



SNP Administrative Review Findings

MSD of Wayne Township (5375)

Program Year 2024

MSD of Wayne Township (5375)

1155 S High School Rd
Indianapolis, IN 46241-3121

Food Service Contact

Ms. Brittany Jointer
Child Nutrition Director
(317) 988-7960
brittany.jointer@wayne.k12.in.us

Executive Contact

Dr. Jeff Butts
Superintendent
(317) 988-8600
jeff.butts@wayne.k12.in.us

No. of Sites / Reviewed: 20 / 4
Month of Review: January 2024

Commendations

- * Staff were prepared for the review and documentation was well organized.
- * The SFA is to be commended for partnering with a local grower to provide fresh apples for student meals on a regular basis.
- * Staff were friendly, accommodating, and eager to learn.

Technical Assistance

- * The reviewer and director discussed ways to utilize share table food rather than throwing food away at the end of each day. Proper implementation of offer versus serve will help reduce the amount of food placed on the share table. Please reference the sharing table fact sheet for ways to utilize unconsumed food from the share table. <https://www.in.gov/doi/files/Sharing-Table-Fact-Sheet.pdf>.
- * The HACCP plan at McClelland Elementary did not appear to be the most updated version. Work with staff to ensure the most current version is available for each kitchen.
- * Some of the menus reviewed are very close to or right at 80% whole grain-rich, which is the minimum whole grain requirement. Be mindful of this for future menu planning.
- * It is recommended to communicate the wellness policy, assessment results, and opportunity to participate in the evaluation in additional ways beyond the school board meeting. Consider posting these items on a wellness webpage or the foodservice webpage, etc.
- * As a reminder, all components must be taken if Offer-versus-Serve (OVS) is not implemented. This includes milk for breakfast. If OVS is not implemented at breakfast, students may not decline the milk.

General Program Compliance - MSD of Wayne Township (5375)

810. *The USDA non-discrimination statement is on appropriate Program materials*

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on appropriate program materials. Lunch OVS signage does not contain the non-discrimination statement.

Corrective Action:

The full non-discrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. **As corrective action, please update the following resources with the correct non-discrimination statement: lunch OVS sign. Submit a copy of the updated resource(s) to the State Agency.**

Technical Assistance:

The IDOE SCN Civil Rights webpage DOE: Civil Rights Requirements ([in.gov](https://www.in.gov/doi/files/DOE-Civil-Rights-Requirements.pdf)) has links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links for accessing the long and short civil rights statements. The correct USDA Short Non-discrimination Statement: This institution is an equal opportunity provider.



SNP Administrative Review Findings

MSD of Wayne Township (5375)

Program Year 2024

Indy West Christian School (B251)

1155 S High School Rd
Indianapolis, IN 46241-3121

Food Service Contact

Amanda Rench
Lunch Coordinator
(317) 272-3408

Month of Review: January 2024

Date of On-site Review: February 28, 2024

Meal Components & Quantities - Indy West Christian School (B251)

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

Finding 9000: Complete Meals

All students were not selecting milk at the start of the meal service as the meal count was taken before students selected milk. A staff member was not present at the end of the serving line to ensure students selected all components.

Corrective Action:

Corrective action occurred the day of review. All students without milk were made to go back and select a complete meal. Also, the serving line was rearranged so that students selected milk first and then went to the serving window to receive the remainder of their meal and for their meal to be counted. The new procedure will be utilized going forward. **Additional response is not required.**

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

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

OVS was not being implemented correctly at one service location for breakfast. Students were given both fruit options without the option to decline.

Corrective Action:

As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees.

Technical Assistance:

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

General Program Compliance - Indy West Christian School (B251)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

Corrective Action:

As corrective action the director will create a food safety plan for Indy West Christian School. The plan will be kept on-site and reviewed by staff. Submit a copy of the completed plan to the State Agency.

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 10156: Posted Health Inspection

The most current health inspection was not posted for public viewing.

Corrective Action:

The most current inspection was posted for public viewing on the day of the on-site review and will be updated each time a new inspection is received. **Additional response is not required.**



SNP Administrative Review Findings

MSD of Wayne Township (5375)

Program Year 2024

**Lynhurst 7th & 8th Grade Center
(5222)**
1155 S High School Rd
Indianapolis, IN 46241-3121

Food Service Contact
Charlotte McCoy
Cafeteria Manager
(317) 988-8137

Month of Review: January 2024

Date of On-site Review: February 29, 2024

General Program Compliance - Lynhurst 7th & 8th Grade Center (5222)

901. *On-site monitoring review(s) were completed prior to February 1*

Finding 10164: On-site Review Form

The on-site review form was not completed thoroughly as some required information was not filled out.

Corrective Action:

As corrective action the SFA's monitors must complete the "On-site Review" portion of the "Reviews" training in Moodle via the following link: <https://moodle.doe.in.gov/>. Submit the training certificates to the State Agency as proof of completion.

1408. *Temperature logs are 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 were unavailable for: Freezer, milk cooler, walk-in cooler, and reach-in cooler.

Corrective Action:

As corrective action, temperature logs for all equipment for 5 days must be completed and provided.



SNP Administrative Review Findings

MSD of Wayne Township (5375)

Program Year 2024

McClelland Elementary (5257)

1155 S High School Rd
Indianapolis, IN 46241-3121

Food Service Contact

Kimberly Gillis
Cafeteria Manager
(317) 988-8087

Month of Review: January 2024

Date of On-site Review: February 29, 2024

Other Federal Programs - McClelland Elementary (5257)

4. Validate snack counts – snacks properly counted and claimed?

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period were not accurate. On January 17th, the number of meals claimed was 46; however, four meals were crossed out on one meal count sheet and should not have been claimed. The total recorded on the meal count sheet excluded the meals that were crossed out. Additionally, due to a clerical error, the January 23rd count sheet was added into the January 24th snack counts.

Corrective Action:

As corrective action the director will implement a double check of snack meal counts involving the assistant manager and managers. Review the double check procedure with all managers and submit to the State Agency documentation that the procedure has been reviewed.

Meal Components & Quantities - McClelland Elementary (5257)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10139: Production Records

The following issues were noted with production records: the production record did not detail all choices offered within one or more meal components (fruit and vegetable assortments).

Corrective Action:

As corrective action, completed (breakfast and/or lunch) production records for one week must be submitted to the State Agency. The completed records should show the following updates: the **specific** vegetables/fruits and quantities served must be recorded somewhere in the production record (i.e., comments).



SNP Administrative Review Findings

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Program Year 2024

Sanders School (5271)

1155 S High School Rd
Indianapolis, IN 46241-3121

Food Service Contact

Charlotte McCoy
Cafeteria Manager
(317) 988-8137

Month of Review: January 2024

Date of On-site Review: February 28, 2024

Meal Components & Quantities - Sanders School (5271)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10139: Production Records

The following issues were noted with production records: the production record did not detail all choices offered within one or more meal components. The fresh vegetables offered daily were not recorded which resulted in an insufficiency of red/orange vegetable at lunch for the week reviewed.

Corrective Action:

As corrective action, completed (breakfast and/or lunch) production records for one week must be submitted to the State Agency showing all menu choices as planned are recorded on the production record.