

**SNP Administrative Review Findings**

**Saint Casimir School (K339)**

**Program Year 2024**

**Saint Casimir School (K339)**

4329 Cameron Avenue  
Hammond, IN 46327-1358

**Food Service Contact**

Mrs. Tiffany Vazquez  
Lunch Program Supervisor  
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**Executive Contact**

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Principal  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2023

**Commendations**

- \* Review documents were well organized.

**General Program Compliance - Saint Casimir School (K339)**

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

**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: The most recent assessment of the wellness policy is not located on the website.

**Corrective Action:**

**The SFA is required post the most recent assessment of the wellness policy. Provide proof to the state agency when complete.**

**Technical Assistance:**

Wellness Policy webpage: <https://www.in.gov/doi/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doi/files/minimum-requirements.pdf>

Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

**SNP Administrative Review Findings**

**Saint Casimir School (K339)**

**Program Year 2024**

**St Casimir School (B950)**

4329 Cameron Avenue  
Hammond, IN 46327-1358

**Food Service Contact**

Mrs. Tiffany Vazquez  
Lunch Program Supervisor  
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Month of Review: December 2023

Date of Onsite Review: February 1, 2024

**Other Federal Programs - St Casimir School (B950)**

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

**Finding 9221: Snacks are not being properly counted and claimed.**

The snack counts claimed for reimbursement for the review period and day of review could not be validated. Snacks are not being counted at the point of sale.

**Corrective Action:**

All meal counts must be recorded at the time of service (when a complete snack is given to each child). **As corrective action, the sponsor must create and submit a written standard operating procedure for snack meal counting. Also provide proof staff serving the snack have been trained on this procedure.**

6. *Day of review Menu, Meal Patterns, Production records.*

**Finding 9226: Snack production records do not support planned portion sizes to meet meal pattern component requirements.**

Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. Fruit being served on the ASSP must be 3/4 cup or 6 oz for fruit juice. The SFA provided an additional component, so no meals are considered unallowable.

**Corrective Action:**

The SFA and state agency discussed that the fruit component must be 3/4 cup of whole fruit or 6 oz of fruit juice. **This is understood and if implemented as discussed, no further action is necessary.**

**Meal Counting & Claiming - St Casimir School (B950)**

318. *Day of Review- each meal service line provides an accurate count by eligibility category at the point of service*

**Finding 9066: Inaccurate meal counts by eligibility category at the POS.**

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. There was one meal service line where the cashier was not counting meals at the point of sale. The cashier was walking around and counting meals on tables, which is not allowed.

**Corrective Action:**

**Please outline the procedures for taking accurate meal counts at the point where the student receives the meal.**

**SNP Administrative Review Findings**

**Saint Casimir School (K339)**

*Program Year 2024*

**Meal Components & Quantities - St Casimir School (B950)**

*400. Day of Review- all required meal components were available to all students during the entire meal service*

**Finding 9002: Meal components missing on Day of Review.**

As observed on the Day of Review, required meal components were not available on every reimbursable meal service line to all participating students. Meal service line missing components prior to the beginning of the meal service as well as during some part of the meal service. Students were only offered 1/2 cup of vegetable at the beginning of meal service and again at the end of meal service. This totaled fifty-one meals.

**Corrective Action:**

These meals are considered unallowable. **Provide the state agency with an updated and compliant menu for review showing planned portion sizes to meet all meal components.**

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

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period 12/12 - 12/15/2023, some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: There were no grains offered with the omelet for breakfast on 12/14/2023. Additionally, on 12/14/2023, the lunch offered did not provide 3/4 cup vegetable for the students who received the sub sandwich.

**Corrective Action:**

**The SFA will update the menu to be compliant and provide it to the State Agency for review. Provide one week of completed production records showing meals were served meeting all meal pattern requirements.**

**Technical Assistance:**

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

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

**Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.**

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. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. The entrée salad does not contain enough grain to constitute a reimbursable meal.

**Corrective Action:**

**The menu planner will update the menu to include additional grain in the salad meal. Provide a complete recipe for the entrée salad showing meal pattern compliance.**

**Technical Assistance:**

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

*501. Cafeteria staff have been trained on OVS*

**Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.**

Cafeteria staff have not been properly trained in offer versus serve.

**Corrective Action:**

**All meal counters/cashiers must be trained in offer versus serve. Provide the State Agency the training certificate when completed.**

**Technical Assistance:**

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