

**SNP Administrative Review Findings****Queen of Peace School (K378)****Program Year 2019****Queen of Peace School (K378)**

4508 Vistula Road  
Mishawaka, IN 46544-4054

**Food Service Contact**

Jennifer Eagers  
Kitchen Manager  
(574) 255-9674

**Executive Contact**

Mrs. Laurie Haverty  
Parish Administrator  
(574) 255-0392

No. of Sites / Reviewed: 1 / 1  
Month of Review: February 2019

**Commendations**

- \* - Great job with meal planning and service. All meals served were fully reimbursable and students have a great variety to choose from, especially on the salad bar.
- Food service staff was knowledgeable of program requirements and have a great rapport with students.
- All students were approved for their correct meal benefit status.

**Verification - Queen of Peace School (K378)****208. Confirmation Review – documentation on file, required procedures 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:**

It was discussed during the day of review that a confirmation review must take place each year. It is understood and no further action is necessary.

**Technical Assistance:**

It was found that the Parish Administrator is both the verifying official and the confirmation official. These two titles must have different individuals completing the tasks.

**209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?****Finding 9039: Applications not properly selected for verification.**

The applications selected for verification were not appropriately selected for the sample size option used. It is a requirement to select paper applications for verification, not students who are directly certified.

**Corrective Action:**

The SFA is required to select an additional application for verification to be considered complete. Please complete this within one month of receiving your administrative review results and retain it in your files for future review.

**Technical Assistance:**

In order to complete verification correctly, you must complete the confirmation review, attempt to directly verify the selected application, and send notification letters to the household letting them know they are being verified. Please refer to our website for more information - <https://www.doe.in.gov/nutrition/snp-verification>.

**215. SFA complete verification by Nov 15 or request extension?****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.

**SNP Administrative Review Findings**

**Queen of Peace School (K378)**

*Program Year 2019*

**Resource Management Comprehensive Review - Queen of Peace School (K378)**

*766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio*

**Finding 9000: Non-program Revenue**

The SFA did not assess their compliance with the non-program revenue tool.

**Corrective Action:**

The SFA completed this with the state agency on the day of review and the SFA is compliant. Please ensure you are assessing your compliance with the Revenue from Non Program Foods Tool each year.

**General Program Compliance - Queen of Peace School (K378)**

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

**Wellness Policy Assessment**

**Technical Assistance:**

The local wellness policy assessment must be made available to view by the public. This can be done by publishing it to the school corporation's website, through newsletters, or through emails to households.

**SNP Administrative Review Findings****Queen of Peace School (K378)****Program Year 2019****Queen of Peace School (D198)**

4508 Vistula Road  
Mishawaka, IN 46544-4054

**Food Service Contact**

Mrs. Jennifer Eagers  
Kitchen Manager  
(574) 255-9674

Month of Review: February 2019

Date of Onsite Review: March 14, 2019

**General Program Compliance - Queen of Peace School (D198)**

1411. *Did any review of products indicate violations of the Buy American provision?*

**Finding 9000: Buy American Provision**

There was one case of cucumbers in the reach in fridge at Queen of Peace that was a product of Mexico. It is the responsibility of the School Food Authority to enforce the Buy American provision when making purchases from food brokers. Please ensure that staff who receive food product deliveries in the schools are aware of the Buy American provision.

**Corrective Action:**

The FSD and reviewer discussed that all food products on CNP are required to be products of the United States, with limited exceptions made on a case by case basis by the SFA, not the food broker. The FSD agrees and will inform the vendor to only provide American products from here on out, unless an exception is requested. No further action is necessary.