

SNP Administrative Review Findings

Marian High School (K241)

Program Year 2023

Marian High School (K241)

1311 S Logan Street
Mishawaka, IN 46544-4701

Food Service Contact

Mrs. Cami M Whitten
Foodservice Director
(574) 259-5257
cwhitten@marianhs.org

Executive Contact

Mr. Mark Kirzeder
Principal
(574) 259-5257
mkirzeder@marianhs.org

No. of Sites / Reviewed: 6 / 2

Month of Review: April 2023

Commendations

- * Staff at reviewed schools did a nice job of serving meals and had a great rapport with all students.

Technical Assistance

- * The SFA is reminded to prepare for the Administrative Review using the training resources and checklist provided by the State Agency. When the State Agency arrived on-site, the SFA did not have the required documentation available for review and had not yet completed all off-site requirements.
- * The planned menu lacks variety at breakfast and lunch. For breakfast, the same meal is served every day. For lunch, pizza is served every week. Child nutrition programs should offer a variety of foods that are nutritionally dense and diverse. Strive to create a more appealing menu that varies from day to day.
- * Be aware of the serving size listed on Product Formulation Statements compared to what is being served. For the week of review, the Product Formulation Statement listed the serving size for Popcorn Chicken at 12 pieces. When served, the SFA only served 11 pieces, changing the crediting for the components to .75 oz grain equivalent and 1.75 oz meat/meat alternate. If no other grain was served this day, all meals would be insufficient as all meals must contain at least 1 oz grain equivalent.
- * When looking up students on the Direct Certification website, if students are found, they should be added to the approved students list.
- * With the high percentage of Directly Certified students in the corporation, the SFA should explore the option of applying for the Community Eligibility Program (CEP).

Certification and Benefit Issuance - Marian High School (K241)

126. Certification: selected applications correctly approved

Finding 9901: Selected applications incorrectly approved

Multiple applications were certified incorrectly or utilizing incomplete information.

Corrective Action:

Corrections have been made to certification errors. Households were notified of benefit change and given the appropriate time frame before the change took place. No further action required.

Meal Counting & Claiming - Marian High School (K241)

315. SFA consolidates the claim for reimbursement

Finding 9000: Overclaim of breakfast meals

During a review of claims for all schools, a discrepancy was found regarding breakfast meals at Marian High School for the month of September 2022. The SFA submitted an overclaim of 2117 breakfast meals.

Corrective Action:

The SFA was able to amend the September 2022 claim for Marian High School breakfasts to reflect actual meals served. No further action is required.

Technical Assistance:

The SFA is reminded to review all claims prior to submitting to ensure all totals have been entered correctly.

SNP Administrative Review Findings**Marian High School (K241)****Program Year 2023**

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Finding 9000: Charge Policy

SFA was not following the written charge policy. Additionally, the charge policy included using food as punishment (giving detention for negative account balance). This practice is against federal regulations as withholding of food cannot be used for punishment for behavior, overdue accounts, or any other school expectation.

Corrective Action:

The SFA was able to revise the charge policy while the SA was on-site for the review. It is now reflective of actual procedures used at the point of service. Also, repercussions of negative balances no longer use food as punishment. If implemented as now written, no further action is needed. As a reminder, the school should look into the Community Eligibility Program (CEP) as this program does help significantly reduce delinquent accounts due to meal charges.

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Finding 9000: Food prep at central kitchen

Food that is prepared at the central kitchen to be sent to satellite locations must be counted and recorded on production records to accurately track amounts. The receiving site must verify they receive the correct totals.

Corrective Action:

The SFA has implemented that production records accompany all foods sent to satellite schools that list food items sent, the intended serving size, and number of servings prepared and sent. If fully implemented moving forward, no further action is required.

Technical Assistance:

The SA provided technical assistance to satellite schools on how to properly track foods received from central kitchen.

Resource Management Comprehensive Review - Marian High School (K241)

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.

Trash was charged separately from other indirect costs and a portion was charged to food service. Portions or percentages of bills are not allowed to be charged. The SFA must either have the trash bill separated from the rest of the school for the cafeteria with a dedicated food service trash bin or the entire trash bill must be included with other indirect costs.

Corrective Action:

The SFA has submitted their procedure for paying for trash disposal. They will contract with a new trash service next school year and have their bill separate from all other school trash. No further action required.

General Program Compliance - Marian High School (K241)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 9000: Non-Discrimination Statement

The non-discrimination statement is incorrect on program materials.

Corrective Action:

The SFA has corrected the non-discrimination statement on the monthly menu. No further action is required.

SNP Administrative Review Findings**Marian High School (K241)****Program Year 2023**

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

Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: each individual school operated within this SFA has their own administration. They are only connected via food service. Therefore, each individual school must develop their own Wellness Policy. No school operating food service under this SFA had a Wellness Policy.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: the SFA must work with each school to develop a Wellness Policy specific to each. They have submitted their timeline for completion as corrective action. No further action is required.

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: Smart Snack calculations were not maintained for all a la carte items sold and many of the Smart Snack calculations were figured using incorrect nutritional information.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Smart Snacks policies and practices identified from the Off-site Assessment Tool: the SFA must run Smart Snack calculations for each item sold and retain the print out with their records. Additionally, they must correct all calculations that were figured using incorrect nutritional information. They have submitted two corrected Smart Snack calculations as corrective action. No further action required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Smart Snacks policies and practices identified from the Off-site Assessment Tool: The State Agency reviewer explained that Smart Snack calculations must be figured using nutritional information per serving (not per case).

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). Neither of the satellite schools reviewed had a Food Safety Plan.

Corrective Action:

The SFA was able to create a food safety plan specific to each school while the SA was on-site during the review. If fully implemented as written, no further action is required.

1500. *Reports are submitted to the Indiana Department of Education as required*

Finding 9151: SFA does not submit reports as required to the State agency.

The Verification Summary Report was not submitted to IDOE on time.

Corrective Action:

Reporting requirements were discussed with and understood by Program administrators. No further action required.

Technical Assistance:

IDOE's Calendar of Due Dates can be found at

<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqaoLlw/edit?usp=sharing>

SNP Administrative Review Findings

Marian High School (K241)

Program Year 2023

St. Adalbert's School (D255)

1311 S Logan Street
Mishawaka, IN 46544-4701

Food Service Contact

Mrs. Kristah Quijada
Business Manager
(574) 288-6645

Month of Review: April 2023

Date of Onsite Review: May 10, 2023

Meal Counting & Claiming - St. Adalbert's School (D255)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. During the on-site review, it was evident taking a meal count at the point of service was not a regular practice. Teachers asked if the staff member completing the meal count sheet were 'ready for their total' and the Food Service Director was also explaining to the staff member how to complete the meal count sheet. Since the review was completed in April, the staff member should have been well versed in completing this form by this point in the school year unless they were newly hired.

Corrective Action:

The SFA has trained all schools how to properly take a point of service meal count and to correctly complete the meal count sheet while the SA was on-site. If fully implemented as discussed, no further action is required.

Meal Components & Quantities - St. Adalbert's School (D255)

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 available throughout the serving period on all meal service lines.

Corrective Action:

The school was provided technical assistance during the review and has started offering two types of milk at breakfast. If implemented as discussed, no further action is needed.

Technical Assistance:

The school was advised and given the opportunity to add another type of milk to meal service line(s) when it was observed that only one type of milk was being offered.

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

Finding 9000: Breakfast Menu and Production Records

No menu or production records were completed for breakfast served at any elementary school. Schools must have a menu to show that they have planned to meet meal pattern requirements and they must have production records to show they prepared enough food to account for meals claimed.

All elementary breakfasts for the month of review until the on-site review date of May 10th, 2023 will be disallowed.

Corrective Action:

The SFA amended claims to reflect disallowed breakfasts for the month of review until May 10th, 2023. The SFA has created a monthly breakfast menu that meets meal pattern requirements for K-8 grade grouping. They have also implemented the completion of production records for each meal. The SFA submitted a monthly breakfast menu and five days of production records to show they have corrected the finding. No further action required.

SNP Administrative Review Findings
Program Year 2023

Marian High School (K241)

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

Finding 9000: Milk Component on Production Records

During a review of production records, it was noted milk availability and consumption were not tracked on production records. As a program requirement, milk must be tracked for all meals to show that milk was available throughout the meal to all students and that it was available in two varieties.

Corrective Action:

The SFA has submitted five days of production records that show milk tracked and that there were two varieties available. No further action required.

410. *Review Period- planned menu quantities meet the meal pattern requirements*

Technical Assistance

For all foods used to credit toward meal pattern requirements, a measurement must be used to ensure the minimum requirements are met. Tongs cannot be used when a measurement is required.

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.

SFA does not have breakfast menus or production records for entire program year. Productions records could not 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 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 they must have a menu and plan to meet all components in both the daily and weekly serving sizes. All breakfasts from month of review through day of review (May 9, 2023) will be disallowed. SFA may begin claiming breakfast meals May 10, 2023.

Corrective Action:

The SFA has developed monthly menu for May and has begun completing production records for all breakfasts. The SFA will also complete production record training with all staff and submit their training sign in sheet as corrective action.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Any meal (breakfast, lunch, after school snack) that is served and claimed for reimbursement must be accompanied by a menu and production records to ensure menu compliance.

General Program Compliance - St. Adalbert's School (D255)

812. *Day of Review- Program benefits were available to all children without discrimination*

Finding 9102: Discrimination in Program benefits observed on Day of Review.

As observed on the Day of Review, Program benefits were not made available to all children without discrimination. The school separated females and males and always allowed the females to go first through the serving line.

Corrective Action:

The SFA communicated with the school administration while on-site. Females and males are no longer separated. No further action required.

904. *Corrective action in the general areas of review that are readily observable was required as a result of on-site monitoring*

Finding 9000: Adults eating from share table

On the day of observation, teachers were observed eating from the share table. All foods consumed by adults must be purchased. Foods placed on the share table are for students only.

Corrective Action:

The SFA communicated to all schools via email that adults are not allowed to take items from the share table. No further action required.

Technical Assistance:

The SFA is reminded to visit schools regularly to ensure adults continue to follow share table procedures.

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: All coolers in kitchen.

Corrective Action:

The SFA has provided the kitchen with a temperature log template for coolers. They were able to put in place a new procedure to observe and record cooler temperatures at the start of each day. If fully implemented as discussed, no further action is needed.

SNP Administrative Review Findings

Marian High School (K241)

Program Year 2023

St. Anthony De Padua School (D260)

1311 S Logan Street
Mishawaka, IN 46544-4701

Food Service Contact

Mrs. Kim Deboe
Secretary
(574) 233-7169

Month of Review: April 2023

Date of Onsite Review: May 11, 2023

No Assigned Module - St. Anthony De Padua School (D260)

1. St. Anthony De Padua School

Finding 9000: CACFP meal pattern not followed for Pre-K students

On the day of observation, Pre-K students were served chocolate milk. Since Pre-k students were not co-mingled with other students, the SFA must follow the CACFP meal pattern for Pre-K. The CACFP meal pattern does not allow flavored milk to be served.

Corrective Action:

The SFA made the correction to only serve unflavored milk to Pre-K students. All teachers and staff were verbally informed of the change while the SA was on-site for the review. No further action required.

Meal Counting & Claiming - St. Anthony De Padua School (D260)

324. Review Period- there were no questionable patterns in the reported meal counts by category

Finding 9073: Questionable patterns in the reported counts of free, reduced, and paid meals for the Review Period.

There were patterns in the reported counts of free, reduced, and paid meals for the Review Period that appear questionable for the population of students participating in the NSLP. The explanation provided by the school for the questionable meal count patterns was not acceptable. Questionable meal count practices: The staff member in charge of ordering meals inflated meal counts so that extra food would be sent. They proceeded to claim these extra meals while giving the food away free of charge.

Corrective Action:

The staff member in question was removed from the kitchen. The SFA was able to correctly adjust the month of review claim so that an accurate number of meals was claimed based on households' pre-paid ordering system. No further action required.

Meal Components & Quantities - St. Anthony De Padua School (D260)

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

Finding 9000: Insufficient Vegetable Component

On the day of review, the SFA only planned to serve 1/2 c vegetable component to all students. Since the SFA does not utilize OVS, they must serve at least 3/4 c vegetable for lunch to meet meal pattern requirements. Since meals were transported to the reviewed school, additional vegetables that were added to the meal were delivered after meal service began. 34 meals were disallowed and were taken off the total meals served that day.

Corrective Action:

The SFA provided technical assistance before the meal began. The SFA has added additional vegetable to this day on their cycle menu to ensure they serve the required component size in the future. If implemented as discussed, no further action is needed.

Technical Assistance:

The SFA is reminded that although rice is considered a 'starch' for diabetics, it is not considered a 'starchy vegetable' in Child Nutrition Programs. Rice is part of the grain component.

SNP Administrative Review Findings
*Program Year 2023***Marian High School (K241)**

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

Finding 9000: Crediting on Production Records

Crediting was not recorded on production records to show that meal pattern requirements were met for the week of review.

Corrective Action:

The SFA has submitted five days of production records that show all foods served along with how they credit toward meal pattern requirements. If the SFA implements this practice moving forward, no further action is 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 one week during the Review Period in April, some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served. Menu was insufficient in red/orange vegetables for the week of review.

Corrective Action:

The SFA was able to add red/orange vegetables to their cycle menu to ensure adequate amounts of the sub-group will be offered in the future. No further action required, however, should this be a finding in future review, meals will be disallowed.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - St. Anthony De Padua School (D260)

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.

Health inspection was not posted.

Corrective Action:

SFA was able to post health inspection close to the serving line while the reviewer was on-site. No further action required.