

SNP Administrative Review Findings

Bishop Dwenger High School (K006)

Program Year 2024

Bishop Dwenger High School (K006)

1300 E Washington Center Road
Fort Wayne, IN 46825-4599

Food Service Contact

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Executive Contact

Mr. Jason Schiffli
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: January 2024

Commendations

- * Staff were willing to correct any findings while reviewer was on-site. Documents were uploaded for the review before the on-site portion started.
- * The kitchen, storeroom, freezer, and cooler are kept clean and organized.
- * The food service manager has searched for products that meet the Buy American guidelines while still offering a variety of fresh fruits and vegetables to the students during the winter months.

Technical Assistance

- * It is recommended that the person who processes applications be listed as the first contact person on all notification letters and then list the hearing official if the parent needs further assistance.
- * Signage should be on the line recommending that the student choose two fruits and two vegetables. Salad bar needs to have signage explaining to take a soup or up to 2 choices of meat/meat alternatives.
- * It is recommended that all POS stations be locked when staff walk away to restock or clean up.

Certification and Benefit Issuance - Bishop Dwenger High School (K006)

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

Finding 9901: Selected applications correctly approved

One application was certified incorrectly or utilizing incomplete information.

Corrective Action:

Corrections have been made to certification errors. **If implemented as shown, no further action is required.**

133. *Direct Certifications were correctly certified*

Technical Assistance: CNPWeb error

Two students identified during the benefit issuance review received a lesser benefit than qualified.

Due to a notification error in CNPWeb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite on how to identify the new changes. The school food service director implemented the new changes on February 20, 2024, and provided the effective date documentation to the reviewer. Additionally, the FSD refunded the households for the incorrect benefit based on transaction history.

Verification - Bishop Dwenger High School (K006)

207. *SFA completed verification and verified applications on file match FNS-742. Reviewer: Enter VSR for SBOA on Finding*

Finding 10127: 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: Standard, Error Prone

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Program Year 2024

Number of applications on file as of October 1: 24
Number of applications selected for verification: 1
Number of additional applications verified for cause: 0
Number of applications with no response: 0
Number of applications with changes: 1
Number of verified applications reviewed by state agency staff during the review: 1

Technical Assistance:

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

General Program Compliance - Bishop Dwenger High School (K006)

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide written procedures for outlining training procedures to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training such as certificates, or agenda of topics covered with attendee names and signatures.

Technical Assistance:

The reviewer explained that all staff members who were assisting with the approval of applications and verification are to receive job specific training.

SNP Administrative Review Findings

Bishop Dwenger High School (K006)

Program Year 2024

Bishop Dwenger High School (A120)

1300 E Washington Center Road
Fort Wayne, IN 46825-4599

Food Service Contact

Mrs. Amanda Felkner
Food Service Manager
(260) 496-4700

Month of Review: January 2024

Date of Onsite Review: February 21, 2024

Meal Components & Quantities - Bishop Dwenger High School (A120)

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

Finding 9000: Updated recipes with correct components and instructions

Recipes did not have the correct component contributions or instructions.

Corrective Action:

The following recipes need to be updated: Mini Salad, Chef Salad, No meat salad, Spaghetti, White Cheddar Macaroni and cheese. **Corrected recipes are to be emailed to the Field Specialist. Training on how to write a recipe is to be completed through Moodle or the Institute of Child Nutrition and documentation of completion emailed to the Field Specialist.**

Technical Assistance:

The reviewer explained that recipes require the instructions on how to prepare the food item along with the serving size and portions.

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

Finding 10139: Production Records

The following issues were noted with production records: production records were incomplete and did not have information in the correct column.

Corrective Action:

As corrective action completed lunch production records for one week must be submitted to the State Agency. This will provide proof that production record training for staff has taken place.

General Program Compliance - Bishop Dwenger High School (A120)

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: Documentation that sanitation buckets meet the required sanitation standards are not recorded.

Corrective Action:

A log is to be kept documenting daily that the water has the correct sanitizer concentration in it. A copy of one week's log is to be sent to the Field Specialist. Staff are to be trained on the Standard Operating Procedure for ensuring sanitizing water is at the correct concentration. Documentation of training including agenda and sign in sheet is to be emailed to the Field Specialist.

Technical Assistance:

The reviewer discussed with the Food Service Director that to ensure staff are correctly preparing the sanitizer water, documentation is needed daily.