

SNP Administrative Review Findings**Bishop Chatard High School (K204)****Program Year 2020****Bishop Chatard High School (K204)**

5885 N Crittenden
Indianapolis, IN 46220-2840

Food Service Contact

Mr. Michael S Dlugosz
Cafeteria Manager
(317) 251-1451

Executive Contact

Mr. William Sahn
President
(317) 251-1451

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

Commendations

- * The new Food Service Director has done a great job jumping in and taking over the helm of the food service department. He was well prepared for the review and was open to suggestions for changes that can be made to improve the food service department.

Certification and Benefit Issuance - Bishop Chatard High School (K204)*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:

It appears there was an error in the point of sale system which allowed the extended carry-over of a few student statuses from a prior year. The households were notified of the change in meal benefits and given 10 days notice. Because this was a technology error, the SFA worked closely with households to ensure that if meal benefits were needed, that the households applied based on income before the status changed to paid.

If implemented fully, no further response is needed.

*135. Direct Certification lists are retained on file by the SFA***Finding 9026: Direct Certification lists are not retained on file by the SFA**

The SFA is not keeping Direct Certification lists on file.

Corrective Action:

The SFA must maintain DC lists on file at the school. Please ensure that all DC lists are saved to a local drive for record keeping compliance.

SFA staff showed understanding of this requirement at the time of review. If implemented fully, no further response is needed.

General Program Compliance - Bishop Chatard High School (K204)*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements***Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: the SFA does not have a local wellness committee, the policy has not been updated with all of the required areas and the local wellness policy has not been assessed for compliance in the last three years.

Corrective Action:

Please provide a timeline of when the above issues will be addressed and corrected.

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Technical Assistance:

An email was sent to the wellness contact with an outline of the items that need to be corrected in order to bring the policy into current compliance.

1216. School Nutrition Programs staff met/will meet annual training requirements

Finding 9000: Other Finding

Site staff have not had updated training this school year. No training records were available for review aside from civil rights.

Corrective Action:

Please send a plan for how staff will meet their required number of hours. Please list of expected training sessions with time crediting that site staff will receive.

Technical Assistance:

The IDOE has an excel file planning tool available for use to help with tracking.

Additionally, the following resources are great for training materials: inTEAM, the ICN e-learning portal, the ICN food safety videos, IDOE instructor lead training sessions, IDOE coffee break webinars.

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance:

The SFA is not currently utilizing any method for tracking training hours. The FSD was provided with the IDOE tracking tool to utilize for staff tracking.

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). The food safety plan has not been updated in many years and did not contain all areas as required.

Corrective Action:

The FSD stated that he will work toward compliance in this area in the coming months. If implemented, no further response is needed for this finding.

SNP Administrative Review Findings**Bishop Chatard High School (K204)****Program Year 2020****Bishop Chatard High School (C705)**

5885 N Crittenden
Indianapolis, IN 46220-2840

Food Service Contact

Mr. Michael S Dlugosz
Cafeteria Manager
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Month of Review: December 2019

Date of Onsite Review: February 5, 2020

Meal Components & Quantities - Bishop Chatard High School (C705)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Other Finding

On the day of review, one menu offered only one grain as part of the chicken nugget meal with the option for students to pick up an additional grain later in the service line. The cashiers were selling the item differently in each line and some meals did not contain the required amount of components to create a reimbursable meal.

Corrective Action:

Please confirm how this issue has been corrected. The SFA can re-train cashiers to recognize reimbursable meals or they can package each entree with the additional grain to ensure each entree contains 2 oz equivalent of the grain component.

Technical Assistance:

By not planning full minimum serving sizes to be packaged as one entree, the SFA makes determining complete meals by cashiers difficult. If the SFA would package the roll with the entree, the issue could be easily corrected and would likely increase the number of reimbursable meals sold by the SFA.

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s) for breakfast.

Corrective Action:

The SFA will work to have signage posted at breakfast. If implemented fully, no further action is required.

Technical Assistance:

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

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

Finding 9000: Production Record and Standardized Recipes

The production records were not completed fully and daily. Some days were missing completely. Additionally, recipes used by the SFA are not standardized and crediting cannot be determined/confirmed based on the recipes as written.

Corrective Action:

Production records are the SFA's proof that the meal pattern has been met. Each section of the production record is required to be completed. Please submit one full week of production records as proof this issue has been corrected. Additionally, please send proof that the Production Record training on inTEAM has been reviewed by all staff members who complete production records.

Standardized recipes must be utilized to show the amount prepared, serving size, yield, and be used to determine crediting for all items made. Several recipe sources have been provided as technical assistance. Please explain how recipes will be updated/replaced with standardized measurements and yield amounts.

Technical Assistance:

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

Resources for standardized recipes:

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Chef Ann Foundation (The Lunchbox)
A+ Culinary Skills Recipes
ICN Link for recipes

Resources for production records provided: two different salad bar production record options were emailed to the FSD as well as the Spanish version of the IDOE production record.

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned and served menu met the minimum meal pattern requirements for the age/grade group(s) being served.

The following meal pattern issues were found:

The corn dog credits as only 0.5 oz eq of m/ma.

The following bread items purchased did not meet the daily 2 oz eq serving: hamburger bun (54 gm), sliced bread (22gm per slice), hot dog bun (54 gm)

At breakfast, the weekly meal pattern was not met because the two items with smallest crediting (1oz cereal and 0.5oz equivalent yogurt) could be combined to create a meal that although met the daily requirement, but if chosen each day would not meet weekly meal pattern requirement.

Because these were not repeat meal pattern issues, no meals have been disallowed.

Corrective Action:

Please send copies of the updated products that will be purchased for future use.

Please explain how the breakfast meal pattern issue has been resolved.

Technical Assistance:

Bread Products purchased could be replaced as follows per discussion:

Hamburger Bun- replace with 4 in diameter

Hot Dog Bun- replace with 6" jumbo white hot dog bun

Sliced Bread- replace with 32oz White bread 1/2"

General Program Compliance - Bishop Chatard High School (C705)

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Foods and beverages sold to students not compliant with Smart Snacks standards.

Technical Assistance:

One item that the vendor stated was smart snack compliant, did not meet beverage serving requirements. The SFA will discontinue the sale of this item.

1106. Food or beverages sold to students during fundraisers meet Smart Snacks standards or fall within Indiana's limit on fundraisers

Technical Assistance:

It was noted during the review that the school is selling candy grams as a fund raiser to be distributed during the school day. There must be someone tracking the number of non-exempt fundraisers at the school each year. The limit of 2 non-exempt fundraisers is allowable per school year per building. The SFA is responsible to track that the limit is not exceeded.

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1406. The most recent food safety inspection report is posted in a publicly visible location

Technical Assistance:

The most recent health department inspection noted that tiles in the chemical room that were in need of repair. The SFA stated that the repair would happen in the coming weeks. Please remember that all findings by the local health department need to be taken seriously and corrective action taken as quickly as possible.

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance:

Some produce items were found to be out of compliance with the Buy American Provision. The SFA must ensure they consider the seasonal availability of produce when serving fresh fruits and vegetables.