



**SNP Administrative Review Findings**  
*Program Year 2024*

**Indiana School For The Blind (K346)**

**Indiana School For The Blind (K346)**

7725 N College Ave  
Indianapolis, IN 46240-2504

**Food Service Contact**

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**Executive Contact**

Mr. James Durst  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: February 2024

**Certification and Benefit Issuance - Indiana School For The Blind (K346)**

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

**Finding 9901: Selected applications correctly approved**

One student was certified incorrectly for free meals. The student was not directly certified, there was no meal application on file, and there was no signed intent form to stay at least one night during the school year on file.

**Corrective Action:**

The benefit issuance error was reviewed with the Dietitian and corrected onsite. **No further corrective action is needed.**

**Resource Management Comprehensive Review - Indiana School For The Blind (K346)**

757. *Allowable Costs Test*

**Technical Assistance: Resource Management/Non-Profit School Food Service Account**

Technical assistance was provided by the Resource Management Specialist. The sponsor must have the ability to track program and nonprogram expenses charged to the Non-Profit School Food Service Account separately. Program expenses include allowable costs for operating the breakfast and lunch program. Nonprogram expenses include the food and labor cost to produce the suppers provided to students. The food purchased with the intent to be served during the supper program must be tracked separately. This can be through a request for separate invoices or an internal tracking process. The labor hours charged to the Non-Profit School Food Service account must be tracked by program. Employees must track hours worked in the breakfast and lunch program versus the supper program. A labor expense allocation can be calculated through a time study. All cost and revenue for the supper program must be tracked separately and accurately reported as nonprogram foods on the Annual Financial Report.

**General Program Compliance - Indiana School For The Blind (K346)**

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

**Technical Assistance: Wellness Policy Requirements**

Technical assistance was provided to the Dietitian and Director of Related Services regarding stakeholder participation, minimum policy requirements, and the need to complete the triennial assessment. They were further reminded to post the results of the assessment on the corporation website.

**Minimum Requirements:** <https://www.in.gov/doi/files/minimum-requirements.pdf>

**Triennial Assessment Template:** <https://www.in.gov/doi/files/triennial-assessment-template.pdf>



1219. *Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

**Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually**

At the time of the review, there was a non-food service staff member conducting duties related to program requirements who had not been trained. An employee from the business office was filling in as the cashier/meal counter & had not received Civil Rights training or Offer vs. Serve training; at least, it had not been documented.

**Corrective Action:**

The Dietitian was reminded that any non-food service staff member with duties related to the School Nutrition Programs must receive annual training related to their responsibilities, including Civil Rights, Meal Counting, and Offer vs. Serve. Documentation of this training must be maintained. It was noted that the cashier on the day of the onsite review does not routinely fill in for this position. The SFA-FSD typically serves as the cashier & has been trained in all program requirements. The Dietitian verbally acknowledged that the non-food service staff member will not fill in for the cashier position until all required training has been completed. She further acknowledged that this individual will be included in the food service staff training before PY2025 begins. **If implemented as agreed upon, no further corrective action is needed.**



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**Indiana School for the Blind (C460)**  
7725 N College Ave  
Indianapolis, IN 46240-2504

**Food Service Contact**  
Mrs. Gerald Gibson  
Food Service Director  
(317) 253-1481

Month of Review: February 2024  
Date of Onsite Review: March 12, 2024

**Meal Components & Quantities - Indiana School for the Blind (C460)**

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

**Technical Assistance: Grains Offered with Daily Entree Salads**

Technical assistance was provided to the SFA-FSD and Dietitian regarding the grains offered with the daily entree salad. On the day of the onsite review, the chicken Caesar salad was served with croutons & pretzels, totaling 1.5 oz eq of grains. The FSD indicated that the students could also take the garlic toast served with the hot entree. The FSD was advised to remind students that they could also select the additional grain to accompany their salad.

*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*

**Technical Assistance: OVS Meal Signage**

While the SFA did have OVS signage posted, the students are blind and/or visually impaired and not able to view the signage easily. The SFA-FSD and serving line staff were reminded to help students as they move down the service line by verbally informing them of the different breakfast & lunch entree options, the fruit & vegetable choices available with each meal, and all milk varieties daily to ensure they are selecting the required components for a reimbursable meal.

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

**Technical Assistance: Production Records**

Production records were reviewed, and technical assistance was provided to the Dietitian on how to properly document the "Component Contributions" for fruits and vegetables. The SFA offers multiple fruit & veggies choices daily, but the specific varieties must all be documented on the production records.

Currently, the main hot entree for both cafeterias is produced in the high school kitchen & recorded on the high school production record. The elementary café manager then keeps a notebook with the fruits, veggies, and additional items produced daily in that kitchen. It was advised that the elementary building should use a proper production record daily. It was recommended that the high school starts a separate production record for the elementary building daily by completing the areas for the food they prep, then they can send the production record over to the elementary with the entrees. From there, the elementary café manager can fill out the rest of the daily production record with the items prepped in that kitchen.

*501. Cafeteria staff have been trained on OVS*

**Technical Assistance: Documentation of Offer vs. Serve Training**

As observed on the day of review, Offer vs. Serve was being implemented correctly. However, OVS training documentation was not available for review. Technical assistance regarding the need for proper training documentation was discussed with the Dietitian who oversees program operations. The training agenda template below can be used to document all staff training properly.



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<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:388c5cd8-5ecf-347a-8b54-a75f97924e16>

**General Program Compliance - Indiana School for the Blind (C460)**

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

**Technical Assistance: FIFO Inventory Management**

Technical assistance was provided to the Dietitian regarding consistent date marking of all food products to ensure First In, First Out (FIFO) rotation.