



SNP Administrative Review Findings

Program Year 2025

Holy Family School (K247)

Holy Family School (K247)

56407 Mayflower Road
South Bend, IN 46619-1517

Food Service Contact

Mrs. Diane Fischer
Food Service Director
(574) 232-4708
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Executive Contact

Ms. Brittany Cains
Principal
(574) 289-7375
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No. of Sites / Reviewed: 1 / 1
Month of Review: October 2024

Commendations

- * The FSD is well organized. All requested documents were available for review during the on-site review. The kitchen staff prepared a great meal that the students enjoyed. The staff scratch cook whenever possible.

Technical Assistance

- * The SFA is reminded that all purchases made with non-profit food service funds must be reasonable, allowable, and allocable. Please ensure non-food service-related purchases are paid for with non-federal funds.
- * The SFA is reminded that adult meals must always be tracked separately from student meals. Adult meals should never be claimed for reimbursement.
- * The SFA is reminded when utilizing the CEP meal count sheet to track meals, they must ensure they are fully completed and totals are checked by two people to ensure accuracy.
- * The SA discussed spend-down options with the SFA. Some of the topics discussed were purchasing a new serving line or modifying the current line and offering additional entree options.
- * Always retain crediting documentation for all foods served.

General Program Compliance - Holy Family School (K247)

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

Technical Assistance - Food Safety Plan

While there have been vast improvements in the Food Safety Plan since the previous review, there is still room for improvement. The SFA should refer to the state agency's Food Safety Plan template and Standard Operating Procedures guidelines to further develop their plan. Resources are available at: www.in.gov/doe/nutrition/food-safety/



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Holy Family Elementary School (D245) Food Service Contact

56407 Mayflower Road
South Bend, IN 46619-1517

Mrs. Diane M Fischer
Food Service director
(574) 232-4708

Month of Review: October 2024

Date of Onsite Review: November 7, 2024

Meal Components & Quantities - Holy Family Elementary School (D245)

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

Technical Assistance – Offering Variety

Be sure to always offer a variety of fruits and vegetables throughout the week. Try to refrain from serving the same food multiple times each week.

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

Finding 9000: Standardized Recipes

The SFA does not have/utilize standardized recipes for all foods prepared. A standardized recipe is required when two or more ingredients are combined.

Corrective Action:

The SFA must create/obtain standardized recipes for all foods containing two ingredients or more. The SFA will complete the standardized recipe training and submit their training certificate as corrective action. Additionally, provide two recipes that have been standardized for use in your school meal programs.

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 meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned NSLP menus for the menu certification week, the following insufficiencies were noted:

-the minimum weekly vegetable sub-group requirement was for beans/peas not met.

-the minimum daily vegetable component requirement was not met on two days. Less than 3/4c vegetable was planned to be served.

Corrective Action:

As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.

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/>



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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 records: the production record format did not include all required information, production records were incomplete, the portion size reported on the production record did not correspond accurately with the recorded crediting.

Details of production record issues:

1. Milk usage was not tracked for breakfast.
2. Total purchase units column was not completed for breakfast.
3. The number of total reimbursable meals claimed was not supported by information documented on production records.
4. Crediting was recorded incorrectly for the serving size as stated on product formulation statements.

Corrective Action:

As corrective action, completed breakfast production records for one week from the reviewed sites must be submitted to the State Agency. Additionally, provide proof of production record training for staff.

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

Technical Assistance - Menu Substitutions

When making menu substitutions, it is recommended to substitute with like items. Specifically, when substituting vegetables, try to substitute with another vegetable from the same sub-group to ensure the meal pattern requirements are met for the week.

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

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s).

Corrective Action:

As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of training, including the date, the agenda, and a sign-in sheet of attendees.

Technical Assistance:

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