

**SNP Administrative Review Findings**

**St Vincent de Paul, Elkhart (K389)**

*Program Year 2020*

**St Vincent de Paul, Elkhart (K389)**

1114 South Main St.  
Elkhart IN, IN 46516-3919

**Food Service Contact**

Mrs. Brittany A Griggs  
Food Service Director  
(574) 293-8451

**Executive Contact**

Mrs. Tara M Lundy  
Principal  
(574) 293-8451

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

**Commendations**

- \* The salad bar has a large selection of vegetables for the children to select from each vegetable subgroup. The vegetable selection also include Jicama which is a favorite of the student body.
- \* Staff and volunteers were encouraging students to take a well-balanced meal.

**General Program Compliance - St Vincent de Paul, Elkhart (K389)**

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 written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Missing list of employees, equipment and recipe process section.

**Corrective Action:**

Food Service Director is responsible in updating the Food Safety Plan and notifying Field Specialist when it is completed and ready for review. The list of employees and equipment was updated on site. The only section needing completed is the process break down for each recipe into no cook, same day and complex.

**Technical Assistance:**

Discussed with Food Service Director the importance of having a complete food safety plan.

**SNP Administrative Review Findings****St Vincent de Paul, Elkhart (K389)****Program Year 2020****St. Vincent de Paul School (A980)**1114 South Main St.  
Elkhart IN, IN 46516-3919**Food Service Contact**Ms. Brittany A Griggs  
Food Service Director  
(574) 293-8451

Month of Review: October 2019

Date of Onsite Review: November 18, 2019

**Other Federal Programs - St. Vincent de Paul School (A980)****6. Day of review Menu, Meal Patterns, Production records.****Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.**

Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. Week of review Snack menu inadequate portion size(s) on October 9 the Kiwi serving did not equal 3/4 cup.

**Corrective Action:**

Staff is required to change the serving size of kiwi or replace with another product. Send an updated menu to field specialist.

**Technical Assistance:**

Discussed with Food Service Director the importance of checking the food buying guide to be sure that the serving size for fruits and vegetables meet 3/4 cup.

**Meal Components & Quantities - St. Vincent de Paul School (A980)****409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students****Finding 9000: Recipe calculations not correct**

The recipe for the Chicken Alfredo did not accurately show how much meat and grain ounces or pounds were used in the recipe or confirm how many servings were actually available from the recipe.

**Corrective Action:**

Staff are required to watch the recipe training and update the recipe to include the total pounds of chicken and noodles used. The recipe needs to clearly outline the number of servings.

**Technical Assistance:**

Discussed with Food Service Director the importance of documenting the total number of pounds of chicken and pasta used in the recipe and if breaking down per pan, list it in pounds. The recipe also needs to clearly define the number of servings that it will prepare based on the serving size.

**500. Day of Review- Offer vs. Serve was properly implemented****Finding 9000: Students were required to take 3/4 cup vegetable and fruit**

Volunteers were requiring students to take three different vegetables along with a fruit.

**Corrective Action:**

Volunteers and staff are required to view the offer versus serve training. Documentation of training needs to be emailed to Field specialist.

**Technical Assistance:**

Discussed with food service director and principal that when conducting offer versus serve, students only have to have 1/2 cup of fruit or vegetable on their plate.

**General Program Compliance - St. Vincent de Paul School (A980)****1409. On-site or off-site storage violations were observed**

**SNP Administrative Review Findings****St Vincent de Paul, Elkhart (K389)****Program Year 2020****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. 1. Temperature is not appropriately maintained for equipment. 2. Trash cans were being stored next to the milk box in the closet.

3. Evidence of pests were observed under the three compartment sink.

**Corrective Action:**

1. Staff called milk company immediately to ask for a replacement. A written procedure on how staff are to handle milk not being held at a safe temperature.

2. Trash cans are to be removed from the storage closet that houses the milk cooler.

3. A written procedure to handle pest control is required.

**Technical Assistance:**

Discussed with Food Service Director the importance of contacting the milk company when the milk cooler is not maintain the temperature below 41 degrees. Explained that 36 degrees would be the optimum temperature for milk to be stored since the crate is set out during meal service.

Evidence of mice was found under the kitchen sink. Recommend staff clean out the cupboard weekly to be sure there are no new signs of pest. It is recommended that all dry goods be stored in plastic containers to reduce the loss of food.

*1502. Records are retained for 3 years***Finding 9000: Missing production records**

When state agency staff arrived to conduct the Administrative Review, the production records were not available to review nor were staff able to find production records from the previous year. These documentations are the proof that a reimbursable meal has been served and are required before entering your monthly claim. Further neglect on not being able to properly store these records could mean funds being withheld.

**Corrective Action:**

Staff were able to find the current year production records. Staff are required to discuss with all administrators the importance of keeping the production records for three years along with the current school year. Documentation of a meeting with staff responsible for storing these records needs to be sent in with corrective action plan.

**Technical Assistance:**

Discussed with Food Service Director and Principal the importance of keeping all documentation for meal service including production records and daily meal count sheets for three years plus the current year.