

SNP Administrative Review Findings

Youth Opportunity Center Inc (K054)

Program Year 2023

Youth Opportunity Center Inc (K054)

3700 W Kilgore Ave  
Muncie, IN 47304-4810

Food Service Contact

Mrs. Valerie Tharp  
Food Service Coordinator  
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Executive Contact

Mr. Rick Rowray  
Chief Executive Officer  
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No. of Sites / Reviewed: 3 / 1  
Month of Review: March 2023

Resource Management - Youth Opportunity Center Inc (K054)

709. SFA sell nonprogram foods?

Technical Assistance: Program and Non-Program Adult Meals

Technical assistance was provided to the Food Service Coordinator, CIO, & CFO regarding providing Program Adult meals & Non-Program Adult meals. A Program Adult is an employee with job duties specific to the meal service operations, which includes YOC staff serving and monitoring the meal services in the cottages. Non-Program Adults do not have any duties related to the meal service operations. Whether Program or Non-Program, all adult meals should be recorded on the daily meal count sheets.

Program Adult meals are an allowable expense to the nonprofit food service account (NPFSA). Non-Program Adult meals are not an allowable expense and must be paid for accordingly. Non-Program Adult meals must be priced sufficiently using the following guidance for Non-Pricing Programs: [https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd\\_F7-2sORFEPT87UYek9tGrAlcc/edit](https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd_F7-2sORFEPT87UYek9tGrAlcc/edit)

All sponsors should have a process in place to collect & track of the money received for Non-Program Adult meals & ensure it is recorded as nonprogram revenue to the nonprofit food service account.

General Program Compliance - Youth Opportunity Center Inc (K054)

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. Discrepancies or deficiencies found on-site: Civil Rights complaint procedure not provided; no documentation of Civil Rights training for all YOC staff who assist with food service duties, including those individuals working in the cottages who serve the food and monitor the meal services.

Corrective Action:

Technical assistance was provided to the Food Service Coordinator onsite. As corrective action, the coordinator can use the online Civil Rights course in Moodle, <https://moodle.doe.in.gov/>, or use the printable training presentation below to train all staff on Civil Rights requirements prior to the start of the '23-24 program year:

[https://docs.google.com/presentation/d/1ySTT\\_8twuaiM\\_r2PSorTevn6Rs\\_pqEzLSrO2\\_46Y5aA/edit#slide=id.p1](https://docs.google.com/presentation/d/1ySTT_8twuaiM_r2PSorTevn6Rs_pqEzLSrO2_46Y5aA/edit#slide=id.p1)

The following agenda/staff attendance form should be utilized to document the training:

<https://docs.google.com/document/d/1sDPkPrBkuNOrC6hd8zBBJ1reciB-s3mZNmGd0feBRik/edit?usp=sharing>

The additional resources located in the Technical Assistance section below should be printed and implemented as corrective action for the missing Civil Rights complaint procedure.

The Field Specialist will complete a follow-up visit during PY2024 to ensure this requirement is being met. No further corrective action is needed at this time.

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**Technical Assistance:**

Complaint Procedure:

[https://docs.google.com/document/d/1YyyRM\\_eaWC\\_Ail4f379gqdsnMVHjbXgXD\\_Tg8Lj2xHo/edit?usp=sharing](https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing)

Complaint Form: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>

Complaint Log: <https://www.in.gov/doe/files/civil-rights-compliant-log-revised-12019.pdf>

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

*1217. SFA's process and frequency for tracking training hours is sufficient*

**Technical Assistance: USDA Professional Standards Training Tracker**

The Food Service Coordinator was provided technical assistance on utilizing the USDA Professional Standards Training Tracker and logging training in a timely manner to ensure all staff meet the annual training requirements.

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

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: menu items not categorized according to HACCP process.

**Corrective Action:**

The Food Service Coordinator is required to review the resources provided below to help ensure their plan meets all requirements. No further corrective action needed.

**Technical Assistance:**

IDOE School Nutrition Programs Food Safety webpage: <https://www.in.gov/doe/nutrition/food-safety/>

Writing a HACCP-based Food Safety Plan: <https://theicn.org/resources/1532/writing-a-haccp-based-food-safety-plan-for-schools-workshop/117824/writing-a-haccp-based-food-safety-plan-for-schools-workshop-participants-workbook.pdf>

Food Safety Plan Template: <https://iastate.app.box.com/s/vcs46ct6wczzfmrmsa67g8tj1s8ox70m>

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

**Technical Assistance: Buy American Provision**

In the food storage areas, apricots from China and grapes from Chile were found. The Food Service Coordinator was reminded that the USDA requires child nutrition program funds to be used for the purchase of domestically produced products. Please refer to the Buy American Checklist here:

<https://drive.google.com/file/d/1Q8ZPjb250d41SWKKTEa6nvNVhcTFz2Qh/view>

Non-domestic food items may still be utilized in supper meals or snacks that are not provided/claimed under the child nutrition programs.

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1501. *Records are retained for 3 years*

**Finding 9152: SFA not retaining Program records for a minimum of 3 years.**

The SFA is not retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits. Production records were missing for January and February. Production records are required for each meal claimed and should always be filled out in a timely manner.

**Corrective Action:**

Technical assistance regarding recordkeeping requirements was provided to the Food Service Coordinator. She verbally acknowledged that she understood the requirements and recordkeeping expectations moving forward. No further corrective action is needed.

**Technical Assistance:**

Record Retention Fact Sheet:

[https://docs.google.com/document/d/1pv9\\_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?usp=sharing](https://docs.google.com/document/d/1pv9_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?usp=sharing)

**SNP Administrative Review Findings****Youth Opportunity Center Inc (K054)****Program Year 2023****Youth Opportunity Center (1524)**

3700 W Kilgore Ave  
Muncie, IN 47304-4810

**Food Service Contact**

Ms. Valerie Dierckman  
Kitchen Supervisor  
(765) 289-5437

Month of Review: March 2023

Date of Onsite Review: April 5, 2023

**Other Federal Programs - Youth Opportunity Center (1524)***7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?***Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.**

Afterschool Snack Program (ASSP) monitoring was not completed by the SFA. The first review should be made within the first four weeks of the start of the program. The second review can take place at any other point during the program year.

**Corrective Action:**

ASSP monitoring requirements were discussed with and understood by the Food Service Coordinator. The review form provided below will be used to monitor the program moving forward. If implemented as discussed, no further corrective action is needed.

**Technical Assistance:**

ASSP Review Form for Self-Prepped Snacks: <https://www.in.gov/doe/files/self-prep-snack-review-form.doc>

*1700. ASSP – areas identified requiring TA, CA?***Technical Assistance: Portion Sizes for Each Snack Component**

The Food Service Coordinator was reminded that the portion sizes for each snack component must always be stated on the After School Snack Production Record and Meal Count Form.

**Meal Components & Quantities - Youth Opportunity Center (1524)***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.**

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. At breakfast, juice was on the menu and available at the start of the meal service but was not initially served to all students. At lunch, two slices of bread were on the menu, but only one slice was initially served to all students. At both meals, milk was available at the start of the meal services but was not initially served to all students.

**Corrective Action:**

The school was advised and given the opportunity to correct the insufficient quantity of the fruit component at breakfast, the grain component at lunch, and the milk component to fully meet the meal pattern at both meals. Technical assistance was provided to the cottage serving staff and Food Service Coordinator to ensure the daily menu and portion sizes are followed exactly as written. Residents must be served all components since Offer vs Serve is not being implemented. The Food Service Coordinator verbally acknowledged that she understood the requirement. No further corrective action is needed.

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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 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. At breakfast, a second variety of milk was not available when the field specialist arrived for the meal observation. At lunch, the field specialist had to ask for the second type of milk to be made available for the residents.

**Corrective Action:**

The Food Service Coordinator was advised and given the opportunity to add another type of milk to meal service line when it was observed that only one type of milk was being offered at breakfast. Technical assistance was provided to the cottage serving staff and Food Service Coordinator to ensure that two varieties of milk are available to residents at both breakfast and lunch. The Food Service Coordinator verbally acknowledged that she understood the requirement. No further corrective action is needed.

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

**Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

**Corrective Action:**

Prior to the exit meeting, appropriate breakfast and lunch component signage was provided to the Food Service Coordinator and posted in each serving area. No further corrective action is needed.

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

**Technical Assistance: Missing Information on Daily Production Records**

Technical Assistance was provided to the Food Service Coordinator on some areas of the production records including the "# Served-Adult" section and "# of Servings Leftover" section. Production records should be filled out completely on a daily basis for each meal claimed.

**General Program Compliance - Youth Opportunity Center (1524)**

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

**Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The sponsor did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. Only one site had been reviewed, but the monitoring form was not signed and dated by any individual except the Food Service Coordinator.

**Corrective Action:**

Technical assistance was provided to the Food Service Coordinator on the proper procedure for filling out the monitoring form. She was reminded that all on-site reviews must be completed by February 1st of each program year. The Food Service Coordinator verbally acknowledged understanding of the requirement. No further corrective action is needed.

1407. SFA written food safety plan is implemented

**Finding 9000: Implementation of the Food Safety Plan**

Though proper food safety/HACCP principles were observed, the food service staff have not been trained on the implementation of the food safety plan.

**Corrective Action:**

The Food Service Coordinator was provided technical assistance regarding the implementation of the food safety plan. Food service staff should be trained on the HACCP principles and standard operating procedures (SOPs) included in the food safety plan. The Food Service Coordinator verbally acknowledged understanding of the requirement. No further corrective action is needed.