



## SNP Administrative Review Findings Program Year 2025

## Bishop Chatard High School (K204)

### Bishop Chatard High School (K204)

5885 N. Crittenden  
Indianapolis, IN 46220-2840

### Food Service Contact

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No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2025

### Commendations

- \* The food service director was very prepared and organized for the review. All review materials were well put together and easily accessible.
- \* The line set up for lunch had a nice flow to it and was appealing to the eye. The line was colorful, and many choices were available.

### Technical Assistance

- \* It is recommended to change the breakfast signage stating the students must select milk with their meal. The reviewer discussed with the food service director the breakfast requirements under Offer vs Serve (OVS) (i.e., 2oz grain and a fruit count as a reimbursable meal). The breakfast OVS fact sheet can be found here: [https://docs.google.com/document/d/19PH-xYOogShRVgZLyfBee3JI3l\\_S-T6-jmVA0WeAjEQ/edit?usp=sharing](https://docs.google.com/document/d/19PH-xYOogShRVgZLyfBee3JI3l_S-T6-jmVA0WeAjEQ/edit?usp=sharing).

### General Program Compliance - Bishop Chatard High School (K204)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

#### Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements. The following elements are missing: there is not a local non-staff stakeholder on the committee.

#### Corrective Action:

**As corrective action the local school wellness policy committee must review and update the wellness policy to include a public non-employee stakeholder. Committee meeting notes and the agenda as well as the updated member list must be provided as corrective action.**

#### Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1403. Review of agricultural food components indicates violations of the Buy American provision

#### Technical Assistance- USDA Buy American Provision Updated Policy Guidance

USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year. For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>.

To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>.

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.



**SNP Administrative Review Findings**  
**Program Year 2025**

**Bishop Chatard High School (K204)**

**Bishop Chatard High School (C705)**

5885 N. Crittenden  
Indianapolis, IN 46220-2840

**Food Service Contact**

Mr. Michael S Dlugosz  
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Month of Review: January 2025

**Meal Components & Quantities - Bishop Chatard High School (C705)**

*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 pattern has requirements that must be met both daily and weekly for all components. During the review of planned NSLP and SBP menus for the menu certification week, the following insufficiencies were noted: the minimum weekly grain requirement was not met for breakfast.

Breakfast did not meet the weekly grain requirement due to the one grain equivalent breakfast bar offered daily.

**Corrective Action:**

**As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements. Additionally, complete the breakfast meal pattern training found on the Moodle website and provide the certificate as proof of completion. Please note that future repeat portion size violations may result in fiscal action.**

**Technical Assistance:**

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

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

**Finding 10139: Production Records**

The following issues were noted with production record:

- a) The portion size reported on the production record did not correspond accurately with the recorded crediting.
- b) Incorrect portion size listed.
- c) Milk was not listed at all on the production record.
- d) All required information was not filled out on the production record. Missing were prepared quantities, leftovers, temperatures and some items were not listed at all.

**Corrective Action:**

**As corrective action, complete the following:**

- a) Provide the state agency with one week of completed breakfast and lunch production records.
- b) Provide proof of production record training for staff.
- c) Complete production record training and provide the state agency with completion certificate

<https://moodle.doe.in.gov/>

**Technical Assistance:**

Proper production record maintenance was discussed on-site with the food service director.



**SNP Administrative Review Findings**  
*Program Year 2025*

**Bishop Chatard High School (K204)**

**General Program Compliance - Bishop Chatard High School (C705)**

1406. *The most recent food safety inspection report is posted in a publicly visible location*

**Finding 9147: Food Safety Inspection Report**

The most recent food safety inspection report is not posted in a publicly visible location. Inspection report was posted inside the kitchen.

**Corrective Action:**

The food service director moved the report and posted it in the cafeteria by the serving lines. **No other further corrective action is needed.**

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. The First In, First Out (FIFO) inventory management method is not being used. No date markings on any opened cases of cans, etc. in storeroom or cooler.

**Corrective Action:**

Moving forward SFA must date mark all opened items in storeroom and cooler. **Train staff as well in date marking and provide the state agency with the training agenda and sign-in sheet.**