

SNP Administrative Review Findings**Fr Thomas Scecina Memorial High School
(K205)***Program Year 2022***Fr Thomas Scecina Memorial High School
(K205)**

5000 Nowland Avenue
Indianapolis, IN 46201-1836

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No. of Sites / Reviewed: 1 / 1
Month of Review: February 2022

General Program Compliance - Fr Thomas Scecina Memorial High School (K205)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding: Wellness Policy and Procedures

No wellness policy has been developed nor have any of the required procedures been followed. Each local educational agency that participates in the National School Lunch Program is required by federal law to establish a local school wellness policy for all schools under its jurisdiction.

Local wellness policies are an important tool for parents, local educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards.

The wellness policy is a plan and common understanding of how schools are helping to make the healthy choice the easy choice at school. The wellness policy is updated periodically and parents, school staff, and the community all take part in creating it to ensure that everyone's voice is heard. The wellness policy, procedures, suggested assessment, etc. may be found at <https://www.in.gov/doe/nutrition/wellness-policies/>.

Corrective Action:

The reviewer confirmed that a wellness policy will be fully developed and compliant before the next school year. No further action is required if the SFA follows through as discussed.

Technical Assistance:

A technical assistance was conducted regarding this specific finding.

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Technical Assistance: An assessment of your school wellness policy must be conducted a minimum of once every three years per United States Department of Agriculture (USDA) regulations; however, Local Educational Agencies (LEAs) may assess their policy more frequently.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding: SFSP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agreed to conduct outreach at the end of each school year. The State Agency SFSP website is updated at the end of May each school year with a link to a map of SFSP open sites. The SFA agreed to send this information to households at or near the end of the school year. No additional response is required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP Outreach procedures.

SNP Administrative Review Findings

Fr Thomas Scecina Memorial High School
(K205)

Program Year 2022

**Fr Thomas Scecina Memorial High
(C710)**
5000 Nowland Avenue
Indianapolis, IN 46201-1836

Food Service Contact
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Month of Review: February 2022
Date of Onsite Review: May 4, 2022

Meal Components & Quantities - Fr Thomas Scecina Memorial High (C710)

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Finding: Insufficient Meat/Meat Alternate

Prior to the lunch observation, the field specialist noted that the peanut butter and jelly sandwich entrée choice had only one ounce of peanut butter for the grades 9-12. This finding was corrected prior to any student being served a non-creditable lunch. Therefore, no lunches were disallowed.

Corrective Action:

Each day for lunch, grades 9-12 are to be offered at least two meat/meat alternate ounces. Due to this finding being corrected immediately by serving an additional one-ounce peanut butter in a soufflé cup, all meals were still creditable. In the future, the food service director stated that a one-ounce cheese stick will be added to this sandwich. Therefore, no further corrective action is required.

Technical Assistance:

A technical assistance was provided for this specific finding.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Technical Assistance: Currently, the lunch menu does not have all the daily entrée choices listed. To help increase meal participation, it is highly suggested that all entrée choices be listed on the school publicized menu.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Technical Assistance: Serving a Variety of Vegetables

The menu certification worksheets met the minimum vegetable subgroups, but carrots and celery are served every day. Therefore, the lunch menus lack vegetable variety. By offering a variety of vegetables, you would be exposing the students to many various nutrients.

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

Finding: Crediting Documentation

Crediting documentation is not always being obtained prior to serving all pre-made combination entrees. When obtained, the correct portion are not always served to meet requirements.

Corrective Action:

Confirm that prior to serving any pre-made combination entrees, the proper documentation will be obtained, reviewed, and kept on file. This practice will help ensure to help ensure that the meal pattern requirements are being followed.

Technical Assistance:

A technical assistance was conducted on this specific finding.

Program Year 2022

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

Finding: Daily Production Records

Daily Production Records submitted for the menu certification week are sometimes incomplete with missing information (food items, servings, # servings planned, etc.) and are not legible.

Corrective Action:

Confirm that legible daily production records will be fully completed to help ensure that the meal pattern requirements are being followed.

Technical Assistance:

An Interactive blank production records copy, example and instructions was emailed to the food service director on May 5, 2022. They were discussed during the exit meeting.

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

Finding: Food Preparation Details

It was noted that whenever a food item does not credit ounce for ounce, the amount of food that is used during the food preparation is not noted on any program documents. For example, the turkey used for deli sandwiches credits as for every 1.43 ounces served, one ounce of meat/meat alternate is credited.

Corrective Action:

Confirm that this essential information will be documented somewhere to help ensure that the meal pattern requirements are being followed. Train staff how to read and understand the crediting information on planned menus.

Technical Assistance:

A technical assistance was conducted on this specific finding.

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

Production Record Technical Assistance

Due to having many daily entrees, it is highly suggested that those entrees be listed along with their crediting information on a master daily production record. Therefore, they would not need to be rewritten each day. The state agency has an interactive daily production record that allows you to type in a master daily production record. The interactive production record link was provided during the onsite review.

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

Finding: Recipe Details

Recipes do not always have the amounts used for all ingredients. An example of this would be the chef salad recipe. The amounts of all ingredients used to prepare the salad are not listed on the recipe. To confirm that the component requirements are being met, the amounts of all individual ingredients must be listed.

Corrective Action:

Confirm that the recipe information will be documented on the recipes to help ensure that the meal pattern requirements are being followed. Provide a copy of the chef salad recipe showing details of all ingredients.

Technical Assistance:

A technical assistance was conducted on this specific finding.

Program Year 2022

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

Finding: Standardized Recipes

Standardized recipes are not being used. An example of this would be for the cheeseburger macaroni entrée. The submitted recipe for the menu certification week does not state how much of each ingredient is used when preparing this entrée.

Corrective Action:

Confirm that standardized recipes will always be used to help ensure that the meal pattern requirements are being followed. Provide a standardize recipe for the cheeseburger macaroni entrée.

Technical Assistance:

A technical assistance was conducted on this specific finding.

General Program Compliance - Fr Thomas Scecina Memorial High (C710)

1404. *A copy of the written food safety plan is site-specific and available on-site*

Finding: A copy of the written food safety plan was not available at the reviewed school.

Corrective Action:

Confirm that prior to next school year, a food safety plan will be developed and implemented.

Technical Assistance:

Once a written food safety plan has been developed. It must be fully implemented with all applicable staff members. The food safety plan templates and other information were emailed to the food service director in May 2022.

1406. *The most recent food safety inspection report is posted in a publicly visible location*

County Health Inspection Technical Assistance:

The most recent food safety inspection report must always be posted in a publicly visible location in the cafeteria.

1408. *Temperature logs are available*

Finding: Temperature logs unavailable for review.

On the day of the onsite visit, no temperature logs were unavailable for review.

Corrective Action:

Provide documentation that demonstrates temperature logs will be documented and kept on file for at least six months.

Technical Assistance:

A technical assistance was conducted on this specify finding.