

SNP Administrative Review Findings**Holy Spirit School (K172)****Program Year 2020****Holy Spirit School (K172)**

7241 East 10th Street
Indianapolis, IN 46219-4991

Food Service Contact

Ms. Jill Baker
Food Service Director
(317) 351-1705

Executive Contact

Mrs. Rita Parsons
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No. of Sites / Reviewed: 1 / 1
Month of Review: January 2020

General Program Compliance - Holy Spirit School (K172)*810. The USDA non-discrimination statement is on appropriate Program materials***Finding: Distribution of Special Dietary Forms**

A special dietary form is not being distributed to households.

Corrective Action:

The SFA stated during the exit meeting that one of the forms will always be included in future school handbooks and/or posted on their website under the cafeteria section.

No further action is required.

Technical Assistance:

A technical assistance was conducted and the information was provided regarding this specific finding.

*810. The USDA non-discrimination statement is on appropriate Program materials***Finding: Program Materials Use the Non-Discrimination Statement**

The Titan Software verification results letter does not contain all the required non-discrimination statement.

Corrective Action:

The SFA is in the process of contacting Titan Software Customer Service regarding in regarding correcting this finding.

According to the SFA, in the future Titan Software documents will be checked for accurate non-discrimination statement prior to utilizing. No further action required.

Technical Assistance:

A technical assistance was conducted and the information was provided regarding this specific finding.

*1500. Reports are submitted to the Indiana Department of Education as required***Child Nutrition Program Record Retention Technical Assistance**

A comprehensive list of all program record retention can be located at

https://www.doe.in.gov/sites/default/files/nutrition/record-retention-fact-sheet2018_0.pdf .

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements***Finding: SFSP & SBP Outreach**

The SFA's SBP Outreach procedures were not sufficient due to only conducting outreach with the advertising of menus. "According to the USDA guidance material. Schools participating in the SBP must inform families of the availability of breakfasts. A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Schools can provide reminders to children through their public address systems in schools or through means normally used to communicate with the households of enrolled children. Other acceptable outreach activities may include developing or disseminating printed or electronic material to families and school children. For example, information about the SBP should

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be posted on the school's website."

Corrective Action:

The field specialist confirmed during the exit meeting that in the future the SBP will be advertised. The SFA will advertise the SBP throughout the school year via their website.

No further action required.

Technical Assistance:

A technical assistance was provided to address discrepancy in the SFA's SBP Outreach procedures.

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Indianapolis, IN 46219-4991**Food Service Contact**Ms. Jill Baker
Food Service Director
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Month of Review: January 2020

Date of Onsite Review: March 25, 2020

Meal Counting & Claiming - Holy Spirit School (C390)*318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service***Finding: Breakfast Count POS**

Currently the breakfast count is being determined by students signing their name on a sheet of paper. During the breakfast meal service review, it was noted some students signed the sheet and did not have a creditable breakfast. Other students received a creditable breakfast but did not sign the breakfast sheet.

Corrective Action:

In your corrective action letter describe the new breakfast POS practice that has been implemented and will result in an accurate breakfast meal count.

Technical Assistance:

A technical assistance was conducted regarding this specific finding.

Meal Components & Quantities - Holy Spirit School (C390)*400. Day of Review- all required meal components were available to all students during the entire meal service***Finding: Daily Production Records**

At the time of the lunch service review, no daily lunch or breakfast production records had been completed for the week (Monday through Wednesday).

Corrective Action:

During the exit meeting the SFA stated that this finding was corrected immediately. No further action is required.

Technical Assistance:

A technical assistance was conducted regarding this finding emphasizing why production records are so important.

*402.(a) Day of Review- the minimum daily quantity requirements are met for the age/grade group being served***Finding: Breakfast Requirements**

For breakfast served on the day of review, the food server was not having the students take at least 1/2 fruit. The food server was unaware that the students could take 1 full cup of fruit, but that each meal served had to have a minimum of 1/2 cup of fruit in order to be reimbursable.

Corrective Action:

In your corrective action letter, confirm that in the future any food service person serving a breakfast or lunch has been thoroughly trained on the meal pattern requirements.

Technical Assistance:

During the breakfast review, the food server was trained immediately on the requirements by the field specialist.

*402. (b) Day of Review- the minimum daily quantity requirements are met for the age/grade group being served***Finding: Serving Juice Every Day For Breakfast**

During the breakfast meal service visit, the food server was allowing students to select two juices. No greater than 50% of the offerings of fruit over the course of the week can be in the form of juice. Unless you are also offering a full cup of solid fruit to be taken each day as a fruit option, compliance with this requirement cannot be met by allowing a student to take two juices.

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Confirmation of offerings for meal pattern compliance can always be determined by entering all menu choices into the menu certification worksheets.

Corrective Action:

The SFA confirmed during the onsite review that beginning immediately, the students will not be allowed to select two juices as part of a reimbursable breakfast. No further action is required.

Technical Assistance:

A technical assistance was conducted immediately regarding this specific finding. Therefore, no breakfast were disallowed.

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

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

As observed on the lunch meal service review, at least two milk varieties were not available as required throughout the meal service.

Corrective Action:

The field specialist confirmed during the exit meeting that in the future at least two varieties of milk will always be offered during each meal service. No further action is necessary.

Technical Assistance:

A technical assistance was conducted regarding this finding.

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote alternative to milk

Finding: Breakfast OVS Sign Location

The location of the breakfast OVS sign is not acceptable.

Corrective Action:

A discussion during the exit meeting with the SFA stated the sign will be moved to the beginning of the serving line making it easier for students to see and read. The SFA also stated they may discontinue the participation of breakfast OVS. Therefore it is important to note that if this occurs, a breakfast Non-OVS sign would still need to be displayed. The new sign would state what food items make up a creditable breakfast. In your corrective action plan state what decision your SFA has made and confirm that a sign at the beginning of the line will be posted as required.

Technical Assistance:

A technical assistance was conducted regarding this finding.

407. Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding: Vegetable Subgroups

An insufficient vegetable amount was prepared for lunch on the meal service review day. The vegetable was then replaced with a vegetable in a different subgroup. This practice makes it possible that all students may not have been offered all the vegetable subgroups throughout the entire week.

Corrective Action:

The SFA confirmed during the exit meeting that in the future whenever this occurs, the vegetable will always be replaced with another vegetable from the same vegetable subgroup. No further action required.

Technical Assistance:

While onsite, a technical assistance was conducted regarding this finding.

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

Finding: Child Nutrition Labels and Product Formulation Statements

The Child Nutrition Labels and Product Formulation Statements (for the applicable food items) are not always obtained prior to serving menued items. By not obtaining crediting information prior to serving items, there can be no confirmation that the

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meal pattern is being met.

Corrective Action:

Confirm in your corrective action plan that in the future Child Nutrition Labels and Product Formulation Statements will always be obtained, read, and kept on file for applicable food items before serving.

Technical Assistance:

A review of this requirement was thoroughly discussed with the SFA.

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

Finding: Meeting Daily Lunch Requirements

For the week reviewed, the daily minimum amount of meat/meat alternate of one ounce was not met.

Corrective Action:

Confirm in your corrective action plan that in the future the planned meat/meat alternate ounces for lunch will be reviewed to ensure that at least one ounce is served each day. Keep in mind there are minimum daily and minimum weekly requirements for meal components. Compliance with meal patterns is critical for obtaining reimbursement for meal served.

Technical Assistance:

During the onsite visit a technical assistance was conducted regarding this finding.

500. Day of Review- Offer vs. Serve was properly implemented

Finding: School is not properly implementing Offer vs. Serve.

The breakfast food server staff has not been trained on OVS. This was demonstrated by allowing students to select food items that did not make a reimbursable breakfast.

Corrective Action:

During the exit meeting the SFA stated that whomever is the breakfast food server, they will be thoroughly trained on OVS prior to working in this position. The SFA also stated they may discontinue the participation of breakfast OVS. In your corrective action letter state what practice will be put in place to ensure that this error does not re-occur.

Technical Assistance:

The SFA was provided technical assistance during the onsite visit. Therefore, no meals were disallowed.

501. Cafeteria staff have been trained on OVS

Finding: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Corrective Action:

During the exit meeting the SFA confirmed that if OVS is continued, all staff will be thoroughly trained. No further action required.

Technical Assistance:

The SFA was provided technical assistance regarding this finding.

General Program Compliance - Holy Spirit School (C390)

1407. SFA written food safety plan is implemented

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

Proper HACCP principles not observed:
Some milk coolers smelled of spoiled milk.
Thermometers are not in all cooling units.

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Daily temperatures of the food are not being tested and documented prior to serving.

Corrective Action:

In your corrective action plan confirm how these non-compliant food safety findings were corrected and provide the name of the person or position assigned to closely monitor food safety practices to ensure a reoccurrence does not occur.

Technical Assistance:

A technical assistance was conducted regarding these findings.