



**SNP Administrative Review Findings**  
*Program Year 2020*

**Mishawaka Catholic Schools (K366)**

**Mishawaka Catholic Schools (K366)**  
230 Spring St.  
Mishawaka, IN 46544-1940

**Food Service Contact**  
Ms. Angie Troyer  
Food Service Director  
(574) 255-5554

**Executive Contact**  
Mrs. Karen Salvador  
Principal  
(574) 255-5554

No. of Sites / Reviewed: 3 / 1  
Month of Review: February 2020

**Certification and Benefit Issuance - Mishawaka Catholic Schools (K366)**

*126. Certification: selected applications correctly approved*

**Technical Assistance:**

SFA must retain the entire income application submitted by the household for their records. A few of the applications reviewed only contained the front page of the application.

*127. Correct income eligibility guidelines used to certify applications*

**Finding 9000: Benefits increased without new application**

The SFA increased benefits from reduced to free for a household without receiving a new income application. The household stated they lost income and the SFA immediately put them on free meals. Households can submit a new income application at any time during the school year if circumstances within the household change.

**Corrective Action:**

The SFA contacted the household and had them complete a new income application. No further action required.

*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. Four students were given DC free benefits for the current school year but were not found on any DC downloads / look-ups this school year. The benefit was from last school year and should have expired after the 30 day carry-over when the household failed to provide eligibility documentation.

**Corrective Action:**

The SFA will contact the households via mail informing them their benefits change. The SFA will also read through the 30 day carry over facts sheet found on the IDOE website: <https://www.doe.in.gov/nutrition/free-and-reduced-fact-sheets-and-training>. The SFA will submit to the IDOE a copy of the 30 day carry over fact sheet and include their signature and date, indicating they have read through the document.

Corrective action was received 5/14/20 to resolve this finding. No further corrective action required.

**Verification - Mishawaka Catholic Schools (K366)**

*214. Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility*



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**Finding 9047: Change in benefit levels due to Verification results not changed within required timelines.**

The SFA did not retain a copy of the verification decision letter; therefore, it cannot be determined if the SFA gave the household the appropriate amount of time before decreasing their benefits. When a student's eligibility status changed due to verification, benefits must be decreased within 10 calendar days from the final verification decision.

**Corrective Action:**

The SFA will submit their new procedures for maintaining verification documentation. Corrective action was received 6/12/20. No further action required.

**Resource Management - Mishawaka Catholic Schools (K366)**

*700. SFA accurately track all revenues and expenses?*

**Finding 9000: Resource Management not completed before on-site review**

Resource management and off-site questions must be completed before the on-site portion of the administrative review. After three requests by the SA, the SFA still did not complete resource management prior to the on-site review date.

**Corrective Action:**

The SFA will submit to the SA their process for the next administrative review that will ensure all areas of the review are completed by the timeline set forth by the SA. Sufficient corrective action was received 6/12/20. No further action required.

**Resource Management Comprehensive Review - Mishawaka Catholic Schools (K366)**

*765. Adult Meals*

**Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.**

Adults are not charged for meals consumed during Grandparent's Day. All meals must be purchased by the adult or non-federal funds must be used to cover the cost of these meals. Food service funds cannot be used.

**Corrective Action:**

SFA will describe their new process to cover the cost of adult meals daily and during special events. Sufficient corrective action was received 6/12/20. No further action required.

**General Program Compliance - Mishawaka Catholic Schools (K366)**

*810. The USDA non-discrimination statement is on appropriate Program materials*

**Finding 9000: Incorrect Non-Discrimination Statement**

The incorrect non-discrimination statement is used on program materials.

**Corrective Action:**

The SFA has corrected the non-discrimination statement to reflect the appropriate phrase, 'This institution is an equal opportunity provider'. No further action required.

*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.**



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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. Wellness committee must be expanded to include the following: parents, students, school health professional, school board member, school administrator, and the general public.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: the SFA will submit communication sent to the school population and community requesting their involvement with creating and expanding the wellness policy.

Sufficient corrective action was received on 6/12/20. No further action required.

*1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements*

**Finding 9000: Smart Snacks sold not compliant**

One a la carte item sold was not smart snack compliant.

**Corrective Action:**

The SFA will discontinue selling the non-compliant item immediately. No further action required.

*1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements*

**Finding 9010: Smart Snacks 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 Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site: no smart snack calculations have been completed for any smart snacks items sold.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Smart Snacks policies and practices identified from the Off-site Assessment Tool: SFA will complete smart snack calculator print outs for each a la carte item sold. They will submit the calculator print outs as corrective action.

Sufficient corrective action was received on 7/2/20. No further action required.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Smart Snacks policies and practices identified from the Off-site Assessment Tool: the SFA was shown how to show compliance for smart snack items by using the Smart Snacks Calculator.



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**St. Joseph School (D1773)**

230 Spring St.  
Mishawaka, IN 46544-1940

**Food Service Contact**

Mrs. Angie Troyer  
Food Service Director  
(574) 255-6381

Month of Review: February 2020

Date of Onsite Review: March 4, 2020

**Meal Components & Quantities - St. Joseph School (D1773)**

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

**Finding 9000: MMA Serving Size**

On the day of review, the kitchen staff did not use a measuring scoop to ensure they were serving the proper amount of MMA to each student. A slotted serving spoon was used instead of a measuring scoop that yields a consistent serving size with each scoop. Without using a utensil that yields a consistent serving size, the staff are unable to ensure each student is receiving the minimum MMA component required.

**Corrective Action:**

The SFA will retrain staff on proper measuring practices. The SFA will submit the training documents along with a dated sign-in sheet as corrective action.

Sufficient corrective action was received on 3/9/20. No further action required.

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

**Finding 9000: Vegetable Serving Size**

During the on-site lunch visit, the kitchen staff was observed using the correct scoop size for vegetables but she did not empty the entire scoop when putting the food on the tray. Therefore, the students were not given the entire serving as planned and recorded on production records.

**Corrective Action:**

The kitchen staff will give the entire serving to each student when dishing out measured foods. Technical assistance was provided on-site. No further action required.

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

**Finding 9000: Crediting documents not retained by SFA**

The SFA did not have crediting documentation for foods served during the week of review. Without proper crediting documents, it is impossible to ensure compliance of the meal pattern.

**Corrective Action:**

The SFA has contacted their food manufacturers and obtained copies of crediting for all food items prepared and served during the week of review. The SFA will complete the Crediting Foods Course on inTeam and submit their training certificate as corrective action.

Sufficient corrective action was received on 3/9/20. No further action required.

**Technical Assistance:**

The SFA is reminded that crediting documentation must be retained for all foods served daily to ensure compliance. If a food does not have a CN label or product formulation statement, the SFA has been instructed by the SA to seek out alternative items.



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

**Finding 9000: Production Records**

Production records are not completed daily with the required information and information is missing on the production record.

**Corrective Action:**

The SFA will begin using the IDOE production record template immediately. They will submit five days of completed productions using the new template as corrective action.

Sufficient corrective action was received 6/12/20. No further action required.

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

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period February 10-14, 2020, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: Feb 11 (no MMA), Feb 12 (no vegetable), and Feb 13 (no grain). Meals missing a required component are not reimbursable.

**Corrective Action:**

The SFA will submit the March 2020 menu with crediting documentation, serving sizes, and recipes to the SA as corrective action. The SA will approve the menus to ensure compliance.

Sufficient corrective action was received on 6/12/20. No further action required.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

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

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. For the week of review, the menu was insufficient in grains, MMA, and legumes.

**Corrective Action:**

The SFA will complete the Nutritional Quality and Meal Pattern for Menu Planners training on inTeam and submit their training certificate as corrective action. They will also submit a written procedure for ensuring all meal pattern requirements will be met on all future menus.

Sufficient corrective action was received on 6/12/20. No further action required.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

**General Program Compliance - St. Joseph School (D1773)**

1408. *Temperature logs are available*



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**Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for various days throughout the 6 month period. Currently the food service staff record temperatures on the daily production record. Many days did not contain temperatures for each food.

**Corrective Action:**

The SFA will begin using the IDOE production record which has a column specifically for the temperature of each item. This will be completed daily for each item. The SFA will submit a five day sample of production records as corrective action. Sufficient corrective action was received on 6/12/20. No further action required.

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

**Finding 9000: Left over foods**

All left-over foods must be labeled and dated. During the on-site visit, foods in the freezer and dry storage were observed with no labeling and no date.

**Corrective Action:**

SFA has labeled all foods not before labeled. No further action required.

*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. Storage violations observed: many expired foods located in kitchen and storage area and no items are dated when received.

**Corrective Action:**

The SFA has disposed of all out of date foods and will begin dating all foods when they are delivered from vendors. No further action required.