

**SNP Administrative Review Findings**

**Our Lady of Grace Catholic School (K351)**

*Program Year 2023*

**Our Lady of Grace Catholic School (K351)**

9900 E. 191st St.  
Noblesville, IN 46060-1520

**Food Service Contact**

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Cafeteria Manager  
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**Executive Contact**

Mrs. Michelle L Boyd  
Principal  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2023

**Verification - Our Lady of Grace Catholic School (K351)**

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

**Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

**Corrective Action:**

Technical assistance was provided onsite to ensure that a confirmation review takes place moving forward. The school accountant verbally acknowledged understanding of the requirement. No further corrective action needed.

**Resource Management Comprehensive Review - Our Lady of Grace Catholic School (K351)**

*767. Nonprogram Revenue and Food Cost Ratio*

**Technical Assistance: Nonprogram Foods Revenue to Food Cost Ratio**

Nonprogram food revenue should be greater than or equal to the food cost ratio. Additional revenue is needed to comply with this requirement. While the Nonprogram Foods Revenue Tool was completed prior to the start of the review, a 5-day reference period of a la carte sales was also completed to compare the results to the Nonprogram Foods Revenue Tool. TA was provided to the Cafeteria Manager which included reviewing the current per item cost of all a la carte items sold versus their selling prices. Several items were not priced appropriately (at least 2x the item cost) and will be adjusted accordingly. Please review a la carte prices annually to ensure ongoing compliance is attained.

**General Program Compliance - Our Lady of Grace Catholic School (K351)**

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

**Technical Assistance: Civil Rights Short Nondiscrimination Statement**

The Cafeteria Manager was reminded that the correct short nondiscrimination statement is, "This institution is an equal opportunity provider." On the menus, "institution" is left out of the statement.

*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. The current policy does not contain all the required elements.

**Corrective Action:**

The SFA is required to review the resources provided below to help ensure the policy meets all requirements. Field Specialist will provide follow-up technical assistance during PY2024 to ensure this requirement is being met. No further corrective action needed.

**Wellness Policy Technical Assistance:**

Wellness Policy webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

Triennial Assessment template: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

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 list of standard operating procedures (SOPs) included in the food safety plan is very short and does not address as many SOPs as would be expected in the school setting. In addition, menu items are not categorized by HACCP process.

**Corrective Action:**

As corrective action, the SFA is required to review the resources provided below to help ensure their plans meets all requirements. Field Specialist will provide follow-up technical assistance during PY2024 to ensure this requirement is being met. No further corrective action needed.

**Technical Assistance:**

IDOE School Nutrition Programs Food Safety webpage: <https://www.in.gov/doe/nutrition/food-safety/>

Writing a HACCP-based Food Safety Plan: <https://theicn.org/resources/1532/writing-a-haccp-based-food-safety-plan-for-schools-workshop/117824/writing-a-haccp-based-food-safety-plan-for-schools-workshop-participants-workbook.pdf>

Food Safety Plan Template: <https://iastate.app.box.com/s/vcs46ct6wczzfmrmsa67g8tj1s8ox70m>

**SNP Administrative Review Findings****Our Lady of Grace Catholic School (K351)****Program Year 2023****Our Lady of Grace Catholic School  
(B246)**9900 E. 191st St.  
Noblesville, IN 46060-1520**Food Service Contact**Angela Orta  
Cafeteria Manager  
(317) 770-5660

Month of Review: January 2023

Date of Onsite Review: February 8, 2023

**Meal Counting & Claiming - Our Lady of Grace Catholic School (B246)***318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service***Technical Assistance: Pre-K Meal & Point of Service**

The Cafeteria Manager and Pre-K teachers were provided technical assistance onsite regarding proper documentation of the Pre-K meal point of service. Though meals are preordered, they still must be documented at the point of service. Moving forward, using their daily roster, the teachers will check off each student's name after they have received a meal and return it to the cafeteria. Meal count sheets will be retained with monthly claim documentation.

*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 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 free & reduced meal categories at breakfast were consolidated incorrectly. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed. A second review of the monthly meal counts is warranted prior to submitting the claim to ensure the counts are accurate.

**Corrective Action:**

The difference between the SFA Count and the State agency validated count is documented. As corrective action, the Cafeteria Manager agreed to have a second individual, the school Accounting Coordinator, check the meal counts for accuracy before the monthly claim is filed. If implemented as agreed upon, no further corrective action is necessary.

**Meal Components & Quantities - Our Lady of Grace Catholic School (B246)***400. Day of Review- all required meal components were available to all students during the entire meal service***Finding 9000: Point of Service & Location of Milk Cooler at Breakfast**

At breakfast, while all components were available to all students throughout the meal service, the milk cooler was located away from the serving line & students did not pick up until after their breakfast had already been rung up at the point of service. Students must be allowed to choose their milk selection prior to the cashier ringing up the meal transaction.

**Corrective Action:**

Technical assistance was provided to the Cafeteria Manager while onsite and the flow of the breakfast meal service was corrected the following day. A variety of milk was brought up to the service line for students to choose prior to the cashier ringing up the meal transaction. No further corrective action is necessary.

## SNP Administrative Review Findings

## Our Lady of Grace Catholic School (K351)

## Program Year 2023

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

**Finding 9058: Age/grade group meal pattern requirements not being met for multiple menus and/or multiple age/grade groups served.**

As observed on the Day of Review, when the school is serving multiple menus and/or age/grade groups, it has not structured the meal service to meet the specific meal pattern requirements for each menu type and/or age/grade group being served. The Pre-K students being claimed under NSLP are not comingled & must follow the Preschool Meal Pattern.

**Corrective Action:**

Technical assistance was provided to the Cafeteria Manager while onsite. She verbally acknowledged that she understood the requirements and that Pre-K students could not be served grain-based desserts as a creditable grain component. No further corrective action needed.

**Technical Assistance:**

Preschool Meal Pattern: <https://drive.google.com/file/d/1-L2ac281PTOK4-Sui5JCWzwCYqjbt6lz/view?usp=sharing>

Checklist for Preschool Meals:

[https://docs.google.com/document/d/1buXuLEc53b7AujgET8\\_Y2Vpa1963y6OD6Jzu\\_51Bxyl/edit?usp=sharing](https://docs.google.com/document/d/1buXuLEc53b7AujgET8_Y2Vpa1963y6OD6Jzu_51Bxyl/edit?usp=sharing)

Grain-Based Desserts: <https://drive.google.com/open?id=1BJVaqFJJBkoQwbsZX3Cpy-L4clJSg3Sr>

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

**Technical Assistance: Grain-Based Desserts at Lunch**

The Cafeteria Manager was reminded that grain-based desserts at lunch are limited to only 2-ounce equivalents per week.

Grain-Based Desserts Factsheet:

[https://docs.google.com/document/d/1qYERGHoceDtw7i8wkn3GHlkf\\_099R99uK8asszeR8Fk](https://docs.google.com/document/d/1qYERGHoceDtw7i8wkn3GHlkf_099R99uK8asszeR8Fk)

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.**

Productions records were 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(s) being served.

At breakfast, the menu states cereal "or" another grain option. Since the cereal is only 1 oz eq, students should be allowed to take the cereal and the other grain option daily in order to meet the minimum requirement of 8 oz eq of grain for the week.

At lunch, the Chef Salad, Yogurt Lunch & Lunchable entrée options each need an additional 1 oz of grain daily in order to meet the minimum requirement of 8 oz eq of grain for the week.

At lunch, the Lunchable option needs an additional .5 oz of meat/meat alternate daily in order to meet the minimum requirement of 9 oz eq M/MA for the week.

**Corrective Action:**

The Cafeteria Manager was provided technical assistance during the onsite visit. Menu ideas were discussed to ensure the minimum requirement for grains and meat/meat alternate is met across all entrée options throughout the week moving forward. An updated menu was provided to field specialist for review. No further corrective action is needed.

1105. *Foods and beverages sold to students during the school day meet Smart Snacks standards*

**Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services do not meet Smart Snacks standards.

**Corrective Action:**

The Rice Krispie Treat sold on the day of review was not whole grain rich. This was a substitution error from the vendor and not caught before the product was sold to students. The Cafeteria Manager was provided technical assistance onsite to correct the issue. The product will not be sold moving forward unless it meets the Smart Snacks standards. No further corrective action needed.

1409. *On-site or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Dry goods were not stored 6 inches off the ground in the storage room across the hall from kitchen. There was no consistent method of date-marking of full cases of products. Hairnets/restraints were not being utilized during morning prep.

**Corrective Action:**

The storage violations were discussed with the Cafeteria Manager while onsite. Issues were corrected immediately. No further corrective action needed.