

## SNP Administrative Review Findings

St Anthony School (K192)

*Program Year 2017*

St Anthony School (K192)  
349 N Warman Avenue  
Indianapolis, IN 46222-4079

Food Service Contact  
Mrs. Elizabeth Edwards  
Foodservice Director  
(260) 318-1526

Executive Contact  
Mr. Chris Brunson  
Director of Finance & Operations  
(317) 236-1516

No. of Sites / Reviewed: 1 / 1

## General Program Compliance - St Anthony School (K192)

*810. Non-discrimination on appropriate Program materials?*

The SFA did not include the non-discrimination statement on the breakfast notification letter sent to households at the beginning of the school year.

**Corrective Action:**

The SFA will include the appropriate non-discrimination statement on all materials sent home with students.

**Technical Assistance:**

The long and short, Spanish and English 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 wellness committee does not include a representative from each school and/or a community member or parent. The policy is meant to be a diocese-wide, but will need to be approved or modified for each individual school.

**Corrective Action:**

The diocese may provide a form wellness policy, but the policy must be approved or modified for each individual school by each school's wellness committee.

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

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: monitoring and review/revision sections

**Corrective Action:**

The SFA will add the above sections within 60 days of the review.

St Anthony Catholic School (C615)  
349 N Warman Avenue  
Indianapolis, IN 46222-4079

Food Service Contact  
Mrs. Elizabeth Edwards  
Foodservice Director  
(260) 318-1526

#### Meal Components & Quantities - St Anthony Catholic School (C615)

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

On the day of review, the pretzels served with the salad entree option were not whole grain rich.

**Corrective Action:**

The SFA must ensure that all grain offerings served as part of a reimbursable meal are whole grain rich. The SFA could offer additional whole grain rich croutons or a whole grain dinner roll to meet the grain requirement.

#### 403. DOR - two varieties of milk available, allowable substitutions? Enter data.

As observed on the Day of Review, at least two required milk varieties were not available during the breakfast meal throughout the serving period on all meal service lines.

**Corrective Action:**

The cafeteria staff will begin to provide at least 2 choices of milk at breakfast for breakfast in the classroom.

#### 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.

Not all components are provided on each table, students were limited to "one scoop" of each component, only one milk choice was offered and the planned menu was not offered on the day of review. The refried beans were not sent to the classroom and therefore the vegetable subgroups may not be met for the week.

**Corrective Action:**

The school must comply with Family Style Meal Service method as specified in FNS Instruction 783-9. The SFA will offer all of the vegetables on the planned menu, offer 2 options for milk choice, and provide enough of each component on each table to provide the minimum menu portion.

**Technical Assistance:**

<http://www.doe.in.gov/sites/default/files/nutrition/783-9rev2-family-style-meal-service-cacfp.pdf>

#### 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.

The tostada shell only credits as 1/2 oz grain.

The bean/pea/legume subgroup weekly requirement was not met, only 1/4 cup served.

**Corrective Action:**

The SFA will serve 2 tostada shells with the meal on the day that menu is served. The SFA will add bean/pea/legume subgroup to meet the requirement.

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

As observed on the Day of Review, the OVS information provided to teachers for breakfast in the classroom states that all entree options count as two items. On the day of review, the entree item was only 1oz equivalent of grain and therefore cannot be counted as two items for breakfast OVS.

**Corrective Action:**

The OVS information provided to teachers must be corrected to ensure proper counting and claiming purposes or the SFA must ensure that menus served to students included all entree items that count as two items in breakfast OVS.

**Technical Assistance:**

Menu planning changes were discussed with Elizabeth Edwards. She will plan menus to have the entrée choice always count as 2 items for breakfast OVS requirements. This would mean either a 2oz eq grain item OR 1oz eq grain AND 1oz eq m/ma item.

Other Federal Programs - St Anthony Catholic School (C615)

1901. FFVP: Cost documentation support the school's reimbursement claim? Enter data.

Documentation of costs claimed for the Fresh Fruit and Vegetable Program did not support total costs claimed for reimbursement for the Review Period. Unsupported FFVP costs claimed: The SFA underclaimed 2 cases of tangerines in December totaling \$67.90.

**Corrective Action:**

The State Agency will revise the October FFVP claim to show the difference. The SFA should ensure all claims are accurate prior to submission.