

**SNP Administrative Review Findings****St Joan of Arc School (K195)****Program Year 2020****St Joan of Arc School (K195)**

500 E 42nd Street  
Indianapolis, IN 46205-1802

**Food Service Contact**

Mrs. Claire N Jackson  
Lunch Director  
(317) 283-1518

**Executive Contact**

Mrs. Janet Andriole  
Principal  
(317) 283-1518

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

**Certification and Benefit Issuance - St Joan of Arc School (K195)**

*126. Certification: selected applications correctly approved*

**Finding 9901: Selected applications correctly approved**

Two applications were miscategorized based on household size and income calculations. Three applications did not list all household members and any income received. This contributed toward fiscal action calculations.

**Corrective Action:**

Corrections have been made to certification errors. No further action required.

**General Program Compliance - St Joan of Arc School (K195)**

*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.**

The Local School Wellness Policy currently on file at the school is from 2007 and does not meet current requirements. A recent assessment of the policy has been conducted by the school wellness committee but the policy has not been made available to the public.

**Corrective Action:**

The Archdiocese of Indianapolis has since updated the template policy it provides to affiliated schools; St Joan of Arc will obtain this and customize it as needed to fit the needs of the school. The updated policy will be shared with the school community by the end of the current school year and a subsequent assessment scheduled within the next three years. No further action required.

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

**Finding 9009: SFSP & SBP Outreach information on the Off-site Assessment Tool not validated, or deficiencies found.**

Outreach for the Summer Food Service Program (SFSP) is not being conducted.

**Corrective Action:**

The school will send home notification to households at the end of each school year regarding the availability of SFSP sites and times in the surrounding community. No further action required.

**SNP Administrative Review Findings****St Joan of Arc School (K195)****Program Year 2020****St. Joan of Arc School (C645)**

500 E 42nd Street  
Indianapolis, IN 46205-1802

**Food Service Contact**

Mrs. Claire Jackson  
Food Service Director  
(317) 283-1518

Month of Review: September 2019

Date of Onsite Review: October 22, 2019

**Meal Counting & Claiming - St. Joan of Arc School (C645)**

*325. Review Period- meal counts by category were correctly used in the claim for reimbursement*

**Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

**Technical Assistance:**

SFA had underclaimed for the month for Free lunches because of AF edit check error. Claim was updated and SFA was instructed on how to update attendance factor in CNPWeb or to contact DOE the next time the error occurs rather than adjusting the meal count so the system will accept it.

**Meal Components & Quantities - St. Joan of Arc School (C645)**

*401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components*

**Finding 9000: Other Finding**

On the day of review, one student did not have a fruit or vegetable, another only had 3 grape tomatoes on her tray and no other F/V during lunch.

**Corrective Action:**

Proper portioning of fruits and vegetables was discussed with staff, as well as utilizing point of service staff to check trays for adequate quantities of fruit/vegetables. No further action required.

**General Program Compliance - St. Joan of Arc School (C645)**

*1105. Foods and beverages sold to students during the school day meet Smart Snacks standards*

**Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Some foods and beverages sold to students during the school day do not meet Smart Snacks standards. All grades (K-8) had access to a vending machine which contained 12-ounce bottles of 100% juice and 12-ounce bottles of low-calorie Gatorade.

**Corrective Action:**

Only beverages which meet the Smart Snacks Standards for the youngest grades (K-5) will be accessible in the vending machines or sold during the school day. No further action required.

**Technical Assistance:**

There are size limits for beverages sold depending on grade: 100% fruit/vegetable juice must not be more than 8 fluid ounces for grades K-5 and not more than 12 fluid ounces for grades 6-8. Isotonic sports drinks (such as Gatorade) and lower-calorie beverages are not permitted in any size for grades K-8.

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

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

The most recent food safety inspection report is not posted in a publicly visible location.

**Corrective Action:**

The most recent food safety inspection report will be posted in a publicly visible location near the food service line. No further action required.

**SNP Administrative Review Findings**

**St Joan of Arc School (K195)**

**Program Year 2020**

*1408. Temperature logs are available*

**Finding 9149: Temperature logs unavailable for review.**

Food storage temperature logs are not maintained.

**Corrective Action:**

Claire has printed off food storage area temperature logs and will begin completing them daily. No further action required.

*1502. Records are retained for 3 years*

**Finding 9000: Other Finding**

Production records are not completely filled out- various daily production sheets during the review period were missing the serving size, quantity prepared, and quantity leftover. Production records are a crucial part of reimbursable meal documentation- failure to maintain them could result in fiscal action toward reimbursements.

**Corrective Action:**

Claire will work with kitchen staff to fully and correctly complete production records every day. No further action required.