



Program Year 2017

Saints Francis and Clare Catholic School
(K362)
5901 Olive Branch Rd
Greenwood, IN 46143-8181

Food Service Contact
Tim Kegley
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Executive Contact
Betty Popp
Principal
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No. of Sites / Reviewed: 1 / 1

Certification and Benefit Issuance - Saints Francis and Clare Catholic School (K362)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Applications were approved incorrectly.

Corrective Action:

The SFA must notify the households that their application was approved incorrectly. The SFA will give 10 days' notice that the benefit will change from Free to Reduced. Please confirm as corrective action what date students were changed in the system.

132. Direct Certification list – correct information, from proper agency?

The Direct Certification (DC) list is missing required information and/or the list is not provided by the proper agency.

The SFA did not run a DC list from the website.

Corrective Action:

The SFA was instructed how to run a DC list from the state agency Direct Certification website. The website may be accessed through the STN.

Technical Assistance:

The DC list must be run 3 times throughout the school year. The State Agency suggests prior to application distribution, prior to verification, and one time at the beginning of the second semester.

Verification - Saints Francis and Clare Catholic School (K362)

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

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. The SFA did not maintain documentation as proof of completion of verification.

Corrective Action:

The SFA must again contact the household selected for verification and maintain proof of income for documentation of verification completion.

General Program Compliance - Saints Francis and Clare Catholic School (K362)

810. Non-discrimination on appropriate Program materials?

The SFA has not included the non-discrimination statement in the student handbook.

Corrective Action:

The SFA will ensure the proper non-discrimination statement will be included on all program material.

*Program Year 2017***Technical Assistance:**

Links to the long and short non-discrimination statements can be found here: <http://www.doe.in.gov/nutrition/scn-civil-rights-requirements>

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 not be validated during on-site observations. Discrepancies or deficiencies found on-site: The policy has not been updated since 2006.

Corrective Action:

The SFA must ensure the wellness policy is updated to meet the USDA wellness policy standards by July 1, 2017.

Technical Assistance:

Wellness Policy Resources: <http://www.doe.in.gov/nutrition/school-wellness-policy>

1219. Frequency of tracking training hours

The SFA did not maintain supporting documentation to show that professional standards for training was met.

Corrective Action:

Supporting documentation for training must be maintained by the SFA including agenda and sign-in forms for each training session.

*1400. Food safety plan – contain required elements, copy available at each school?***Technical Assistance:**

Please ensure that the food safety plan is customized to meet the needs of each individual school.

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

All documentation for the NSLP must be maintained on file for three years plus the current school year. This includes applications, verification information, production records, procurement documentation, menus, and invoices.

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 SFA will need to complete a 5 consecutive day sample in the Non-Program Foods Revenue tool. Please submit the tool as corrective action.

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Other Federal Programs - Sts Francis and Clare (B540)

3. POS snack counts by student/benefit category maintained?**Technical Assistance:**

The SFA will need to “clean up” their counting procedure for after care. Please designate a column for attendance and another column for snack count. The sheets also need to have the date on them as many from the month of review did not.

Meal Counting & Claiming - Sts Francis and Clare (B540)

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. Breakfast meal is not counted correctly in the daycare center. Pre-school lunch meals are not counted at the point of service.

Corrective Action:

The SFA will ensure that meals are counted and claimed correctly for the daycare center and ensure that pre-school meals are counted at the point of service. Please provide an outline for how the meal counting system will be corrected for both issues.

Meal Components & Quantities - Sts Francis and Clare (B540)

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

As observed on the Day of Review, the SFA was offering liquid from canned fruit as a fruit option. Because fruits were canned in syrup, they cannot be offered as a 100% fruit juice option.

Corrective Action:

The SFA immediately halted offering the liquid on the food service line. The SFA will ensure that all items offered on a reimbursable meal credit as the component specified.

406. DOR - meal service structured to meet specific meal pattern requirements for multiple menus, 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.

Corrective Action:

The SFA must ensure that meals meet the meal pattern selected. If the SFA elects to operate the NSLP meal pattern, the SFA must ensure that the meal pattern is not altered to meet the needs of younger students.

Technical Assistance:

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

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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 [dates], 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:

Not all grain items were whole grain rich.

It doesn't appear that the pre-school students are offered all of the required vegetable subgroups as they do not go through the garden bar and select what they would like.

The menu exceeds the 2oz per week maximum for grain-based dessert menu options.

Production records were not properly maintained. The required information was not included on the records.

Corrective Action:

The SFA must ensure that all meal pattern requirements are met. All items offered must be whole grain-rich and pre-school students must be offered the same menu as older children when following the same meal pattern. The Grahamwich may not be offered at lunch daily. Production records will be updated to the most recent version from the IDOE and all of the information will be completed.

410. *Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

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. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

Weekly grain and weekly m/ma not met on a few entree choices.

Production records were not maintained for breakfast and no menu was kept.

Corrective Action:

The SFA must ensure that the meal pattern requirements are met for all entree choices.

The SFA will keep production records, menu, and crediting information for the breakfast meal on file. This documentation is required to show the meal pattern requirements have been met.

General Program Compliance - Sts Francis and Clare (B540)

1105. *Foods sold to students during school day meet 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 and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards. Older students are allowed to buy items from a school store on Fridays. Items are not smart snack compliant.

Corrective Action:

The SFA will ensure that all items sold in the school store are smart snack compliant.

Technical Assistance:

Be aware that it is nearly impossible to find items in the local store to meet the standards. Grain items must be whole grain. Fruit items must have a first ingredient of "fruit puree." And beverages are limited to plain water, 100% fruit juice and milk. Snack items must have limits of 200 calories, 200 mg sodium, less than or equal to 35% fat content and 35% sugar content. Smart Snacks guide line can be found here: <http://www.doe.in.gov/nutrition/smart-snacks-schools>

1408. *Storage violations observed, on-site, off-site?*

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Surplus commodities are not used by their best by date. Surplus orders of mozzarella cheese have been in the freezer longer than the best by recommended 5 months. The USDA also does not recommend freezing the sliced American cheese. Guidance states it may be stored at 32 degrees, but no guidance is listed for below 32 degrees. Freezing may compromise the integrity and quality of the product.

Food items in the freezer and dry storage were not date marked upon receiving.

Corrective Action:

The SFA will ensure that all commodities currently in stock are used by the end of the school year. The SFA must ensure that products are used by their "best by" date. The SFA will not order surplus commodities after this current school year. Additionally, the SFA should not order commodities if the previous order was not used or is not planned to be used by the end of the school year.

The SFA will date mark all food items upon receiving. If a smaller package is taken out of the larger box, the date on the box will be marked on individual packages. This ensure proper rotation and First In, First Out practices.

1410. *Did any review of products indicate violations of the Buy American provision?*

Technical Assistance:

Please be aware that produce items are a part of the buy American provision. Please work with your vendor to determine whether American grown products are cost efficient and be sure to document price comparisons.