



SNP Administrative Review Findings

Robert J Kinsey Youth Center
(K099)

Program Year 2024

Robert J Kinsey Youth Center (K099)
701 S Berkley Road
Kokomo, IN 46901-5151

Food Service Contact
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Executive Contact
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No. of Sites / Reviewed: 1 / 1
Month of Review: April 2024

General Program Compliance - Robert J Kinsey Youth Center (K099)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Technical Assistance: Civil Rights Complaint Procedure

Technical assistance was provided to the Dietary Manager to ensure that a Civil Rights Complaint Procedure is implemented fully. The template below should be utilized. The Complaint Procedure should be reviewed with all staff as part of their annual Civil Rights training.

Complaint Procedure:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

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 Dietary Manager and the facility's Compliance Officer 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 facility's website once it has been completed.

IDOE Wellness Policies webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

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

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

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

Technical Assistance: Training for Non-Food Service Staff with School Nutrition Program Duties

In the offsite questions, the SFA indicated they had no non-food service staff conducting food service related duties, but the facility's Direct Care staff are responsible for meal counting at breakfast, lunch, and ASSP.

The Dietary Manager was reminded that any non-food service staff members with duties related to the School Nutrition Programs must receive annual training related to their responsibilities, including Meal Counting, Food Safety, and Civil Rights. Documentation should be maintained for all non-food service staff training. This requirement was also discussed with the facility's Director during the exit meeting. The training agenda template below can be used to document the required training.

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



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1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance: SFSP Outreach

Technical assistance was provided to the Dietary Manager regarding SFSP outreach. Though the facility itself does not administer the SFSP, outreach can help residents' families, community members, and facility employees access meals for their children during the summer months. It was recommended to post the outreach language below at the front of the facility and on the website.

Potential Outreach Language:

Kids and teens can eat right this summer! Free meals that follow USDA nutrition guidelines are served at summer meal sites across the community. Text 'Summer Meals' or 'Verano' to 914-342-7744 or call the USDA National Hunger Hotline at 1-866-3-HUNGRY or 1-877-8- HAMBRE. Families may also use the USDA Site Finder.



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Robert Kinsey Youth Center (Z124)
701 S Berkley Road
Kokomo, IN 46901-5151

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Month of Review: April 2024

Date of Onsite Review: May 14, 2024

Other Federal Programs - Robert Kinsey Youth Center (Z124)

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

Technical Assistance: Afterschool Snack Program (ASSP) Production Records

Technical assistance was provided to the Dietary Manager regarding ASSP production records. Currently, the weekly menu lists the daily ASSP components planned, typically a grain-based item and milk, but all creditable snack components served, and their serving sizes should be listed on a daily production record. There is space available on the current lunch production record that will be utilized to capture ASSP production details consistently moving forward.

Meal Counting & Claiming - Robert Kinsey Youth Center (Z124)

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, the meal counts in the secure area were not being recorded at the time the residents received their breakfast. Meal counts were recorded in a binder in the kitchen after the meal service occurred.

Corrective Action:

Technical assistance was provided to the direct care staff and Dietary Manager regarding the need to mark the meal count sheet as soon as each resident received their full breakfast. All staff verbally acknowledged that they understood the proper meal counting process. The direct care staff corrected the issue immediately while the field specialist was onsite. At lunch, the meal count binder was taken down to the secure area and meals were marked properly at the point of service. The field specialist confirmed that the new process was properly implemented the next day as well. **No further corrective action is needed.**

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The SFA's claim for the school for the Review Period did not match the State Agency's validated meal counts for the Review Period. The claim submitted by the SFA reported 397 breakfasts & 332 lunches. The SA validated 395 breakfasts & 331 lunches. The Dietary Manager was provided the opportunity to correct the claim while the Field Specialist was onsite.

Corrective Action:

Technical assistance was provided to the Dietary Manager regarding the claim consolidation errors. It was advised that a second individual should double check the claim numbers for accuracy prior to submitting the claim for reimbursement. It was agreed that the facility's Compliance Officer would review the claim and sign off on it before the Dietary Manager submits it within CNPweb monthly. **If implemented as agreed upon, no further corrective action is needed.**



Program Year 2024

Meal Components & Quantities - Robert Kinsey Youth Center (Z124)

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.

Corrective Action:

Technical assistance was provided to the Dietary Manager regarding the requirement to serve two different types of milk daily at breakfast and lunch. Allowable options include flavored or unflavored, low-fat milk (1%); and flavored or unflavored fat-free (skim) milk. Unflavored milk must be one of the options offered at each meal service. Low-fat or fat-free lactose-free milk or lactose-reduced milk is also allowable. The Dietary Manager acknowledged that she understood the requirement and an additional variety of milk was planned for the next day. **No further corrective action is needed.**

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

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week

The NSLP and SBP meal patterns have requirements that must be met both daily and weekly for all components. Production records were reviewed for the review period (April 1-7) to determine whether the portion sizes of meal components from the menu planned and served during the review period met the minimum meal pattern requirements for the age/grade group(s) being served. The following insufficiencies were noted:

- the minimum daily 2 oz eq meat/meat alternate requirement at lunch was not met on 4/6.
- the minimum daily 2 oz eq grain requirement at lunch was not met on 4/5 & 4/6.
- the minimum daily 1 cup vegetable at lunch was not met on 4/4.
- two types of milk were not served daily at breakfast and lunch.

Corrective Action:

As corrective action, please provide an updated Week 2 menu and a week (Monday-Sunday) of completed lunch production records for Week 2 of the menu cycle as served in June 2024.

Technical Assistance:

Extensive technical assistance was provided to the Dietary Manager related to understanding the information contained on crediting documentation (CN Labels & PFS), the use of the Grains Chart to determine ounce equivalents, weight versus volume measurements, the use of standardized recipes, and ensuring production records accurately reflect the correct serving sizes and component contributions for planned menu items.

CN Labels/PFS Fact Sheet: https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGIVxdo9bQ3QTWQ--K07ReFk/edit

Grains Chart: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:1df12ac3-390b-33a7-be27-c8e7b5c221c5>

Child Nutrition Recipe Box: https://theicn.org/cnrb/recipes-for-schools/?page_id=113192

Fresh Veggie Portioning Guide: <https://drive.google.com/file/d/1xKckxi1sSVltDgFcKHs60ASXeHXqyIOg/view>

Fresh Fruit Portioning Guide: https://drive.google.com/file/d/1vbReuUV_NGDa81v-kl38GUcWNRvmb5vE/view



Program Year 2024

General Program Compliance - Robert Kinsey Youth Center (Z124)

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. A couple of dented canned goods were observed as well as an opened bag of chocolate chips that were not properly stored in a container with a tight-fitting lid.

Corrective Action:

Technical assistance on the storage issues was provided to the Dietary Manager. She immediately corrected the issues while the Field Specialist was onsite. Technical assistance was also provided to the Dietary Manager regarding consistent date marking of all food products to ensure First In, First Out (FIFO) rotation. **No further corrective action is needed.**