

SNP Administrative Review Findings

St Vincent De Paul School (K150)

Program Year 2024

St Vincent De Paul School (K150)

923 18th Street
Bedford, IN 47421-4200

Food Service Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: March 2024

Commendations

- * The SFA has been working to perfect their daily production records. The time and detail put into completing them was apparent. All production records reviewed were fully completed, including all required information. The SFA should commended for a job well done.

Certification and Benefit Issuance - St Vincent De Paul School (K150)

127. Correct income eligibility guidelines used to certify applications

Technical Assistance - Income Eligibility Guidelines

Income eligibility guidelines should not be posted on the school website. If posted, only reduced guidelines are permitted.

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly.

Corrective Action:

The students found to be receiving the incorrect benefit must be notified in writing and given 10 days before their benefit is decreased to reduced. The household must also be notified of their ability to submit an income application if they believe they qualify for free meals based on income. **Provide evidence that the notification has taken place.**

Technical Assistance:

Due to the small number of students in the corporation, the SFA is encouraged to review all DC and income eligibility in the POS to ensure students are receiving the correct benefit.

Verification - St Vincent De Paul School (K150)

207. SFA completed verification and verified applications on file match FNS-742.

Summary of Verification Reviewed for SBOA

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Alternate One

Number of applications on file as of October 1: 5

Number of applications selected for verification: 1

Number of additional applications verified for cause: 1

Number of applications with no response: 0

Number of applications with changes: 0

Number of verified applications reviewed by state agency staff during the review: 2

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Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

Technical Assistance:

For more information on verification please go to: <https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/>.

Resource Management Comprehensive Review - St Vincent De Paul School (K150)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. **As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.**

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link: <https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jghAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: <https://www.in.gov/doe/nutrition/financial-management/#Revenue from Non Program Foods>.

General Program Compliance - St Vincent De Paul School (K150)

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:

- A copy of the most recent wellness policy has not been provided to the public.
- The review and update of the local school wellness policy did not occur as required.

Corrective Action:

As corrective action the following must occur:

- **LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment must be submitted to the State Agency.**
- Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.**

Technical Assistance:

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

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Program Year 2024

St. Vincent de Paul School (C160)

923 18th Street
Bedford, IN 47421-4200

Food Service Contact

Ms. Pam Brewster
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Month of Review: March 2024

Date of Onsite Review: April 10, 2024

Meal Components & Quantities - St. Vincent de Paul School (C160)

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

Finding 9000: Portion sizes

Staff served younger students smaller portion sizes than older students even though the K-8 meal pattern is used for all students.

Corrective Action:

Since the school is utilizing the K-8 meal pattern, all students must be served the same portion sizes of all components. The SA provided technical assistance during meal observation and all staff understand the importance and relevance of serving all students the same portion size. **If changes are implemented continuously as discussed, no further action is required.**

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

Technical Assistance – Scratch-made items

Scratch made items must be consistent in portion size. For grain items, try pre-portioning batter/dough before cooking in cupcake tins.

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

Finding 9000: Crediting Documentation

Crediting documentation was not available for items served during the week of review.

Corrective Action:

The SFA must have crediting documentation (CN label or Product Formulation Statement) for all foods served to ensure they meet meal pattern requirements. **As corrective action, the SFA will submit lunch crediting documentation for five days as corrective action along with the menu.**

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

Technical Assistance - Menu Descriptions

On menus, try using more appealing wording to describe the foods offered. For example, a simple modification from Chicken Patty, Bun to Chicken Patty Sandwich is much more appealing.

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

Technical Assistance - Variety at Breakfast and Lunch

The SFA is reminded to offer a variety of foods for breakfast and lunch. While the SFA is meeting meal pattern requirements for breakfast, adding a larger variety of foods may help increase participation. Currently, the SFA offers a two-week cycle menu for breakfast. For lunch, expand M/MA options to include items other than cheese sticks.

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 meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned menus for the menu certification week, there were insufficient serving sizes offered for grains. The insufficiency resulted in insufficient grains for the day and for the week.

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/>.