

**SNP Administrative Review Findings****St Bernard School (K291)****Program Year 2019****St Bernard School (K291)**

191 North Cass Street  
Wabash, IN 46992-2439

**Food Service Contact**

Mrs. Pam Dyer  
Secretary  
(260) 563-5746  
FSMC: Wabash City Schools

**Executive Contact**

Mrs. Theresa Carroll  
Principal  
(260) 563-5746

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

**Commendations**

- \* The SFA conducted verification without error. Also, all notification letters sent to households in regards to verification and benefit issuance contained all required information.

**Certification and Benefit Issuance - St Bernard School (K291)***126. Certification Benefits/Issuance Review Method, applications correctly approved?***Finding 9000: Application certified incorrectly**

Of the 39 applications reviewed, one application was certified incorrectly. This contributed toward fiscal action calculations.

**Corrective Action:**

The SFA has reviewed the application in question and has now certified it correctly, sent a letter to the household informing them of the change, and provided the appropriate 10 days before making the change in the POS system. No further action required.

*128. Correct conversion factors used for applications with more than one income frequency?***Finding 9019: Incorrect conversion factors used when processing applications.**

For applications that indicate only one income frequency, the SFA did not need to convert income to annual to process application. When only one income frequency is listed on an income application, the SFA should process the application using the frequency listed: weekly, bi-weekly, two times per month, or monthly.

**Corrective Action:**

SA provided technical assistance while onsite. The SFA understands the proper procedure for processing applications with only one frequency. No further action required.

**Meal Counting & Claiming - St Bernard School (K291)***313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?***Finding 9000: Technical Assistance****Technical Assistance:**

Charge policy: If claiming alternate meals for reimbursement, add verbiage to charge policy to state that student will also be provided with a fruit and / or vegetable.

**General Program Compliance - St Bernard School (K291)***1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

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: wellness policy lacking goals for nutrition promotion, physical activity, and other activities.

**SNP Administrative Review Findings**

**St Bernard School (K291)**

**Program Year 2019**

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: add two goals for each section listed above and submit revised policy to SA.

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

**Finding 9142: The written food safety plan does not contain all the required elements.**

SFA does not have a food safety plan. The written food safety plan must comply with the HACCP program criteria described in 7CFR 210.13(c).

**Corrective Action:**

SFA will create a Food Safety Plan specific to their school and may utilize the Food Safety Plan template on the DOE website: <https://www.doe.in.gov/nutrition/food-safety>. SFA will submit their completed Food Safety Plan to the SA as corrective action.

**SNP Administrative Review Findings****St Bernard School (K291)****Program Year 2019****Saint Bernard Catholic School (D805)**191 North Cass Street  
Wabash, IN 46992-2439**Food Service Contact**Mrs. Melanie Honeycutt  
Food Service Director  
(260) 563-4130

Month of Review: March 2019

Date of Onsite Review: April 18, 2019

**Meal Components & Quantities - Saint Bernard Catholic School (D805)**

406. DOR - meal service structured to meet specific meal pattern requirements for multiple menus, multiple age/ grade groups served?

**Finding 9000: Additional entrees provided to students free of charge**

On the day of review, the reviewer observed the kitchen staff offering extra entrees to students free of charge. The reviewer was told this is an everyday occurrence when extra food was delivered to site.

**Corrective Action:**

The SFA must set up a la carte pricing for extra entrees and charge students accordingly. The SFA will submit their new pricing and procedures for selling extra entrees as corrective action.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

**Finding 9000: No crediting documentation available**

SFA does not retain any crediting documentation on foods served. Crediting documents such as CN labels or product formulation statements must be retained for all foods served.

**Corrective Action:**

SFA will submit crediting documents for all items on week of review menu. Menu compliance will then be assessed using these documents and the 6 cent worksheets. Additional findings and fiscal action are possible.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

**Finding 9000: Production Records**

Production records are lacking required information.

**Corrective Action:**

SFA will begin utilizing the IDOE production record template. Each area of the production record must be completed daily to be considered compliant. This includes correct serving sizes for each item served and tracking each variety of milk served. The SFA will submit 5 days of lunch production records as corrective action.

411. Review period planned menu – school comply, incomplete meals due to unacceptable substitutions? Enter data.

**Finding 9000: Technical assistance****Corrective Action:**

When pre-portioned vegetables are served, ensure they are in 1/2 cup servings, as opposed to 1/4 cup. This will decrease confusion when determining if a student has a complete reimbursable meal.