



Child Nutrition Programs - Summer Food Service Program Review Report

1-3456 – DULUTH ISD 709

Sponsor Review Dates: August 1st, 2024

Date Findings Discussed with Sponsor: August 1st, 2024

Corrective Action Due Date: August 20th, 2024

Sites Reviewed and Review Dates:

Laura Macarthur Elementary – July 31st, 2024.

Rockridge Academy – August 1st, 2024

Month(s) of Review: Summer 2024

Lead Reviewer and Additional Team Members: Natasha Lemke

Sponsor Representatives:

Sheila Oak, Food Service Director

Stacey Bergstedt, Area Supervisor

Sponsor Level Findings

<i>Area</i>	<i>Finding ID and Description</i>	<i>Required Corrective Action</i>	<i>Sponsor Corrective Action</i>
<p>400 MEAL COMPONENTS AND QUANTITIES</p>	<p>401SP. Sponsor is using the same menu for multiple sites and the menu did not meet the National School Lunch Program meal pattern requirements. The following concerns were identified:</p> <p>1. Menu documentation for lunch served during the review period indicate that the portion size of vegetable did not meet the minimum daily requirement on several days when “assorted vegetable” was the only vegetable offering. This was also noted on sponsor monitoring visits at several sites that the vegetable portion size was 1/2 cup on the day of the sponsor monitor visit.</p> <p>2. Menu documentation for lunches served during the review period indicates that the amount of red/orange vegetable subgroup was not offered in the minimum weekly required amount. It should be noted that on the day of the review, Laura MacArthur school served a vegetable tray that included tomatoes and carrots, however production records and menus from the review period do not indicate that the subgroup was met in full during previous weeks.</p>	<p>Describe your plan to ensure that the minimum daily vegetable requirement is met.</p> <p>Describe your plan to ensure menus and production records will document that the red/orange subgroup is met.</p>	<p>Persons involved in corrective action: Sheila Oak, Supervisor of Child Nutrition Programs : Stacy Bergstedt, Area Supervisor; Thomas Rusk, Site Supervisor.</p> <p>Date of correction: 8/1/24</p> <p>Menus will list the specific vegetable to serve each day with a ¾ C serving size.</p> <p>All employees will be trained on the ¾ Serving size for vegetables.</p> <p>All production sheets will have the listed vegetable served each day with the ¾ C serving.</p> <p>Additional fresh vegetables will also be offered to all participants.</p> <p>Menus and production sheets will indicate the</p>

			<p>red/orange vegetable subgroup weekly on the menus.</p> <p>All employees will be trained on the Red/orange subgroup requirements for meals.</p>
<p><i>401SP Minnesota Department of Education Response to Corrective Action:</i></p>			
<p>700 FINANCIAL MANAGEMENT</p>	<p>708SP. Sponsor is using SFSP reimbursement to pay for unallowable costs.</p> <p>One invoice for Lincoln Park on 7/26/24 included baked chips, which is an unallowable cost to the SFSP program.</p>	<p>Describe your plan to correct this finding. Submit documentation to show that non-program funds were used for this cost.</p> <p>Technical Assistance: Expenditures for foods that are not served as part of the reimbursable meal are not allowable costs. Condiments served with a creditable food are exempt from this restriction. Sites that intend to serve additional foods that do not meet SFSP meal pattern standards must use non-program funds.</p> <p>The USDA SFSP Administration Guide, https://www.fns.usda.gov/sfsp/handbooks, contains information on program costs and reimbursement (Unit 4, page 45).</p>	<p>Persons involved in corrective action: Sheila Oak, Supervisor of Child Nutrition Programs ; Stacy Bergstedt, Area Supervisor; Thomas Rusk, Site Supervisor.</p> <p>Date of correction: 8/1/24</p> <p>The baked chips will be paid out of the regular school year funds and not the summer meal program funds.</p> <p>The invoice for this item is being submitted with this response that shows the codes that will be used to pay for the chips out of the regular school year funds.</p>

			The remainder of the invoice will be paid out of summer meal funds.
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708SP Minnesota Department of Education Response to Corrective Action:

Observation:

Site Level Findings:

1000002248 – Laura Macarthur Elementary School

DATE OF REVIEW: July 31st, 2024

Area	Finding ID and Description	Required Corrective Action	Sponsor Corrective Action

Observation: No site findings observed at Laura Macarthur Elementary.

Site Level Findings:

1000002254 – Rockridge Academy

DATE OF REVIEW: August 1st, 2024

Area	Finding ID and Description	Required Corrective Action	Sponsor Corrective Action
<p>300 MEAL COUNTING/CLAIMING</p>	<p>301. The meal count is not taken daily for each meal/snack at the point of service.</p> <p>On the day of review, the point-of-service count was not taken. Instead, the kitchen employee took a mental tally of students, and a back-count of the remaining entrees prepared after the service to determine the total meals served. Although this site has relatively low attendance, neither of these counting methods are considered point-of-service.</p> <p>It should be noted that the site did have daily check-off sheets on hand and technical assistance was provided by the reviewer on how to utilize these sheets for a point-of-service count.</p>	<p>Submit a plan to ensure meal counting accuracy. Describe staff training, if necessary.</p> <p>See site finding 401 for day-of-review claim adjustment.</p> <p>Technical Assistance: The point of service is the point at which a person can determine that a reimbursable meal was served to/selected by an eligible youth. All food components must be served to the youth prior to a person counting the meal as reimbursable. It is recommended that all food components be served in a meal service line, where youth line up to receive a complete reimbursable meal, and the count of reimbursable meals is taken at the end of the service area.</p>	<p>Persons involved in corrective action: Sheila Oak, Supervisor of Child Nutrition Programs ; Stacy Bergstedt, Area Supervisor; Thomas Rusk, Site Supervisor. Summer Emison, Rockridge Site manager</p> <p>Date of correction: 8/1/24</p> <p>Meal counting will be done on the serving line with the daily count sheet. A clicker is also now available for the employee.</p> <p>Employee was made aware of the point of service meal counting requirements and the appropriate way to count meals.</p>
<p><i>301. Minnesota Department of Education Response to Corrective Action</i></p>			
<p>401 MEAL COMPONENTS AND QUANTITIES</p>	<p>401. The meal offered on the day of review did not comply with meal pattern component requirements. Incomplete</p>	<p>Describe how you will ensure that point of service staff understand what constitutes a reimbursable meal.</p>	<p>Retrained the employee on what constitutes a reimbursable meal.</p>

	<p>meals were served to children and counted as reimbursable.</p> <p>A complete meal was offered to children, but incomplete meals were served. Observed five (5) breakfast meals claimed for reimbursement at the point of service that were missing required meal components. These students selected 2 or fewer items, such as 1 cereal and 1 juice box. 3 items are required under the NSLP breakfast pattern. The kitchen employee did not have a good understanding of what constitutes a reimbursable meal using offer-versus-serve.</p>	<p>In the corrective action, please indicate if one of these actions was taken by your sponsorship to adjust the claim(s) for reimbursement: The claim for reimbursement was not submitted on the day of review, but corrected meal counts were entered when the claim was submitted. OR The claim for reimbursement was adjusted on [enter date].</p> <p>This is an appealable action. Refer to the SFSP Appeal Procedure, which is located on the Minnesota Department of Education website at https://education.mn.gov/MDE/dse/FNS/SFSP/App/. If sponsor appeals, the decision of the appeal will determine the course of action. If sponsor does not appeal, the claim for reimbursement needs to be adjusted. A submitted claim may be adjusted by the sponsor within 60 calendar days after the end of the claiming month. Adjustments after the 60th day can be made by the state agency.</p> <p>Technical Assistance: The NSLP meal pattern and other menu planning resources are available on the Minnesota Department of Education website at https://education.mn.gov/MDE/dse/FNS/SNP/qual/pat/</p>	<p>Will begin to use a unitized breakfast meal to ensure a reimbursable meal is being taken by all students.</p> <p>Will also implement use of a sharing table for those students that don't want all the items. (for example milk)</p> <p>The claim had not been completed for July, so 5 breakfasts were taken out of the daily count for the day of review and not included in the reimbursement.</p>
<p><i>401. Minnesota Department of Education Response to Corrective Action:</i></p>			

Observation: