

SNP Administrative Review Findings

Our Lady of Grace School (K142)

Program Year 2023

Our Lady of Grace School (K142)

3025 Highway Ave.
Highland, IN 46322-1799

Food Service Contact

Mrs. Crystal Wojcinski
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Executive Contact

Mr. Mark Topp
Principal
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No. of Sites / Reviewed: 1 / 1

Month of Review: April 2023

Certification and Benefit Issuance - Our Lady of Grace School (K142)

134. Direct Certification matches were performed according to the required timeframes

Finding 9025: Direct Certification matches not performed according to the required timeframes

The SFA did not conduct Direct Certification matches according to the required timeframes. The SFA and State Agency performed a DC download on 5/4/2023. A DC download had not been performed since September 9, 2022.

Corrective Action:

The SFA and SA discussed that DC matches must be performed at a minimum of three times a year. This is understood and no further action is necessary.

Verification - Our Lady of Grace School (K142)

215. SFA completed verification by November 15

Finding 9048: Verification not completed by November 15.

For the current school year the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

Corrective Action:

Verification was completed during PY 2023. No further action is necessary.

General Program Compliance - Our Lady of Grace School (K142)

1217. SFA's process and frequency for tracking training hours is sufficient

Finding 9000: Professional Standards Tracking

The SFA was not tracking any of the trainings that were taken.

Corrective Action:

The State Agency and SFA met on 5/22/2023 to create a tracking tool, and it is uploaded in the AR tool. This is sufficient and no further action is necessary.

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

Finding 9009: SFSP & SBP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures.

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Program Year 2023

Our Lady of Grace School (C025)

3025 Highway Ave.
Highland, IN 46322-1799

Food Service Contact

Mrs. Crystal Wojcinski
Lunch Supervisor
(219) 934-7178

Month of Review: April 2023

Meal Counting & Claiming - Our Lady of Grace School (C025)

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. The SFA is not counting meals at the POS. The SFA is claiming meals by using an ordering system.

Corrective Action:

The SFA and State Agency discussed that meals need to be counted at the POS. The SFA agrees to use a roster and check students when they come through with a reimbursable meal. This is sufficient and no further action is necessary.

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed. The SFA was claiming meals for free and reduced students that were absent.

Corrective Action:

Meals claimed but not served are considered unallowable and the SFA will amend all claims from PY 2023 to reflect accurate counts.

438 free lunch meals and 114 reduced meal meals were considered unallowable and claims between August 2022 and April 2023 were amended by the SFA to resolve the issue noted.

Meal Components & Quantities - Our Lady of Grace School (C025)

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 (April 2023), some meals served during the week reviewed did not appear to meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served. The production records were missing some required items which includes serving sizes and amount served.

Corrective Action:

The SFA is required to submit a week's worth of production records for the SA to review. Production records were provided to the field specialist. If the practice of completing production records continues, no further corrective action is necessary.

Technical Assistance:

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

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General Program Compliance - Our Lady of Grace School (C025)

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: April 2023.

Corrective Action:

The SFA and SA discussed that temperature logs must be maintained for six months. This is understood and no further action is necessary.