

**SNP Administrative Review Findings**

**Bishop Noll Institute (K301)**

*Program Year 2022*

**Bishop Noll Institute (K301)**

1519 Hoffman St  
Hammond, IN 46327-1764

**Food Service Contact**

Mrs. Tiffany Vazquez  
Cafeteria Supervisor  
(219) 932-9058  
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**Executive Contact**

Mrs. Lorenza Pastrick  
Principal  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2022

**Commendations**

- \* - All meals served were reimbursable and meals looked terrific.
- Great job with meal planning and service. All meals served were fully reimbursable and students have a great variety to choose from.

**Technical Assistance**

- \* Effective program year 2023, the food service director employed by the SFA should be on site multiple days a week. This includes being approved by the IDOE hiring requirements, completing an eight-hour food safety training once every five years, and completing the required number of training hours yearly.

**General Program Compliance - Bishop Noll Institute (K301)**

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

**Finding 9000: Technical Assistance - Wellness Policy**

**Technical Assistance:**

The wellness policy was last updated in 2018. The SFA has plans to assess and update their wellness policy in Spring 2022. Please ensure that your wellness policy is assessed and updated once every three years. Please find all wellness policy guidance on our website here: <https://www.in.gov/doe/nutrition/wellness-policies/>

*1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements*

**Finding 9010: Smart Snacks 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 Smart Snacks policies and practices could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The SFA was offering a non-Smart Snack compliant item - V8 Splash. This item is not to be served in the cafeteria effective immediately.

**Corrective Action:**

The SFA has pulled the item from their meal service line and no further action is necessary. Please ensure that all products sold to students during the school day, either through a la carte or other organizations, meet the Smart Snack requirements by entering product information in the calculator and retaining the results in a Smart Snacks binder.

**SNP Administrative Review Findings****Bishop Noll Institute (K301)****Program Year 2022****Bishop Noll Institute (B970)**

1519 Hoffman St  
Hammond, IN 46327-1764

**Food Service Contact**

Mrs. Tiffany Vazquez  
Cafeteria Supervisor  
(219) 932-9058

Month of Review: January 2022

Date of Onsite Review: February 23, 2022

**Meal Counting & Claiming - Bishop Noll Institute (B970)**

*325. Review Period- meal counts by category were correctly used in the claim for reimbursement*

**Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The problem is considered non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results. There were counting errors for the lunch claim resulting in an overclaim of thirty-four meals. For breakfast, there were missing daily meal count sheets results in a overclaim of 127 meals due to missing documentation.

**Corrective Action:**

The SFA must ensure that documentation is taken at the point of sale (the point where the student actually receives the meal) and retained, in order to submit valid claims for reimbursement. The State Agency reviewer conducted technical assistance with the sponsor staff, therefore, no additional corrective action is necessary. Additionally, since the resulting violation falls within the State Agency's guidelines for granting a waiver for violations less than \$600 for School Breakfast Program and National School Lunch, no fiscal action will be taken at this time. The sponsor is reminded that should this violation occur in the future, meals will be disallowed.

**Meal Components & Quantities - Bishop Noll Institute (B970)**

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

**Finding 9000: Production Record Keeping**

The production records are missing several items. The SFA needs to add the following to their production records: total reimbursable student meals, number of items served, and the total purchase units or food prepared.

**Corrective Action:**

The SFA will make the following corrections and provide the State Agency with a week of updated production records.

**Technical Assistance:**

Items required on a production record must include: number of reimbursable meals, menu item, serving size, prepared servings, items served, items leftover, and total purchase units of food prepared.

**General Program Compliance - Bishop Noll Institute (B970)**

*811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits*

**Finding 9000: Technical Assistance - And Justice for All Poster****Technical Assistance:**

The USDA "And Justice for All" was displayed but it is outdated. Each school is required to have the most recent poster in or near their cafeteria. The State Agency reviewer has requested updated posters for the SFA.

**SNP Administrative Review Findings****Bishop Noll Institute (K301)*****Program Year 2022****1411. Review of agricultural food components indicates violations of the Buy American provision***Finding 9000: Technical Assistance - Buy American Provision****Technical Assistance:**

There were four products that violated the Buy American Provision at Bishop Noll Institute. There were cucumbers, blueberries, grape tomatoes, and red grapes that were products of other countries. The state agency recognizes that many food products are difficult to acquire at this time, however, please keep in mind that you are using federal tax dollars to purchase these products. Please make every effort to purchase products that are from the United States.