

SNP Administrative Review Findings**Good Shepherd School (K272)****Program Year 2022****Good Shepherd School (K272)**

2301 N Stockwell Road
Evansville, IN 47715-1849

Food Service Contact

Mrs. Angela Skelton
Cafeteria Manager
(812) 476-4477

Executive Contact

Mrs. Kristen Girten
Principal
(812) 476-4477

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2021

Commendations

- * The cafeteria manager did a great job organizing and preparing for the Administrative Review. In addition, she was available to learn throughout the day while the review was being conducted. This allowed the review to be completed quickly.
- * The school website is fantastic! The redesign has a cafeteria tab that is easy to find, includes resources and pictures that explain and highlight the program.

General Program Compliance - Good Shepherd School (K272)

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

Technical Assistance- Local School Wellness Policy

The final rule summary for the wellness policy went into effect in July 2018. Some areas that have been identified that need to be added and/or modified into the policy but are not limited to food/beverage marketing, goals for nutrition education, nutrition promotion, physical education, and other school-based activities. There should be at minimum two goals per area promoting student wellness. Overall, the wellness policy is very detailed and is implemented well.

<https://www.doe.in.gov/sites/default/files/nutrition/minimum-requirements.pdf>

As a reminder, the triennial assessment must be completed every three years. This needs to be done by the end of June 2022. Available resources to complete the assessment can be found at <https://www.in.gov/doe/nutrition/wellness-policies/>.

SNP Administrative Review Findings**Good Shepherd School (K272)***Program Year 2022***Good Shepherd School (D555)**2301 N Stockwell Road
Evansville, IN 47715-1849**Food Service Contact**Mrs. Angela M Skelton
Cafeteria Manager
(812) 476-4477

Month of Review: October 2021

Date of Onsite Review: November 22, 2021

Meal Counting & Claiming - Good Shepherd School (D555)*325. Review Period- meal counts by category were correctly used in the claim for reimbursement***Technical Assistance- Monthly Edit Check**

The SFA was not using the monthly edit check to submit claims. The edit check breaks the counts down by day and only includes student reimbursable meal counts. The report pulled summarizes the month and consists of a section with non-student totals. The cafeteria manager subtracted the non-student totals from the reimbursable meal total twice, causing an underclaim. The reviewer provided technical assistance on the correct report during the onsite review when filing a monthly claim. Additionally, the SFA revised the October claim since it was within 60 days of the claim month.

Meal Components & Quantities - Good Shepherd School (D555)*410. Review Period- planned menu quantities meet the meal pattern requirements***Finding 9000: Meal Components & Quantities**

Planned Menus for one week from the month of the review was reviewed for compliance with the meal pattern requirements. The SFA has a daily second option: yogurt, cheese stick, and crackers. After reviewing the one week, it was determined that the daily and weekly amount of grain offered is insufficient - .75 oz equivalent instead of 1 oz. equivalent.

Corrective Action:

The reviewer provided onsite technical assistance with the cafeteria manager regarding menu planning and crediting. As a result, the cafeteria manager implemented the following menu pattern change, and no additional corrective is required:

- To increase the grain, crackers will no longer be offered with the yogurt meal, and granola will be menued in place of the crackers to give the students the option to make the yogurt and fruit for the day into a parfait.

Technical Assistance:

During the review, it was observed that the school is purchasing prepared pizza that is not whole grain-rich due to preference instead of substitutions. As a result, the whole grain-rich percentage of the review week was below 50% of the grains offered. While supply chain disruptions are occurring, the SFA should only purchase items that do not meet the meal pattern guidelines in the event of substitution due to a shortage.