

SNP Administrative Review Findings

MSD of Washington Township (5370)

Program Year 2019

MSD of Washington Township (5370)

8550 Woodfield Crossing Blvd
Indianapolis, IN 46240-2478

Food Service Contact

Mrs. Annette L Guenther
Supervisor of Child Nutrition
(317) 845-9400

Executive Contact

Dr. Nikki Woodson
Superintendent
(317) 845-9400

No. of Sites / Reviewed: 11 / 3
Month of Review: December 2018

Commendations

- * Spring Mill- Serving lines were attractive and clean; the variety of colorful vegetables and fruits made for appealing choices. Staff was friendly. Kudos for batch cooking so that the food was fresh and hot. Nice job overall.
- * Greenbriar- Staff were eager to correct errors and learn requirements.
- * Northview- Staff were friendly and answered questions honestly. The kitchen and food storage areas were very neat and clean!
- * Central Office Staff- Thank you for your flexibility as we had to reschedule a few site reviews due to weather. Organization was top notch and it is clear that the central office staff know regulations well. The "cheat books" for teachers serving breakfast in the classroom were excellent and gave clear instruction.

Certification and Benefit Issuance - MSD of Washington Township (5370)

123. On-site observation validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions?

Finding 9000: Hearing Official

The hearing official must be separate from the approval process. It was noted that the FSD signed off on a few applications, so she should not be assigned as the hearing official.

Corrective Action:

Someone other than someone who approves applications must be assigned as the hearing official. The SFA's director of operations will be assigned the role of hearing official.

No further response is necessary for this finding.

135. Direct Certification lists retained on file by the SFA?

Finding 9026: Direct Certification documentation is not kept on file at the SFA.

The full Direct Certification (DC) lists are not maintained on file by the SFA. The list maintained on file must be the complete list pulled from the Direct Certification website.

Corrective Action:

The full DC list from the state website must be maintained on file for three years plus the current year. Lists that have been altered for input into the point of sale software, can be saved separately, but the full list with all included information must be maintained as well. Please describe the process for retaining Direct Certification documents.

Verification - MSD of Washington Township (5370)

209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?

Finding 9042: Selected applications not verified correctly.

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. One application was verified in correctly due to mathematical errors.

Corrective Action:

The household will be notified of the change in benefits and changed to reduced price meals. Please confirm the date that the status was changed in the system.

SNP Administrative Review Findings**MSD of Washington Township (5370)***Program Year 2019***Resource Management Comprehensive Review - MSD of Washington Township (5370)***765. Adult Meals***Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.**

Breakfasts and lunches served to teachers, administrators, custodians and other adults are not priced so that the adult payment in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meals. The overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) used in the preparation of the meals.

At Greenbriar Elementary, adults were allowed to take larger portions (serve yourself) than what was offered to the students.

Corrective Action:

Because adult meal prices are set based on the menu offered to children, the meal must follow the student menu and portion sizes. Larger portion sizes should be charged at an additional rate or the adult meal price should be raised to cover the cost of larger portion sizes. The FSD confirmed that adults at this site will be given the same portion as the student meals. No further response is needed.

*774. Verification of Indirect Cost Documentation***Finding 9000: Other Finding****Technical Assistance:**

The SFA was not correctly recording indirect costs on the Annual Financial Report. Any charges to the food service account that are not direct payment, must be tracked as indirect costs and put into the AFR as such along with the approved indirect cost rate. The FSD has already revised the claim for 2018, so no further action is needed at this time.

General Program Compliance - MSD of Washington Township (5370)*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***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: The wellness policy is missing several required elements.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: The SFA must update the wellness policy to meet USDA requirements. The wellness committee made several suggestions for additions in early 2018, but the changes were not added to the policy. Please add to the current policy to bring up to date with requirements and use the IDOE assessment form to ensure total compliance. Please submit all changes/additions to the policy and a copy of the IDOE assessment tool as corrective action for this finding.

*1403. Did any review of agricultural food components indicate violations of the <i>Buy American</i> provision?***Finding 9000: Buy American**

Buy American Provision issues were noted at all reviewed schools. Justification for frozen vegetable items was given that the vendor does not supply American Grown product. The SFA is required to request domestically produced foods when procuring foods. If cost is a factor, the SFA must decide whether to purchase domestically or foreign. The food broker cannot make the decision for the SFA.

SNP Administrative Review Findings**MSD of Washington Township (5370)****Program Year 2019****Greenbriar Elementary School (5418)**

8550 Woodfield Crossing Blvd
Indianapolis, IN 46240-2478

Food Service Contact

Ms. Jackie Grist
Child Nutrition Manager
(317) 259-5493

Month of Review: December 2018

Date of Onsite Review: February 1, 2019

Meal Components & Quantities - Greenbriar Elementary School (5418)

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.

-Fruits that were frozen were prepared the day prior and shrunk to less than ½ cup when thawed.

-The menu included mandarin oranges (cuties). The Cafeteria staff were counting one cutie as ½ cup of fruit. 9 students passed through the line with just one cutie and no other fruit or vegetable on their tray.

Corrective Action:

-If portioning frozen fruit one day prior, make sure all servings are heaping ½ cup servings to allow for the shrinkage when thawed. All portions must meet the intended serving size at the time of service.

-The food buying guide states that the mandarin oranges credit as 3/8 cup meaning that 2 would be needed to meet the ½ cup minimum for f/v. Technical Assistance was offered on site for cafeteria staff to correct this issue and the issue was corrected after the first meal service period.

No further response is needed for this finding.

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

Finding 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10.

Corrective Action:

The school must have a milk substitute available for children with milk intolerance or allergies. The USDA no longer allows schools to utilize OVS to get around providing a substitution for food related disabilities. A substitution must be provided within the meal pattern unless otherwise specified through a doctor's note.

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.

Production 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.

Technical Assistance:

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

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements.

Corrective Action:

Please provide proof that a review of OVS requirements was conducted with cafeteria staff.



SNP Administrative Review Findings**MSD of Washington Township (5370)****Program Year 2019****Northview Middle School (5445)**

8550 Woodfield Crossing Blvd
Indianapolis, IN 46240-2478

Food Service Contact

Ms. Raquel Moralez
Child Nutrition Manager
(317) 259-5430

Month of Review: December 2018

Date of Onsite Review: February 11, 2019

Meal Counting & Claiming - Northview Middle School (5445)

318. DOR - accurate meal counts by category at POS? Enter data.

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. Meal counts for the Opportunity kids are taken prior to service with no follow-up counting at the point of service.

Corrective Action:

All meals must be counted at the point of service. It is ok to take a count of the number of meals sent to the Opportunity hall, but the meals cannot be claimed based on the meal count order prior to service. Please describe how this finding has been corrected.

Meal Components & Quantities - Northview Middle School (5445)

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. The muffin and yogurt meal offered at True North Academy (grades 9-12) did not meet the 2oz grain requirement for the day. Additionally, on the main service line at Northview Middle, the fruit portions were insufficient to meet daily meal pattern requirements.

Corrective Action:

Please confirm extra training for site staff in meal pattern requirements for grades 9-12 has been conducted. Please confirm daily meal pattern requirements are met for grades 9-12 by providing 1 week of completed production records for the True North Academy service location.

The kitchen staff corrected the fruit portioning issue prior to service. Please ensure that the food buying guide and how to read it is reviewed with your managers so that they know how much to put in each portion to create ½ cup. No further response is necessary for this part of the finding.

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines. The cafeteria staff does not send down enough milk for each student. By reviewing what was returned as unserved in each classroom, many classrooms had only one milk type left and some did not have any milk left. It is unclear how many students were not offered 2 types and how many students were not offered any milk at all.

Corrective Action:

Students must have the opportunity to choose between two types of milk at all meals. Cafeteria staff must put out enough of two kinds of milk so that there is some of each remaining at the end of service. Staff understood the need to provide additional servings of milk at breakfast.

No further response is needed.

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Program Year 2019

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

Finding 9000: Production Records

Milk and condiments were not tracked on production records at any school that was reviewed.

Corrective Action:

All items available on a reimbursable meal must be tracked and documented on the daily production record including milk and condiments by type. Please provide one week of completed production records for Northview showing that these items are now being tracked properly.

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.

Production records were not maintained properly for the True North Academy and the Opportunity group of middle school children. There is no proof that meal pattern requirements were met for these groups of students.

Corrective Action:

Please provide proof this issue has been corrected by submitting one week of completed production records showing meal pattern compliance.

General Program Compliance - Northview Middle School (5445)

1105. Foods sold to students during school day meet Smart Snacks standards?

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards. The True North Academy must be in compliance with all smart snacks requirements in their vending machines.

Corrective Action:

The SFA will ensure that all vending machines at the True North Academy contain Smart Snacks compliant items or are turned off during the day.

Technical Assistance:

It was mentioned that the Career Center also has non-compliant vending machines. Please note that all buildings housed on the school campus must comply with Smart Snacks requirements. Because the career center is on the campus of the high school, it too must comply with Smart Snacks requirements for items offered to students.

SNP Administrative Review Findings**MSD of Washington Township (5370)****Program Year 2019****Spring Mill Elementary School (5430)**

8550 Woodfield Crossing Blvd
Indianapolis, IN 46240-2478

Food Service Contact

Ms. Maggie Johnson
Child Nutrition Manager
(317) 259-5483

Month of Review: December 2018

Date of Onsite Review: February 7, 2019

Meal Counting & Claiming - Spring Mill Elementary School (5430)

318. DOR - accurate meal counts by category at POS? Enter data.

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. Teachers counting meals were not ensuring that all required components were taken. Many were asking children at the door if they were going to take a breakfast, then the student was responsible to take the complete meal. This is an unacceptable practice, and it was evident that reimbursable meals were not taken when the reviewer examined the items returned to the kitchen after service.

Corrective Action:

Each teacher must count meals at the point of service. This includes standing where the food is and looking at each meal prior to counting for reimbursement. Please describe how this issue has been addressed to ensure proper meal counting practices.

Technical Assistance:

Because of the issues with breakfast in the classroom, this school would be better suited to serve breakfast from a cart or to have food service staff go room to room to serve breakfast. The kitchen manager agreed she would prefer this over their current method because she has a hard time keeping up with teachers who are not correctly counting meals.

Meal Components & Quantities - Spring Mill Elementary School (5430)

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Finding 9000: Production Records

Cafeteria staff were not properly keeping production records for breakfast food items.

Corrective Action:

The production record being utilized for breakfast on the day of review only stated the number of entrees returned to the kitchen. There was no tracking of each individual item and there was no double check to see what classrooms may have needed additional assistance in meal counting and claiming. The site will utilize the production record provided by the food service department that tracks individual items as well as all of the required information per USDA regulations.

No further response is needed for this finding.

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Finding 9000: Selected meals did not meet meal pattern requirements

As evidence based on the items returned to the kitchen after breakfast in the classroom service, not all meals counted for reimbursement contained the required 1/2 cup of fruit.

Corrective Action:

The SFA must ensure that meals served through breakfast in the classroom are meeting the meal pattern requirements. Teachers must count meals at the point of service and check the items taken to ensure all required items are on the "tray." Site staff will double check items returned to the kitchen match the number of meals claimed for reimbursement.

No further response is needed.

SNP Administrative Review Findings**MSD of Washington Township (5370)****Program Year 2019**

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines. The cafeteria staff does not send down enough milk for each student. By reviewing what was returned as unserved in each classroom, many classrooms had only one milk type left and some did not have any milk left. It is unclear how many students were not offered 2 types and how many students were not offered any milk at all.

Corrective Action:

Students must be able to select from two options of milk. As quick as the meal service period is (about 10 minutes) it is not realistic to expect teachers to halt meal service and call down to the office when they run out of milk. Please outline how this issue has been corrected to meet the requirement that all students have the option of milk choice between at least two varieties of milk.

411. Review period planned menu – school comply, incomplete meals due to unacceptable substitutions? Enter data.

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

One week of planned menus from the Review Period were compared to production records for the same week. The school did not record the service of the bean/pea/legume vegetable subgroup. This is not a repeat error, so no fiscal action will be taken.

Corrective Action:

Menus planned centrally do meet the meal pattern requirements. When substitutions are made to the menu, each kitchen must then ensure compliance in all areas of the meal pattern including vegetable subgroups. Please describe how meal pattern compliance will be tracked to ensure weekly compliance.