

SNP Administrative Review Findings

St Christopher School (K207)

Program Year 2019

St Christopher School (K207)

5335 West 16th Street
Indianapolis, IN 46224-6402

Food Service Contact

Mrs. Kelli L Wittman
Food Service Director
(317) 241-6314

Executive Contact

Ms. Karen King
Principal
(317) 241-6314

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2019

Certification and Benefit Issuance - St Christopher School (K207)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9901: Multiple applications were certified incorrectly or utilized incomplete information.

Multiple applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.

Corrective Action:

Corrections have been made to certification errors and staff understand the errors that were made. No further action required.

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 all income in the same frequency, income was converted to annual income.

Corrective Action:

Staff understand that when all income on an application is reported in the same frequency, it must not be converted to annual income. The benefit level for the affected application did not change. No further action required.

133. Direct Certifications correctly certified?

Finding 9024: Some students directly certified for free meals were not certified correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Two students were not given the Free benefits indicated in the DC report- one was given Reduced benefits based on a household application and one was not given benefits at all.

Corrective Action:

Corrections to affected students were made. Staff understand proper issuance of Direct Certification benefits. No further action required.

Verification - St Christopher School (K207)

208. Confirmation Review – documentation on file, required procedures followed?

Finding 9037: Confirmation review not conducted as required.

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

Corrective Action:

During subsequent verification activities, staff understand that a confirming official must sign applications selected for verification as documentation that a confirmation review was conducted. No further action required.

215. SFA complete verification by Nov 15 or request extension?

Finding 9048: Verification not completed by November 15.

For the current school year the SFA did not complete its Verification process prior to November 15- the notice of adverse action was sent after November 15.

SNP Administrative Review Findings**St Christopher School (K207)****Program Year 2019****Corrective Action:**

During subsequent verification activities, the entire verification process will be completed by November 15 each year. Staff understand that this includes the notice of adverse action. No further action required.

Resource Management Comprehensive Review - St Christopher School (K207)**766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio****Finding 9000: Other Finding**

A system or process to sufficiently separate non-program food revenue from program food revenue has not been implemented, nor has compliance with the Revenue from Nonprogram Foods requirements via either the Nonprogram Foods Tool or 5-Day Reference Period as described in FNS Policy Memo SP 20-2016 been assessed.

Corrective Action:

The Food Service Director and Financial Administrator must determine program (NSLP) and non-program (a la carte, adult meals) food costs, as well as a method to separate program and non-program revenues. Compliance with the Revenue from Nonprogram Foods requirements must be assessed on an annual basis. No further action required.

Technical Assistance:

The Field Specialist conducted an assessment using a 5-Day Reference Period and found the revenue ratio to be greater than the food cost ratio. Please visit <https://www.doe.in.gov/nutrition/snp-pricing-guidance> for more information.

General Program Compliance - St Christopher School (K207)**1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?****Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

A committee to assess and review the Local Wellness Policy has not been formed.

Corrective Action:

The School Principal will form a committee comprised of teachers, parents, students, staff, school nutrition staff, school nursing staff, physical education staff, and other applicable individuals to meet regularly to review and assess the Local Wellness Policy. No further action required.

Technical Assistance:

As a reminder, the Local Wellness Policy must be assessed at least once every three years.

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?**Finding 9000: Staff have not met training requirements**

School Nutrition Program personnel have not completed the required 4 hours of continuing education for the school year for part-time staff.

Corrective Action:

The Food Service Director will choose continuing education modules relevant to the job duties of staff and create a plan for completion by the end of the school year. No further action required.

Technical Assistance:

Please visit <https://www.doe.in.gov/nutrition/professional-standards> for additional resources.

1217. Frequency of tracking training hours**Finding 9000: Other Finding**

Trainings completed by school nutrition program staff are not currently being tracked, recorded, or documented.

Corrective Action:

The Food Service Director will begin documenting completing trainings immediately. An example of a compliant tracking tool can be found on <https://www.doe.in.gov/nutrition/professional-standards>. No further action required.

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1400. *Food safety plan – contain required elements, copy available at each school?*

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

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). The NFSMI template was used and partially completed, recipes have not been evaluated according to the process approach.

Corrective Action:

The Food Service Director will complete the written food safety plan template and categorize all recipes according the HACCP Process Approach by the end of the school year. No further action required.

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

Finding 9000: SFSP Outreach

Families are not currently being notified of the availability of sites within the community that operate the Summer Food Service Program prior to the end of each school year.

Corrective Action:

Discussed with Food Service Director and Principal where to find local SFSP sites on <https://www.doe.in.gov/nutrition/summer-food-service-program> and feasible means of sharing the information with families. They understand this must be done prior to the end of each school year. No further action required.

SNP Administrative Review Findings**St Christopher School (K207)****Program Year 2019****St. Christopher School (C795)**

5335 West 16th Street
Indianapolis, IN 46224-6402

Food Service Contact

Mrs. Kelli L Wittman
Cafeteria Manager
(317) 241-6314

Month of Review: January 2019

Date of Onsite Review: February 13, 2019

Meal Components & Quantities - St. Christopher School (C795)*403. DOR - two varieties of milk available, allowable substitutions?***Finding 9054: Milk substitutions on Day of Review not allowable.**

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. Juice or water are given to students unable to drink milk.

Corrective Action:

Students who cannot have milk as part of their reimbursable meal will be provided with the Milk Substitution Form (<https://www.doe.in.gov/sites/default/files/nutrition/milk-substitution-form.pdf>) so they, their parents, and their physicians can determine what type of substitution is required. The school will source an allowable substitution per the physician's directive or per NSLP requirements. No further action required.

Technical Assistance:

Alternative milk products which are nutritionally equivalent to cow's milk can be found here: <https://www.doe.in.gov/sites/default/files/nutrition/fluid-milk-substitutions-child-nutrition-programs-054238.pdf>.

*409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?***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, 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. The bean/legume vegetable subgroup quantity requirement was not met during the Review Period. The menu planner thought lima beans counted toward that subgroup.

Corrective Action:

The menu will be revised to ensure all vegetable subgroup requirements are met going forward. No further action required.

Technical Assistance:

More information about vegetable subgroups can be found here: <https://www.doe.in.gov/sites/default/files/nutrition/new-york-veg-subgroups.pdf>.

*410. Review period menus and production records - Quantities and meal pattern requirements met?***Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Production 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 as this is a repeat finding from the last Administrative Review.

Corrective Action:

The errors in insufficient quantities seem to be a result of improper measuring. The meal pattern quantity requirements have been reviewed with staff and portions will be adjusted accordingly. No further action required.

Technical Assistance:

Please remember that the crediting for fruits and vegetables is measured in CUPS not ounces. Appropriate scoops and spoons should be used to portion food items.

SNP Administrative Review Findings**St Christopher School (K207)***Program Year 2019***General Program Compliance - St. Christopher School (C795)***1408. Temperature logs available?***Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Currently, food storage area temperature logs are not being maintained.

Corrective Action:

Staff understand that food storage areas must be monitored for consistent and appropriate temperatures to prevent spoilage of food. Sample logs for food storage areas (frozen, refrigerated, and dry) can be found at <https://www.doe.in.gov/nutrition/fs-monitoring-checklists-and-logs>. No further action required.

*1502. Records retained for 3 years?***Finding 9000: Other Finding**

Complete production records are not currently being maintained.

Corrective Action:

The Food Service Director must immediately begin using the IDOE's production record template, found at <https://www.doe.in.gov/sites/default/files/nutrition/new-pr.pdf>. No further action required.

Technical Assistance:

Please remember that the food production record is a requirement for all meals served under the National School Lunch Program. It must be completed fully for each meal to document that a reimbursable meal was served. Failure to do so will result in fiscal action.