as the serving line got busier. It is suggested that for the younger students, at the very least for the kindergarten line, the options be placed on a sheet pan so they can see them. Examples of additional ways to serve fruits and vegetables on the line were suggested.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Technical Assistance regarding mealtimes

Lunch meal service starts at 10:30 for the kindergarten classes. This appears to be the largest lunch period and it takes the longest because this age group is new to school lunch. The last children had only about 10 minutes to eat their food before dismissal started. The last lunch line starts at 1:20. These students are so hungry they had to be reminded several times to not eat their food off the lunch tray before they got to the POS. There seems to be a long time in between lunch periods, especially those after noon. Please recheck this for internal observation and consider making changes where appropriate.

SNP Administrative Review Findings

MSD of Warren Township (5360)

Program Year 2023

Raymond Park Middle School (5368)

975 N Post Road
Indianapolis, IN 46219-5545

Food Service Contact

Ms. Irene Jenna
Food Service Manager
(317) 532-6503

Month of Review: January 2023

Date of Onsite Review: March 13, 2023

Meal Counting & Claiming - Raymond Park Middle School (5368)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding: Clicker Issue During Breakfast

A clicker is being used for distributing breakfast bags at the main doors, but the clicks are not always being clicked as the meals are being dispersed to each student. Therefore, the breakfast count is not always accurate,

Corrective Action:

A method that marks the meal at the point of delivery to the student needs to be developed to ensure an accurate breakfast count is being submitted for reimbursement. Describe in your corrective action plan the new procedure.

Technical Assistance:

The state agency staff had a thorough discussion on how to remedy this finding during the onsite review and exit conference.

Meal Components & Quantities - Raymond Park Middle School (5368)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9000: Vegetable Subgroups

On the day of the lunch observation, the same vegetables were not offered on all serving lines, making it possible that all weekly vegetable subgroups are not offered in all serving lines.

Corrective Action:

In the corrective action plan, describe the new procedure to ensure the weekly vegetable subgroups are being offered in all serving lines. Train staff on this procedure and submit a copy of the training with topic discussed, date, and names of attendees.

Technical Assistance:

During the exit meeting, this requirement was discussed. Some students may not always go through other serving lines and be offered the weekly vegetable subgroups.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Technical Assistance-Lunch Observation

The field specialist observed many students had difficulty handling all the individually packaged lunch food items. Having trays made available for the students to carry their food is highly encouraged.

SNP Administrative Review Findings

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Program Year 2023

403. *Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines*

Finding: Offering At Least Two Varieties of Milk During Breakfast

A few cartons of a second kind of milk are placed on top of each cart. If a student does not want the chocolate that has been placed in the breakfast bag, then they need to ask for the white milk on top of the breakfast cart.

Corrective Action:

Breakfast bags need to be made with both kinds of milk. This way a choice is given between two kinds as the USDA regulation requires. Confirm in your corrective action this practice has been put in place and staff have been trained on the importance of offering at least two kinds of milks to students each day for both meals.

Technical Assistance:

The corrective action was discussed with the SFA during the exit conference.

500. *Day of Review- Offer vs. Serve was properly implemented*

Finding: Offer vs. Serve

On the day of lunch review, some cashiers during the last serving period required students to select a fruit even if they already had a creditable meal.

Corrective Action:

Prior to anyone being a cashier, comprehensive offer vs. serve training must be conducted. As part of your corrective action training, submit training documentation that all cashiers have been retraining on offer vs. serve procedures. The documentation must include the topic discussed, the date and signatures of attendees.

Technical Assistance:

The field specialist reminded the staff that by adding extra food onto a student's tray defeats the whole purpose of why Offer vs, Serve exists.

SNP Administrative Review Findings

MSD of Warren Township (5360)

Program Year 2023

Sunny Heights School (5389)

975 N Post Road
Indianapolis, IN 46219-5545

Food Service Contact

Ms. Valerie Roberts
Food Service Manager
(317) 532-2919

Month of Review: January 2023

Date of Onsite Review: March 14, 2023

Meal Components & Quantities - Sunny Heights School (5389)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding: Importance of Daily Production Records

On the day of the lunch observation, one entree choice ran out and students had to wait while food service staff prepare more. Because of this, these students' lunch time was held over into classroom time.

Corrective Action:

All school managers are to be trained on the importance of reviewing past production records for participation trends to help ensure sufficient amounts are prepared. The managers need to train their staff on this requirement. submit a copy of this manager training with topic discussed, date, and names of attendees,

Technical Assistance:

Both the finding and corrective action were discussed with a during the exit conference.