

## SNP Administrative Review Findings

Our Lady of Mt Carmel (K086)

*Program Year 2017*

Our Lady of Mt Carmel (K086)  
14596 Oak Ridge Road  
Carmel, IN 46032-1201

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No. of Sites / Reviewed: 1 / 1

## Certification and Benefit Issuance - Our Lady of Mt Carmel (K086)

*123. On-site observation validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions?*

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Certification and Benefits Issuance procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The Direct Certification process is not in compliance with USDA regulations.

**Corrective Action:**

The Direct Certification list must be run three times throughout the school year. The DC list must be given to the SFA in order to correctly certify DC students. DC students are not required to submit applications and may not be counted in the total for verification purposes. Please provide written confirmation that the direct certification procedure has been corrected and provide a copy of the new procedure.

**Technical Assistance:**

Please see the eligibility guidance manual for the proper DC procedure.  
<https://www.fns.usda.gov/sites/default/files/cn/EligibilityManualFinal.pdf>

## Verification - Our Lady of Mt Carmel (K086)

*209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?*

The applications selected for verification were not appropriately selected for the sample size option used. The SFA selected an application with a case number that was found to be directly certified.

**Corrective Action:**

The SFA should select another application and conduct verification properly. The SFA must save all correspondence to and from the household for verification purposes.

**Technical Assistance:**

Please see the eligibility guidance manual for instructions on proper verification procedure.  
<https://www.fns.usda.gov/sites/default/files/cn/EligibilityManualFinal.pdf>

## Meal Counting &amp; Claiming - Our Lady of Mt Carmel (K086)

*313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?*

The SFA is not currently printing or tracking an edit check report.

**Corrective Action:**

On the day of review the reviewer and SFA found the edit check report within the POS software. The report will be printed monthly and kept with all claim documentation going forward.

## General Program Compliance - Our Lady of Mt Carmel (K086)

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could

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not be validated during on-site observations. Discrepancies or deficiencies found on-site: the current policy does not meet the USDA requirements for wellness policies. The Final Rule on the wellness policy requirements goes into effect July 1, 2017.

**Corrective Action:**

The SFA must update the wellness policy to meet the USDA final rule for wellness policies. The policy must be updated by July 1, 2017.

**Technical Assistance:**

Please consult the IDOE website for wellness policy guidelines as well as a sample wellness policy that may be adapted to suit your needs: <http://www.doe.in.gov/nutrition/school-wellness-policy>

*1502. Records maintained for PLE and revenue from nonprogram foods?*

The SFA did not maintain sufficient records to document compliance with the Nonprogram Foods Revenue requirements as described in 7CFR 210.14(f).

**Corrective Action:**

The tool must be completed for a 5 day window. This include all extra entrees, a la carte drinks and adult meals. The tool must be submitted to the State Agency as corrective action.

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#### Meal Counting & Claiming - Our Lady of Mt. Carmel (B215)

##### 318. DOR - accurate meal counts by category at POS? Enter data.

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 grab and go option is currently unsupervised and students must place their card in the correct box in order to be counted. This method of counting does not ensure that meals are counted correct and may lead to meals being erroneously counted.

##### **Corrective Action:**

The SFA will have to ensure that all meals claimed at the grab and go station are correctly counted and claimed. The students will need to either proceed to the cashier or an adult will need to supervise that cards are placed in the correct spot for these meals.

#### Meal Components & Quantities - Our Lady of Mt. Carmel (B215)

##### 400. DOR – all required components available during entire meal service, all lines? Enter data.

##### **Technical Assistance:**

While the "grab and go" option does contain the required minimum daily requirements, the bag alone does not meet the minimum vegetable subgroup requirements. Please ensure that proper signage is in place so that students are aware of their ability to take a hot or additional cold vegetable from the service line.

##### 409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period December 5-9, 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: the ravioli does not credit toward meat/meat alternate component of the NSLP meal pattern. 123 meals have been disallowed due to missing component. Additionally, the Fritos served as part of the walking taco entree choice were not whole grain rich.

##### **Corrective Action:**

The SFA will purchase a ravioli product that credits toward the meal pattern. Alternatively, the SFA can provide a m/ma such as string cheese or a cheese-filled breadstick to meet the daily requirement.

The SFA will ensure that corn chips served with the walking taco are whole grain-rich. The first ingredient will be "whole corn" to meet this requirement.

##### **Technical Assistance:**

If you wish to order the Chef Boyardee product that has a CN label, product information can be found here:  
<http://www.conagrafoodservice.com/ProductDetail.do?productUpc=6414481080>

Fritos may be purchased that are in compliance with the meal pattern. The Product is reduced fat, whole grain Fritos. Check with your vendor to see about availability. Alternatively, there are many 2oz packaged whole corn tortilla chip options.

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

As observed on the Day of Review, the SFA pre-plated meals in order to expedite service, but this does not allow the students to decline items they do not wish to take. There was excessive waste of the cooked carrots on the day of review because of this serving method.

**Corrective Action:**

The SFA must determine how to best serve meals in order to allow students to decline undesired components.

**Technical Assistance:**

The SFA may want to re-evaluate the flow of the food service line. The reviewer made suggestions on the day of review.

General Program Compliance - Our Lady of Mt. Carmel (B215)

1406. SFA written food safety plan implemented?

Proper HACCP principles not observed: students bring dirty trays up to the serving line for second portions, servers on the day of review re-use gloves, and items are left unpackaged in the open for service without a lid or sneeze guard in place.

**Corrective Action:**

Students bringing dirty trays up to the service area for 2nd portions is a repeated finding. The SFA must provide written acknowledgement of how this finding has been corrected.

The SFA will re-train volunteers and staff on proper glove usage. Once gloves are removed, they must be discarded and replaced.

The SFA must ensure that the additional veggie portions offered to students are properly covered either with lids or with a sneeze guard.

**Technical Assistance:**

Seconds and open containers: <http://sop.nfsmi.org/HACCPBasedSOPs/PreventingContaminationatFoodBars.pdf>

Glove Usage and Handwashing: <http://sop.nfsmi.org/HACCPBasedSOPs/UsingSuitableUtensilsWhenHandlingRTE.pdf>