

SNP Administrative Review Findings

White's Residential And Family Services
(K289)

Program Year 2022

White's Residential And Family Services
(K289)

5233 S 50 E
Wabash, IN 46992-8011

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 1 / 1

Month of Review: April 2022

Technical Assistance-Resource Management

- * Currently, the extra entrées, PBJ sandwiches, and milks are considered part of the reimbursable meal. If this practice changes and those items are no longer part of the reimbursable meal, their usage should be tracked as nonprogram foods and the cost for those items should be covered by White's or another nonfederal fund source, in the same way the non-program adult meals are currently being tracked and paid.

Meal Counting & Claiming - White's Residential And Family Services (K289)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 9007: Meal Counting and Claiming 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 Meal Counting & Claiming procedures could not be validated during on-site observations. See site level Finding 9066 regarding POS procedures.

Corrective Action:

See site level Finding 9066 for technical assistance provided onsite.

General Program Compliance - White's Residential And Family Services (K289)

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. The White's discrimination/harassment policy needs to ensure it includes information specific to Child Nutrition Programs and include the same timeline for reporting complaints of discrimination to USDA, which is 5 days.

Corrective Action:

Technical assistance was provided to the Food Service Director and White's administrative staff while onsite. As corrective action, the additional resources in the Technical Assistance section below should be reviewed and implemented to ensure the Civil Rights complaint procedure is up to date. No further corrective action needed.

Technical Assistance:

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

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/doi/files/civil-rights-compliant-log-revised-12019.pdf>

Program Year 2022

1400. *The written food safety plan contains required elements and a copy is available at each school*

Technical Assistance: Food Safety Plan

Technical Assistance:

The food safety plan template currently being used needs to be filled out completely, including categorizing menu items by HACCP process and including a list of all kitchen equipment.

SNP Administrative Review Findings

White's Residential And Family Services
(K289)

Program Year 2022

White's Jr/Sr High School (8673)

5233 S 50 E
Wabash, IN 46992-8011

Food Service Contact

Mrs. Nikki Briner
Food Service Director
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Month of Review: April 2022

Date of Onsite Review: June 1, 2022

Meal Counting & Claiming - White's Jr/Sr High School (8673)

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

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 at the point of service. At breakfast, the point of service (POS) should be recorded on a proper meal count sheet, not a post-it note. At lunch, there is no point of service meal count taking place. All meal counts must be marked once a student has a complete reimbursable meal in hand, not before. In addition, the house parent's count cannot be used as the meal count. Someone must be positioned at the end of the meal service line to identify that a student has a reimbursable meal in hand, then record it on a proper meal count sheet. A reimbursable meal includes at least 3 components, one of which needs to be a fruit or vegetable serving.

Corrective Action:

Technical assistance was provided onsite to the Food Service Director and White's administrative staff regarding what constitutes the proper point of service at breakfast and lunch. Several meal count sheet options were provided to the FSD & admin staff to review and determine which best fits their unique needs. Field Specialist will provide follow-up technical assistance during PY2023 to ensure the point of service has been corrected. No further corrective action needed.

Meal Components & Quantities - White's Jr/Sr High School (8673)

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

Technical Assistance: Extra Servings and Nutrient Analysis

Technical Assistance:

The extra entrees, PBJ sandwiches, and milks that students are allowed to take as part of their daily reimbursable lunch should be included in the weekly nutrient analysis.

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

Technical Assistance: Production Records

Technical Assistance:

FSD was reminded that production records are needed for breakfast and all weekend meals for which reimbursement is claimed.

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

Technical Assistance: Standardized Recipes

Technical Assistance:

Complete standardized recipes should include the breakdown of how one serving of the recipe contributes to the meal pattern.

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*Child Nutrition Recipe Box: https://theicn.org/cnrb/?utm_source=website&utm_medium=menue&utm_campaign=cnrb_icn

*How to Standardize Recipes: <https://drive.google.com/file/d/1KcFgibQbJ5FswOb68giiYn03oYU9frJr/view?usp=sharing>

*Standardized Recipe Checklist: https://drive.google.com/file/d/1jykI0RxdzcY3p8oDJL_7v7kcRF-4OnID/view?usp=sharing

Grains Chart provided to help ensure proper crediting of grain ounce equivalencies:
<https://drive.google.com/file/d/1JBS22MrmqvOIQgj6KdwFoJGjZtVqHiO7/view?usp=sharing>

General Program Compliance - White's Jr/Sr High School (8673)

811. *The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits*

Technical Assistance: Updated "And Justice for All" Poster**Technical Assistance:**

Ensure the most recently updated "And Justice for All" poster is posted, which now displays the USDA building on it. Any posters with the Statue of Liberty can be discarded.