

SNP Administrative Review Findings

Sacred Heart Apostolic School, Inc (K343)

Program Year 2017

Sacred Heart Apostolic School, Inc (K343)
5901 N 500 East
Rolling Prairie, IN 46371-9734

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No. of Sites / Reviewed: 1 / 1

Certification and Benefit Issuance - Sacred Heart Apostolic School, Inc (K343)

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

The person who determines the eligibility is also listed as the hearing official.

Corrective Action:

Staff were told that the hearing official needs to be someone other than the person who originally determines the eligibility. Nothing more needs to be done now.

Technical Assistance:

Going forward, the letter that is sent along with the application needs to list the hearing official.

Verification - Sacred Heart Apostolic School, Inc (K343)

206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Verification procedures could not be validated during on-site observations. Deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool: Confirmation official can't be the person who originally approved the application.

Technical Assistance:

Discussed the correct procedure with staff, and they will perform this step correctly in the future. No further action is needed now.

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

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.

Technical Assistance:

Discussed with staff that there are deadlines to complete this process. The dates are listed on our Calendar of Due Dates sheet.

Will complete on time going forward.

General Program Compliance - Sacred Heart Apostolic School, Inc (K343)

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Civil Rights procedures could not be validated during on-site observations. Deficiencies found on-site: The most recent revision of the USDA long non-discrimination statement is not on the school website.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: See that it gets added.

Technical Assistance:



A copy of the most recent statement was left with school personnel, and it will be added to the website. No further action is necessary.

Sacred Heart Boarding School (C082) Food Service Contact
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Meal Counting & Claiming - Sacred Heart Boarding School (C082)

325. Review Period meal counts by category correctly used in the claim? Enter data.

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 problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

The difference between the SFA Count and the State agency validated count, by category, is documented on S-1. The students who were gone were not subtracted this past month.

Technical Assistance:

A double check needs to be done to ensure total meals claimed is accurate.

Staff will start using a calendar to record the total number of meals served daily. Records need to be kept for three years plus the current year.

No further action is necessary.

Meal Components & Quantities - Sacred Heart Boarding School (C082)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Some of the juice being used is not 100% juice.

Corrective Action:

If juice is going to be counted as part of the reimbursable meal, it HAS to be 100% juice.

Technical Assistance:

Fruit needs to be out for every lunch. Juice could be offered for breakfast, then perhaps dinner. It might be better not to offer it at lunch, and only have milk and water on the tables.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line.

Corrective Action:

There needs to be one sign for each meal (breakfast and lunch)

Technical Assistance:

The school was provided technical assistance during the on-site visit. Information on where these could be purchased was left with school personnel.

405. DOR - Family Style Meal Service implemented correctly?

The school has not implemented the Family Style Meal Service method as specified in FNS Instruction 783-9. Two of the tables did not have a pitcher of milk on them at the lunch meal. (for a total of 12 students)

Corrective Action:

Lunch: ALL five components (meat, grain, vegetables, fruit and milk) need to be on ALL tables. Twelve lunches were

subtracted from the daily count.

Technical Assistance:

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

General Program Compliance - Sacred Heart Boarding School (C082)

1405. Most recent Food safety inspection posted, visible to public?

The report is posted, but in the kitchen, not where it can be seen by all.

Corrective Action:

Moved it to a more visible location.

1406. SFA written food safety plan implemented?

Proper HACCP principles not observed: ungloved hands, students who were setting the tables were picking up glasses by the rim, as well as carrying plates against their clothes, and picking up eating utensils by the eating end.

Corrective Action:

Some training needs to be conducted with the students on proper/safe handling of dishes, utensils, etc. Confirm that some training has been done.

Technical Assistance:

It might be best to do this at least once a year, at the start of the school year, with all students, since they take turns waiting the tables at meals. It might work to have a checklist to review with servers before they start the waiting rotation.