Certification and Benefit Issuance - Beech Grove City Schools (5380)

126. Certification: selected applications correctly approved

Finding 9017: Incorrect implementation of application approval process
The application approval process is not implemented correctly. Benefits were incorrectly extended to another student in the household (non-foster status) on one application with a DC student (Foster Status), when the two applications were merged within the application system.

Corrective Action:
The SFA will work with their applications system provider to ensure that this error is corrected immediately. They will also work to ensure that when multiple applications are submitted and then merged into one that the original application is maintained and can be accessible.

Please confirm this issue was addressed with the online application system.

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified
Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly.

Corrective Action:
When the Direct Certification list certifies a student as DC reduced, and then an application is also received with a case number, the SFA should contact the household to see if there has been a change in benefits recently to the household. Normally an application with a benefit number should not take precedence over the DC designation. For households designated DC reduced, only an income application or a new case number qualify the household for free benefits.

Please confirm this issue was discussed with your online application system.

Verification - Beech Grove City Schools (5380)

209. Verified applications were properly selected, correctly replaced (if necessary), and correctly verified

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 household income application was incorrectly figured which resulted in the household being incorrectly denied benefits.

Corrective Action:
The SFA has already taken steps to change the household to the correct benefit and has notified the household of the change. Staff understood the issue was the result of mathematical error and was corrected at the time of review.

No further response is needed.

213. SFA’s notice of adverse action contained all required information, including notification of appeal rights
Technical Assistance:
The status on the adverse action letters is confusing as it lists the current status and then the denied information. Please consider changing the language to make it clear that the household will no longer receive benefits.

From: Free-No Verification Response- AA to Denied
Suggested: Denied due to No Verification Response

This change will make the new status more prominent and not leave any doubt as to what the current eligibility of the household is.

General Program Compliance - Beech Grove City Schools (5380)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

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 ability to participate in the wellness policy meetings has not been publicly advertised, the committee does not include a member of the general public. The corporation is still in the three year window to review the policy, but has not yet completed the assessment.

Corrective Action:
Please show how the general public (parent, general public member) is invited to join the wellness committee. Additionally, please include a time frame for when the policy will be assessed and what tool will be used to assess the policy.

Technical Assistance:
Tools for assessment can be found here if you do not already have one selected:

https://www.doe.in.gov/sites/default/files/nutrition/2019-notification-fact-sheet_0.pdf
and
Meal Components & Quantities - Beech Grove High School (5449)

410. Review Period- planned menu quantities meet the meal pattern requirements

Technical Assistance:
Although menus appear to meet the meal pattern requirements, menu planning could be improved by:

Breakfast
- On muffin day, consider offering an alternate item as an entree. It appears that there is a warm muffin or cold muffin option only.
- On muffin day, make sure enough cheese is put out to ensure that 5 items are offered to ALL students who pass through the line. Based on production records, it appears that staff ran out of cheese. When that happens, the students passing through the line are technically only offered 1oz grain component, as one of the planned/offered items is no longer available.
- Unlimited juice should not be offered at breakfast. The fruit offerings for the week are limited to 50% or less in the form of juice. Since the planned menu is 1.5 cups of fruit for each child a day, students cannot take 2 juices (or 8oz) each day as that would exceed the juice offerings to more than 50% for the week.

Lunch:
- Cold vegetable options should be strengthened for lines that do not offer a hot vegetable. On the week of review, the SFA offered cold peas as a vegetable option to meet the starchy subgroup.
- Please improve/vary the grain option offered with the salad entree. Saltine crackers are offered each day, but a variety of grains could be offered including: dinner roll, flat bread (cut into triangles), tortilla chips, etc.

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

Finding 9000: Technical Assistance

Technical Assistance:
It was noted on the day of review that cashiers did not give students the option to purchase entrees a la carte. The language used when a student came up with an entree only was "grab a fruit." This doesn't appear to give the student the option to make an a la carte purchase. Please work with cashiers to change their language to If you would like a meal deal, please grab a fruit or vegetable. If you are ok paying a la carte for the item, I can ring you up without it." This will give students a choice of a reimbursable meal or not and also includes the idea that they don't have to grab the only option near the cashier station, but can select from all of the available fruit, vegetable, milk, and grain options.

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

Finding 9078: School is not properly implementing Offer vs. Serve.
As observed on the Day of Review breakfast service, a student had selected a reimbursable meal but was made to select an additional item(s). This demonstrates that staff does not understand Offer versus Serve.

Corrective Action:
The SFA should review OVS requirements with the cashier for breakfast. Please make sure that the cashier is trained on the menus offered, including a thorough understanding of the crediting for each entree option at breakfast and how to determine a reimbursable meal.
501. Cafeteria staff have been trained on OVS

Technical Assistance: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Technical Assistance:
It appears from training logs that staff have only had 10 minutes in training for OVS requirements. Please ensure that each year staff are trained on OVS requirements in a sufficient manner to ensure proficiency in both breakfast and lunch requirements. The inTEAM cashier training explains OVS requirements in a clear manner.

502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line

Finding 9080: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.
As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve, including the requirement that students must select at least ½ cup fruit or vegetable, is not identified near or at the beginning of the meal service line(s).

Corrective Action:
OVS signage must be posted at the beginning or near the front of the meal service area. Please confirm signage has been moved to the beginning of the meal service line and that the signage posted states students must take 1/2 cup of fruit or vegetable.

Technical Assistance:
It was noted on the day of review that the self-service fruit and vegetable selections did not have portion control scoops available for use. Self-service stations must have portion control devices to ensure that participants know how much they must take to have 1/2 cup of fruit or vegetable. Ideally, each station would have portion control scoops as well as a sign right at the point of service that states, “One scoop minimum of fruit and/or vegetable must be taken to make a meal deal.”

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Technical Assistance:
One beverage was removed from the food service line because the vendor had substituted a like product that was non-compliant. The SFA was reminded to train food service staff in identifying when items have been subbed on an order and to notify the office staff of the substitution to ensure the substituted item is still complaint.

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

Most recent food safety inspection report is not posted in a publicly visible location.

Technical Assistance:
In talking with the kitchen manager, she will make a copy of the health inspection and post in the food service area where it is publicly accessible.
Technical Assistance:
Students were placing unwrapped apples in the share bin for other students to pick up. Since the apple peel is eaten and hands touch it directly, please contact the local health department to ensure that the apples do not need to be wrapped to prevent contamination.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.
The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Open bags of food are not stored in containers with tight-fitting lids. It was observed that a pan of peas was placed in the freezer without any covering to protect from contamination.

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance: Buy American
The SFA had several produce items that did not comply with Buy American practices as they are currently out of season and had been purchased from growers outside the USA. The SFA must consider seasonal availability as well as comply with Buy American practices in order to meet meal pattern requirements.
Hornet Park Elementary School (5463)  
5334 Hornet Avenue  
Beech Grove, IN  46107-2306  
Food Service Contact  
Mrs. Sheila Davis  
Cafeteria Manager  
(317) 780-5050  

Month of Review: December 2019

Other Federal Programs - Hornet Park Elementary School (5463)

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

**Finding 9221: Snacks are not being properly counted and claimed.**
The snack counts claimed for reimbursement for the review period could not be validated. The SFA had a count of 8 more than the validated count, but then underclaimed that number by 7, so the SFA only over claimed snacks by one more than the validated count.

**Corrective Action:**
The SFA must ensure that the claim for reimbursement is accurate prior to the submission for reimbursement.

The SFA showed understanding of this requirement at the time of review. No further response is needed.

6. Day of review Menu, Meal Patterns, Production records.

**Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.**
Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. On 12/2, the production records do not support that two components were taken by all participants. On 12/11, one page of the production records was not completed at all.

**Corrective Action:**
No meals will be disallowed at this time. Please ensure that site staff are completing the production records fully each month prior to the submission of a claim.

If implemented fully, no further response is needed.