



## SNP Administrative Review Findings

## St Vincent de Paul, Elkhart (K389)

### Program Year 2025

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

1114 South Main St.  
Elkhart, IN 46516-3919

#### Food Service Contact

Mrs. Yesenia A Herrera  
Food Service Director  
(574) 293-8451  
y.herrera@svcelkhart.org

#### Executive Contact

Mrs. Tara M Lundy  
Principal  
(574) 293-8451  
t.lundy@svcelkhart.org

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

### Commendations

- \* The standard of operations for each menu option is recorded and detailed in the recipe logbook for food safety and internal processes. This is a great best practice for training and communication for all food related items in the kitchen, not just recipes.
- \* Food Service Director and Manager have worked very hard on updating internal controls, efficiencies, and accounting.
- \* The Food Service Director was very positive, open to suggestions and created a great environment for children.
- \* The kitchen was clean and organized.
- \* The kitchen staff were friendly and created a nice environment for children.
- \* The School Food Authority offered scratch cooked foods, a fresh vegetable bar, extra offerings (Jicama & Garbanzo Beans), and taste testing. The fresh fruit (Guava/Star Fruit) as well as other fresh and canned fruit selections were fantastic to see. Children do not always have an opportunity to taste unique items, this shows initiative and helps the SFA get to know the likes and dislikes of their children. The fresh Pico de Gallo was also made from scratch, and it tasted amazing!!

### Technical Assistance

- \* The Food Service Director should document professional training on the Professional Standards Training Tracking tool (or equivalent tool) to better track hours for each team member.  
<https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>
- \* 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 tracking 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>.
- \* Consider offering fresh fruit choices at breakfast. Be sure to make fruit enticing and easy to eat, for example, cutting whole oranges and apples.
- \* The School Food Authority could consider adult meal sales to increase revenue to the non-profit school foodservice account. After the School Food Authority has established selling adult meals extra entrees and ala carte items could be sold, possibly next year. This will take some planning by setting up student accounts through power school, keeping these funds separate from your non-profit food service account, writing and following a charging and bad debt policy. You will also have to conduct a non-program food revenue tool annually for cost and program compliance.  
[https://www.in.gov/doe/nutrition/financial-management/#Meal\\_Charge\\_Procedures](https://www.in.gov/doe/nutrition/financial-management/#Meal_Charge_Procedures)  
[https://www.in.gov/doe/nutrition/financial-management/#Pricing\\_Guidance](https://www.in.gov/doe/nutrition/financial-management/#Pricing_Guidance)

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

#### 810. The USDA non-discrimination statement is on appropriate Program materials

##### Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on program materials. The short version of the non-discrimination statement was not included in the "SVS News" when the school breakfast program was mentioned.



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#### Corrective Action:

The full nondiscrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. **Resources must be updated as corrective action and confirmation of this action must be provided to the state agency.**

#### Technical Assistance:

While we are awaiting written guidance regarding any changes regarding the use of the non-discrimination statement with child nutrition programs, USDA has recently posted the following statement here: [Non-Discrimination Statement | Home](#)

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

#### Finding 10138: Wellness Policy Communication

The School Food Authority has not annually informed and updated parents, students, staff, and the community about the content of the local wellness policy.

#### Corrective Action:

As corrective action, provide documentation showing the local school wellness policy has been communicated to the school community through their school website. **This was completed on-site, and no further action is necessary.**

#### Technical Assistance:

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



## SNP Administrative Review Findings

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### Program Year 2025

#### St. Vincent de Paul School (A980)

1114 South Main St.  
Elkhart, IN 46516-3919

#### Food Service Contact

Mrs. Yesenia A Herrera  
Food Service Director  
(574) 293-8451

Month of Review: January 2025

Date of Onsite Review: June 10, 2024

### Other Federal Programs - St. Vincent de Paul School (A980)

#### 7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

##### Finding 9228: Afterschool Snack Program Monitoring

The SFA has not monitored this site's Afterschool Snack Program.

##### Corrective Action:

Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. **As corrective action, the SFA must monitor the ASSP, and a copy of the completed monitoring form must be included in the submission of the corrective action. A timeline must also be submitted explaining when the second monitoring visit of the year will be conducted.**

##### Technical Assistance:

Afterschool Snack Program information and resources can be found here: [https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating\\_the\\_Program](https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program).

#### 1818. Two varieties of milk available, allowable substitutions?

##### Finding 9257: Seamless Summer Option-Variety of milk not served.

At least two different types of dairy milk were not available throughout the serving period on all meal service lines due to a broken refrigerator the day of review. The School Food Authority only offered 1 type of stable shelf milk.

##### Corrective Action:

The SFA sent a receipt showing two types of milk were purchased for Thursday's service. This is not a systemic issue therefore there will be no fiscal action taken. **Additional response is not required.**

##### Technical Assistance:

The State Agency recommends that SFA purchases 10 oz cups and gallon milk to pour 8oz of milk or purchase shelf stable milk to provide two varieties of milk to meet meal components and standards.

### 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 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 (January 6-11), some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: grain. They SFA missed planning a grain on one day of review due to a clerical error. Additionally, the SFA did not indicate that the students can have the grain each day with the alternate meal.

**Corrective Action: Provide documentation that signage has been created and posted to indicate the grain options that can be selected with alternate meals.**

##### Technical Assistance:

The school provided technical assistance during the on-site visit. The State Agency suggests adding grains that are appealing to the alternate meals (i.e., cheese crackers, granola, or graham cracker bites when serving parfaits).



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

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

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 10171: Standardized Recipes**

Standardized recipes were available, for all menu items served during the review period, but need to be updated with how many servings the recipe will yield.

**Corrective Action:**

**As corrective action,**

- a) Standardized recipes must be developed for any menu item with 2 or more ingredients.
- b) Submit copies of completed recipes to the State Agency.
- c) Food Service Director must take standardized recipe training course on ICN and
- d) Upload certificate documentation of completion.

**Technical Assistance:**

A standardized recipe template with instructions can be found here:

<https://drive.google.com/file/d/1BHYXAAIaAcY1oFfepyCFJjY2-fOYGT0r/view?usp=sharing>.

*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.

**Corrective Action:**

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

**Technical Assistance:**

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

**General Program Compliance - St. Vincent de Paul School (A980)**

*1405. Two food safety inspections are received each school year from the local health department*

**Food Safety Inspections -Technical Assistance**

There was no documentation available to substantiate that the School Food Authority has requested two food safety inspections for the current year. By sending the annual notification to the Health Department at the beginning of the school year requesting two inspections, each site remains in compliance whether the health department can complete two inspections or not. For this reason, the SFA should annually submit a request using the template found here:

<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>. Additional information on Food Safety can be found here: <https://www.in.gov/doe/nutrition/food-safety/>.

*1409. On-site or off-site storage violations were observed*

**Finding 9150: Food safety violations were observed.**

Garbage cans were not placed near handwashing sinks.

**Corrective Action:**

The handwashing sink must have a garbage can near it to dispose of paper towels. The manager corrected this on site and no further action is necessary.