

SNP Administrative Review Findings

St. Joseph High School (K318)

Program Year 2020

St. Joseph High School (K318)

453 N. Notre Dame Ave
South Bend, IN 46617-2335

Food Service Contact

Mrs. Stacy Crowell
Director of Food Services
(574) 233-6137

Executive Contact

Ms. Sue Makowski
Business Manager
(574) 233-6137

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2020

Certification and Benefit Issuance - St. Joseph High School (K318)

126. Certification: selected applications correctly approved

Finding 9000: The application approval process is not implemented correctly

Based on the selected students, eligibility determination errors were found. The SFA's electronic application system will automatically approve applications for free if they put any information in the case number section.

Corrective Action:

The SFA will verify each application that included a case number and was approved as categorically eligible. The FSD and state agency discussed this at length during the exit conference and no further action is necessary.

Technical Assistance:

Valid case numbers in the state of Indiana start with a "10" or "60" and are ten digits long.

128. Correct conversion factors used for applications with more than one income frequency

Finding 9019: Incorrect conversion factors used when processing applications

For applications that indicate only one income frequency, the SFA should not convert income to yearly. Income should only be converted to yearly when more than one frequency is listed on the application.

Corrective Action:

When processing applications and only one income frequency is listed, the SFA should process the application using that frequency. No further action required.

Verification - St. Joseph High School (K318)

215. SFA completed verification by November 15

Technical Assistance:

When completing verification, the SFA should keep a file for each household that must be verified. This makes it easy to review all verified applications quickly and accurately to be able to determine the correct benefit.

For each household, the SFA will have the original income application submitted by the household, any correspondence sent via mail or email to the household, detailed notes of phone conversations with the households, income documents, etc.

General Program Compliance - St. Joseph High School (K318)

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.

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. Discrepancies or deficiencies found on-site: Smart Snacks guidelines are

SNP Administrative Review Findings

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outdated, stating only 50% of a la carte items sold must be healthier options. Wording describing requirements for beverages and vending machines is also outdated.

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 smart snacks section must be updated to include current policies. The SFA will make the necessary changes and submit to the SA as corrective action.

1400. The written food safety plan contains required elements and a copy is available at each school

Finding 9142: The written food safety plan does not contain all the required elements.

The SFA currently does not have a food safety plan in place. The written food safety plan must comply with the HACCP program criteria described in 7CFR 210.13(c).

Corrective Action:

SFA will develop a food safety plan using the IDOE template found on the state website at: <https://www.doe.in.gov/nutrition/food-safety>. They will submit their timeline for completing the food safety plan as corrective action.

SNP Administrative Review Findings**St. Joseph High School (K318)****Program Year 2020****St. Joseph High School (D225)**453 N. Notre Dame Ave
South Bend, IN 46617-2335**Food Service Contact**Mrs. Stacy J Crowell
Director of Food Services
(574) 233-6137

Month of Review: January 2020

Date of Onsite Review: February 11, 2020

Meal Components & Quantities - St. Joseph High School (D225)*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served***Finding 9000: Inconsistent Portion Sizes Served**

During meal observation, employees were noted using their hands to serve French fries. This practice yields a very inconsistent portion size. To ensure each student receives the minimum 1/2 cup serving of vegetables, a portioning scoop must be used when serving.

Corrective Action:

The SA provided technical assistance during lunch service. The employees began serving French fries using a measuring spoodle. No further action required.

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

On the day of review, it was observed that students were able to take two PBJ Uncrustables to meet the 2 ounce Meat/Alternate and 2 ounce Grain requirement for high school age students. However, most students that selected this entrée option only took one sandwich, therefore, neither component, MMA nor grain, are in their full portion. This can be confusing for the cashier to quickly be able to ensure the student has selected a reimbursable meal.

The SA suggested the FSD create a 'combo meal' which would include one PBJ Uncrustable along with another 1MMA and 1 grain. This will ensure each student that selects this entrée receives the required portion of MMA and grain components, the meal will be easily recognizable as reimbursable, and possibly a less expensive option than offering two PBJ Uncrustables.

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students***Finding 9000: Production Records**

Production record used by the SFA is lacking required information. Areas not included on current production record: # of planned servings, total purchase units of food prepared, # served for students, a la carte, and adult.

Corrective Action:

The SFA will submit their revised production record that includes all missing information or they will begin using the IDOE production record template. The FSD submitted five days of production records for corrective action.

Technical Assistance:

Production record template found on IDOE website: <https://www.doe.in.gov/nutrition/food-production-records>

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students***Finding 9000: Tracking milk sales**

Milk is a required component for the National School Lunch Program. It is also required that each milk variety is tracked separately, showing that at least two varieties of milk were offered during the entire meal service each day. At the present time, the SFA is not tracking milk sales at all.

SNP Administrative Review Findings

St. Joseph High School (K318)

Program Year 2020

Corrective Action:

The SFA will begin tracking milk sales daily. The FSD submitted 5 days of production records to show compliance for this finding.

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. One meal during the week of review contained an insufficient amount of grain.

Corrective Action:

The SFA will choose a different grain to accompany this meal in the future. The SFA will ensure they have accurate crediting documentation before serving the new product. No further action required.

Technical Assistance:

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

General Program Compliance - St. Joseph High School (D225)

1104. Foods sold to students meet Smart Snacks standards

Technical Assistance:

During the on-site review, a student group was selling non-compliant foods for a Valentine's Day fundraiser. The SFA was unaware the sale was in progress.

The SFA must always be informed if a food sale of any kind will be conducted during school hours to ensure they are compliant with all Smart Snacks regulations or if they will be using one of the school's two exempt fundraiser allowances for the year.

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. The First In, First Out (FIFO) inventory management method is not being used due to no inventory is dated. Opened cases of product are not dated individually to ensure FIFO is used or to ensure products are used in a timely manner.

Corrective Action:

The SFA will begin to date all products received. Also, after a case is opened, each individual bag, can, etc. will be dated with the delivery date. No further action required.