

SNP Administrative Review Findings**Gibault Inc (K288)****Program Year 2022****Gibault Inc (K288)**6401 S US Hwy 41
Terre Haute, IN 47802-4749**Food Service Contact**Ms. Shelia Denham
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Month of Review: April 2022**Commendations**

- * The food service staff has created a made-to-order yogurt parfait bar at breakfast and a made-to-order salad bar at lunch. All produce used looked fresh and was well presented for children and staff to make selections. Both made-to-order stations had high participation.

Resource Management - Gibault Inc (K288)*700. Does SFA accurately track all revenues and expenses?***Technical Assistance- Adult Meal Counts**

During the site visit, it was observed that adults receive meals. The meal served included the same portions as the children, including products provided by the food distribution program.

At the end of each program year, the RCCI transfers money from the general operating fund to the nonprofit food service account to bring the account to a \$0.00 balance. This transfer should list the line item under revenue, the amount that would be transferred for adult meals served for the year. For example, if the lunch price is \$4.00 and 250 adult lunches were served for the year, the transfer would show that \$1,000.00 is for adult meals.

General Program Compliance - Gibault Inc (K288)*1007. Onsite observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions, and responses demonstrate compliance with FNS requirements***Finding 9000: Local School Wellness Policy *Repeat Finding**

The sponsor was unable to provide documentation of the communication regarding the wellness policy or the most recent wellness policy assessment.

Corrective Action:

For corrective action, please provide a written timeline of when the wellness policy evaluation will occur. Additionally, please explain how communication of the wellness policy and evaluation results will be communicated to potential stakeholders.

Technical Assistance:

Wellness policy communication requirements were discussed on the day of review. Please note that the committee must complete an evaluation of the policy. Wellness policy sources can be found here: <https://www.in.gov/doe/nutrition/wellness-policies/>.

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Gibault Inc (K288)

Program Year 2022

Gibault School for Boys (D725)

6401 S US Hwy 41
Terre Haute, IN 47802-4749

Food Service Contact

Ms. Shelia Denham
Food Service Supervisor
(812) 298-3055

Month of Review: April 2022

Date of Onsite Review: June 7, 2022

Other Federal Programs - Gibault School for Boys (D725)

4. Validate snack counts – snacks properly counted and claimed? Enter data.

Finding 9221: Snacks are not being properly counted and claimed.

During the onsite review for afterschool snacks, it was observed that meal counts are not taken when snacks are served. Meal counting must be completed as a child receives a snack. As a reminder, attendance should not be used for a meal count.

Corrective Action:

Meal counters should be trained in civil rights, identifying reimbursable snacks, and recording snack count. All snack counts must be taken at the time of service (point-of-service count). On June 9, 2022, the Food Service Supervisor contacted all dorm supervisors explaining meal counting procedures. Additionally, the FSS monitored all dorms serving ASSP the week of June 27 to ensure the meal counting procedures were implemented correctly. Therefore, additional corrective action is not required.

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

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year. *Repeat Finding

The sites were not monitored within the first four weeks of operation. The first monitoring of the Afterschool Snack Program for the program year 2022 occurred on May 19, 2022.

Corrective Action:

The supervision of the ASSP has changed since the beginning of the program year. Since the new supervisor has been hired, they have completed one program monitoring. The supervisor is aware of the requirement of monitoring ASSP within the first four weeks of operation. Therefore, additional corrective action is not required.

Technical Assistance:

This finding and requirements were discussed with the Food Service Supervisor during the onsite review.

10. Non-discrimination poster displayed, visible to participants?

Finding 9232: The USDA/FNS approved non-discrimination poster is not displayed and visible.

The most current USDA-approved non-discrimination poster is not prominently displayed where it is visible to program participants in the Snack meal service area(s).

Corrective Action:

During the onsite review, the Food Service Supervisor contacted IDOE for additional "AJFA" posters. The FSS monitored the week of June 27 and verified all signs were posted in each dorm on the bulletin board in the common area. Therefore, additional corrective action is not required.

11. DOR and Review Period Snacks missing components.

Finding 9000: Meal Pattern Component Crediting

A review of the April snack production record determined that the Nutty Buddy served was an insufficient grain serving for one day. The facility erroneously used smart snack compliant items in the afterschool snack program, many of which do not credit for the after school snack meal pattern. Please do not confuse the Smart "a la carte" Snack requirements with the meal pattern requirement for ASSP. Components that are creditable in the School Breakfast Program and School Lunch Program should be used for menu planning in the After School Snack Program.

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Corrective Action:

During the onsite review, the reviewer provided technical assistance regarding the afterschool snack meal pattern. As a result, the Food Service Supervisor discontinued the Nutty Buddy for afterschool snacks. In addition, the FSS has checked the menus, ensuring all components meet the ASSP meal pattern. Therefore, additional corrective action is not required.

Technical Assistance:

Afterschool snack meal pattern: https://docs.google.com/document/d/1vY_c40M7-xie7tGay_yK0U6_1b_fxveySBCr8QNNFM

Meal Components & Quantities - Gibault School for Boys (D725)

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

Finding 9000: Offer Vs. Serve (OvS)

The RCCI is not implementing OvS correctly for breakfast or lunch. All components are required to be taken, but choices within the components are allowed to be declined. OVS, if implemented correctly, allows for students to decline 3 of the 5 offered components. Furthermore, the site application for the school and the State Agency does not show that OvS is the method of serving.

Corrective Action:

On the review day, the sponsor expressed that OvS would be the preferred method of serving. However, before implementing OVS, the staff will be required to complete the following:

1. Food service staff will be required to complete OVS training for breakfast and lunch found in Moodle. Please submit the completion certificate(s) and/or sign-in sheets.
2. The application in CNPweb needs to be updated to list OvS as the service model.
3. The SFA should arrange the serving line where the meal recorder is placed at the end of the line. Another option would be if a person were at the end of the service line (breakfast and lunch) to check if all meals meet the OvS requirement once children make selections. Please explain how meal counts will be taken as students receive the meal.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not offered throughout the breakfast service. As a result, only white milk was available. This was consistent with the validation of the month of review production records.

Corrective Action:

At the time of review, the reviewer provided technical assistance, and the Food Service Supervisor added an additional milk type (1% chocolate) to the breakfast service. Therefore, additional corrective action is not required.

Technical Assistance:

Sponsors must offer at least two types of milk, one of which is an unflavored option, either fat-free or low-fat. When providing two types of milk, if flavored is offered, unflavored must also be an option throughout the entire service.

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 menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

Lunch 9-12

- Vegetables
 - Missing bean/pea (legume) vegetable subgroup- this subgroup is missing from all planned menu cycles.
- Meat/Meat Alternate
 - Insufficient daily compliance for two days
 - Child Nutrition label for purchased lasagna credits at 1.75oz instead of 2oz
 - Turkey and cheese sandwich credits at 1.5oz instead of 2oz

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- Grain
 - Insufficient daily compliance for two days
 - Insufficient weekly compliance- 13oz instead of 14oz
 - The turkey sandwich used sliced bread (26g), which only provided 1.5oz grain equivalent. The grain requirement for 9-12 is 2oz equivalent.
 - The Child Nutrition label for purchased lasagna credits at .5oz grain equivalent. The menu planner added a breadstick that credited at 1oz. for a total offered grain equivalent of 1.5oz instead of 2oz.

Corrective Action:

The reviewer provided onsite technical assistance with the food service director regarding menu planning, grade group requirements, determining whole grain products, and crediting. As a result, the Food Service Supervisor (FSS) implemented the following menu pattern changes:

- To add the bean/pea (legume) vegetable subgroup, the Food Service Supervisor has decreased the amount of starchy vegetables on the menu cycles by adding 1 cup of a different vegetable subgroup per day. The FSS uses the vegetable subgroup chart to plan the different vegetables offered.
- The FSS has started making lasagna using a standardized recipe to ensure correct crediting and portioning for 9-12 grade grouping.
- The FSS increased the amount of turkey slices for the sandwich to incorporate any water weight or fillers to ensure the overall M/MA credits for a 2oz serving.
- The FSS purchased a new sliced bread that is whole grain-rich with a 28g serving per slice.

For corrective action, the meal planner will also be required to complete the Crediting Series training located online on the Moodle platform. In addition, please submit the post-test and training certificate completion.

Technical Assistance:

This finding and requirements were discussed with the Food Service Supervisor during the review.

General Program Compliance - Gibault School for Boys (D725)

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

Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested. *Repeat Finding

The sponsor did not provide two food safety inspection reports for the current school year and no documentation was available to substantiate the sponsor has requested two food safety inspections for the current year.

Corrective Action:

The sponsor should annually request two inspections to the local health department. Proof of this request will be sufficient if the health department does not choose to inspect the facilities. For corrective action, the sponsor will need to create written standard operating procedures for the Child Nutrition program that fully detail, at minimum, who is in charge of requesting health inspections, where the inspections will be posted, how often the request will occur, and retention of corrective action documentation if needed. Please submit a copy of the written standard operating procedures.

Technical Assistance:

IDOE has created a template that can be used when contacting local health departments. As a reminder, a copy of the written request should also be retained on file locally.

<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>

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

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location. *Repeat Finding

Most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

Once a local health inspection is completed, the sponsor will post a copy of the report on the bulletin board by the serving line. Therefore, additional corrective action is not required.

Technical Assistance:

The finding and requirements were discussed during the onsite review.

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

Finding 9150: Storage violations were observed.

The SFA must ensure all facilities for the handling, storing, and distributing purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. On the day of review, food was directly stored under ice build-up on pipes, leading to debris contaminating food.

Corrective Action:

Proper food safety handling procedures must occur. The Food Service Supervisor immediately reported the freezer ice build-up to the onsite maintenance staff. They removed the ice build-up and fixed the pipes to no longer leak. Therefore, additional corrective action is not required.

Technical Assistance:

This finding and requirements were discussed with the food service supervisor during the onsite review.