



SNP Administrative Review Findings
Program Year 2024

MSD of Lawrence Township (5330)

MSD of Lawrence Township (5330)

6501 Sunnyside Road
Indianapolis, IN 46236-9707

Food Service Contact

Mrs. Rolonda Brown
Director of Food Services
(317) 423-8280
rolondabrown@msdlt.k12.in.us

Executive Contact

Dr. Shawn Smith
Superintendent
(317) 423-8200
shawnsmith@msdlt.k12.in.us

No. of Sites / Reviewed: 20 / 3
Month of Review: March 2024

Commendations

- * This all-new food service administrative staff were enthusiastic about their first SNP Administrative Review. They diligently worked to follow the preparation checklist for this review and the results demonstrated their hard work.

Meal Counting & Claiming - MSD of Lawrence Township (5330)

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

Finding: Field Trip Meal Count Documentation

The lunch count during field trips is not always documented at the point of service. As noted in various emails and newsletters sent out in the last few years, all meal counts, including field trips, must be taken at the point of service.

Corrective Action:

During the onsite visit the procedure for recording meals for field trips was discussed with the food service director. The SFA is reminded to train staff annually on the importance of documenting field trip meal counts at the point of service. **If implemented as discussed, no further action is necessary.**

Technical Assistance:

A copy of the field trip meal count procedures was given to the food service director and additional discussion took place during the exit meeting.



SNP Administrative Review Findings
Program Year 2024

MSD of Lawrence Township (5330)

Fall Creek Valley Middle School (5291) Food Service Contact

6501 Sunnyside Road
Indianapolis, IN 46236-9707

Ms. Eady Hisle
Manager
(317) 964-6672

Month of Review: March 2024

Date of Onsite Review: April 24, 2024

Other Federal Programs - Fall Creek Valley Middle School (5291)

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

Finding: After School Snacks served prior to end of school day

Due to daily busing of 6th grade music students to a different school for the last hour of the instructional day, snacks were served prior to the end of the school day. To be eligible to serve snacks during the last hour of the school day, elementary students must receive at least six hours of instructional time (excluding recess and meal service time) before being served. These students only received 5.25 hours of instructional time prior to snack service. Due to the misunderstanding of this requirement, no snacks will be disallowed since immediate corrective action was taken.

Corrective Action:

During the review process, the SFA decided to start immediately serving the snack after school. No snacks throughout the district will be served before school ends. Therefore, meeting the six hours of instructional time will not be an issue. No further action is required.



SNP Administrative Review Findings
Program Year 2024

MSD of Lawrence Township (5330)

Harrison Hill Elementary School
(5289)
6501 Sunnyside Road
Indianapolis, IN 46236-9707

Food Service Contact
Ms. Harshi Chahal
Manager
(317) 964-4378

Month of Review: March 2024
Date of Onsite Review: April 24, 2024

Meal Counting & Claiming - Harrison Hill Elementary School (5289)

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

Finding: Counting Breakfasts Without Food Service Supervision

At the request of the school principal, 10 breakfasts were left in the office for students that arrived for school late. These ten breakfasts were automatically marked on the count sheet before being served. After the reviewer notified the head food service staff that this practice was not allowable, the 10 breakfasts were picked up by the kitchen manager. The office claimed seven students had each received breakfast. Therefore, the reviewer disallowed three meals from the day's breakfast count. A discussion that meals must be marked at the point of service. Meals may not be left somewhere and assumed they are being served correctly and given to students.

Corrective Action:

The practice of taking additional breakfasts to the office was stopped the day after the site review. Discussion with the kitchen manager and food service administration confirmed that this will not be an issue moving forward. This summer at the in-service training for all staff, this will be discussed as an example of what not to do. **No further action is necessary.**

Technical Assistance:

A thorough technical assistance was conducted while onsite.

319. Day of Review- excessive overrides in the electronic point of service are not used

Technical Assistance- Recording Meals at POS During Lunch

Several of the students were unable to enter a correct ID number in the POS, therefore holding up the serving line. After several unsuccessful attempts, the cashier used a clicker to document the meal. This slows down the meal service line and defeats the purpose of using a POS. There needs to be a process for assisting students without an ID or who do not know their ID number that takes place outside of the serving line. Additionally, during peak meal service times, it is too much work for one cashier to observe OVS rules, document the meal, and then also make a la carte sales. Consider having an additional cashier and POS for peak times to keep the line moving.

Meal Components & Quantities - Harrison Hill Elementary School (5289)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance- Second 1/2 Cup Fruit Serving for Breakfast

At breakfast on the day of review, the second 1/2 cup serving of fruit in the cafeteria was a container of approximately 10-12 packages of raisels sitting on the counter. The field specialist observed no student selecting any during the over 100 breakfasts served in that area. It is highly suggested that all fruit selections are put in more inviting containers with several more portions available. Move the container closer to the other breakfast items to show that it is part of the breakfast. Lastly, add a sign to advertise that the second fruit item is also part of the reimbursable meal. As for the second 1/2 cup serving of fruit in the remote hallway locations, the 10-12 portions available for all the hundreds of students were either on top of the milk or on the serving cart. It was also not well advertised as a part of the breakfast meal. For these locations, the whole fruit serving should be put into the grab and go breakfast sacks.



401. Day of Review- all meals observed and counted for reimbursement contained all required meal components

Finding: Breakfast in the Hallway

During the breakfast observation, the staff member serving breakfast in the hallway was not sufficiently trained.

- Meals continued to be served after only one type of milk was available; the meal service should have stopped until a second variety was replenished.
- Not realizing the significance of the milk, the server placed the milk crate in an area where the students did not know it was an option for breakfast.
- The sacked muffins and orange juice were served without the other planned fruit item. (Other staff stopped her from serving an incomplete breakfast.)

Corrective Action:

Prior to anyone serving breakfast or lunch, they must be thoroughly trained on the program requirements. The importance of meeting the requirements must be emphasized. **Develop and implement a standard operating procedure that outlines what an individual must be specifically trained on and how much program experience must they have prior to being a food server. Upload a copy of this SOP into the review tool. Serving staff must be trained on the meal pattern requirements and on Offer vs. Serve procedure via the Moodle website <https://moodle.doe.in.gov/>. Once complete upload the meal pattern requirements and on Offer vs. Serve certificates into the review tool.**

Technical Assistance:

The field specialist reiterated to the manager the importance of training food service staff prior to allowing them to serve food.

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

Technical Assistance- Placement of Milk in Remote Hallway Serving Locations for Breakfast

The milk crates should always be located out in front of the line visible to the students. Preferably stacked three crates high making it easier for students to grab with their armload of belongings coming into the school building.

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: Milk variety not offered throughout serving period on Day of Review.

As observed on the day of the breakfast review in the three remote hallway serving locations, at least two required milk varieties were not always available throughout the entire serving period.

Corrective Action:

When this occurred the observing staff immediately stopped the serving process and got more chocolate milk knowing that two kinds always need to be offered to the students. **Serving staff must be trained on the meal pattern requirements and on Offer vs. Serve procedure via the Moodle website <https://moodle.doe.in.gov/>. Once complete upload the meal pattern requirements and on Offer vs. Serve certificates into the review tool.**

Technical Assistance:

The field specialist reiterated to the manager the importance of training food service staff prior to allowing them to serve food.



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MSD of Lawrence Township (5330)

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

Technical Assistance- Breakfast Second Fruit

During the breakfast observation inside the cafeteria everyone served was given the 4 ounces orange juice inside their breakfast sack, and the remaining 1/2 cup of fruit was placed in a dish by itself away from the sacked breakfasts. Few students took whole fruit. To help increase the fresh fruit intake, consider placing a sign by the fruit bowl to draw their attention. When serving fresh fruit, make it more appealing by peeling it, cutting it into pieces, individually bagging it, or placing it in a fun bowl that gets the students' attention versus a dull bowl that is placed on the back of the counter. Maybe even decorate one piece of the fruit and place it on the edge of the serving container. Lastly, suggest to the students if they do not want the fruit now, they could eat the fruit later as a snack.

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

Finding: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.

As observed on the day of breakfast review, signage for the breakfast in the hallway explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least 1/2 cup fruit or vegetable) is not identified near or at the beginning of the meal service line.

Corrective Action:

A sign was posted after the meal service and the requirement was brought to the food service staff's attention. This requirement will be discussed at the in-service training prior to next school year starting. **No further corrective action is required.**

Technical Assistance:

The school was provided technical assistance.

General Program Compliance - Harrison Hill Elementary School (5289)

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

Finding: Justice For All poster not displayed in prominent location.

The USDA "And Justice for All" poster was not displayed in a prominent location where it is visible to recipients of benefits.

Corrective Action:

Posters were obtained on the afternoon of April 23, 2024, and posted in time for the April 24, 2024, breakfast service. A reminder to all staff will be made to all staff during the in-service training before next school year starts. **No further action is required.**

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

Technical Assistance- Buy American

The state agency reviewed the submitted letter for frozen peas or carrots purchased in Canada. While single purchases of frozen peas or carrots can be supported with a non-domestic substitution, if the letter indicates that the vendor cannot supply the requested item for the entire year or other period, the SFA might consider other vendor sources for domestically produced products.



SNP Administrative Review Findings
Program Year 2024

MSD of Lawrence Township (5330)

Lawrence North High School (5276)

6501 Sunnyside Road
Indianapolis, IN 46236-9707

Food Service Contact

Ms. Patti Musgrove
Manager
(317) 964-7778

Month of Review: March 2024

Date of Onsite Review: April 22, 2024

Meal Components & Quantities - Lawrence North High School (5276)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding: Student and their food choices

A teacher's aide was choosing their foods for the special needs children without any input from the students.

Corrective Action:

All students should have the same food options. If a student is not able to make their own choices, their parent, guardian, medical authority, or a documented appointed school delegate may do so. **A school policy must be developed for all food service staff, teachers, and aides so that everyone is aware and trained of this important requirement. Upload a copy of this policy into the review tool.**

Technical Assistance:

This finding was discussed while onsite and during the exit meeting.

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

Technical Assistance- Milk Allergies

If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute. It is up to the SFA to determine if they will offer milk substitutes for students due to religious or lifestyle choices. All specific milk guidelines can be found on the SCNP website

https://docs.google.com/document/d/1e2k_EzKBSPS843Vgc9cOCModxjpPUfEoglwTV4-X0Ik/edit

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

Technical Assistance- Offer vs. Serve at Lunch

At lunch, schools must offer all five components (fruit, vegetables, grains, meat/meat alternates, fluid milk) and students must select at least three components, one of which must be 1/2 cup fruit and/or vegetable. While locally the policy can be to require 4 components to be taken, requiring more than the three components when the student prefers to decline it defeats the purpose of implementing Offer vs. Serve.

General Program Compliance - Lawrence North High School (5276)

1407. SFA written food safety plan is implemented

Finding: Transporting Uncovered Food

During the lunch observation, a cart of several uncovered lunch plates was being pushed through a busy hallway to the Special Needs Classroom. The uncovered food could have easily been contaminated.

Corrective Action:

A standard operating procedure must be developed and implemented for transporting food out of the cafeteria. Review this policy during the in-service training prior to next school year. Reference your local health department codes when developing this SOP to ensure guidelines are followed. Upload a copy of this policy into the review tool.