

SNP Administrative Review Findings**Holy Family School (K247)****Program Year 2020****Holy Family School (K247)**

56407 Mayflower Road
South Bend, IN 46619-1517

Food Service Contact

Mrs. Diane Fischer
Food Service Director
(574) 232-4708

Executive Contact

Mrs. Jennifer Veldman
Principal
(574) 289-7375

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

Commendations

- * The SFA is eager to meet all program requirements and learn new things associated with the National School Lunch Program.

Certification and Benefit Issuance - Holy Family School (K247)

126. *Certification: selected applications correctly approved*

Technical Assistance:

SFA will ensure when they are determining eligibility from an income application, that the form is filled out completely including:
household size, student's date of birth, student's school building, address, and phone number. They will not delay approval, but will be diligent to contact the household to gather the remaining information necessary when completing an income application.

Verification - Holy Family School (K247)

208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

Technical Assistance:

When completing the confirmation review, SFA will list the confirming official's name on the income application in the appropriate space provided. Also, the SFA will denote if the application was directly verified.
A very important part of the verification process is proper documentation. Without this, the SFA is unable to prove all processes took place during the appropriate timeline.

Resource Management Comprehensive Review - Holy Family School (K247)

771. *Indirect Cost Consistency*

Finding 9135: SFA did not handle indirect costs consistently in all activities of the SFA.

Handling of indirect costs must be consistent in all activities of the SFA unless otherwise exempted. For example, if the nonprofit school food service account is charged for electricity costs based on square footage, all other activities of the SFA must be similarly charged, as applicable.

Corrective Action:

As part of your corrective action, please confirm that indirect costs will be charged consistently across the SFA.

Technical Assistance:

For more information, please refer to the Indirect Cost Manual: <https://www.doe.in.gov/sites/default/files/nutrition/indirect-costs-manualusda.pdf>

General Program Compliance - Holy Family School (K247)

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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.

The SFA did not have proper documentation to prove the a la carte items being sold in the building were smart snack compliant.

Corrective Action:

SFA has checked each a la carte item using the smart snacks calculator and is now in compliance. They will maintain the smart snacks printouts as proof of compliance. No further action required.

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 SFA must develop a food safety plan that is specific to their operation.

Corrective Action:

SFA will submit a timeline in which the food safety plan will be developed. The SFA will add SOP's and other school specific practices to the food safety template provided by the IDOE.

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Holy Family Elementary School (D245) Food Service Contact

56407 Mayflower Road
South Bend, IN 46619-1517

Mrs. Diane M Fischer
Food Service director
(574) 232-4708

Month of Review: November 2019

Date of Onsite Review: December 3, 2019

Meal Components & Quantities - Holy Family Elementary School (D245)

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

Finding 9000: Non-OVS grades given incorrect portion size

Grades K-1 do not participate in OVS, therefore they must be given all meal components in their full portions. Before lunch began, the SA observed the staff using 1/4 c serving utensils for the fruit and vegetable components. The serving sizes are required to be 1/2 c for fruit and 3/4 c for vegetable.

Corrective Action:

The SFA made the correction to the serving utensils before the start of meal service, therefore no meals will be disallowed. The SFA understands that for grades not participating in OVS, they must receive the entire portion size for each component. No further action required.

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 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. The SA observed one student receiving a juice in place of the milk. The student did not have a doctor's note on file that states they must receive a juice in place of the milk. To make an adjustment such as this that is outside of the meal pattern, a doctor's note must be on file with the SFA that specifically states the adjustment necessary.

Corrective Action:

The SA provided TA as to what was an approved milk substitution for students with milk allergies/intolerances. The SA now has an approved milk substitute on hand and will begin serving this to students. No further action required.

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period November 11-15, 2019, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: Red/Orange vegetable subgroup requirement not met for week.

Corrective Action:

The SFA will describe how they will ensure all vegetable subgroups will be made available in the required portions each week to meet meal pattern requirements.

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 Records

Production records are not fully completed to contain all required information. Missing information: Total number of portions served and leftovers. The SFA must record this information daily to ensure all meal components are available to each student during the entire meal service and to assist with later forecast for meal preparation.



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Corrective Action:

The SFA has started tracking all required information on their production records. They are now recording numbers served (Students, Adults, and A la carte) and the leftovers for each item served daily. No further action required.