

SNP Administrative Review Findings

St John the Evangelist, Goshen (K419)

Program Year 2024

St John the Evangelist, Goshen (K419)

117 W Monroe St
Goshen, IN 46526-3956

Food Service Contact

Mrs. Virginia Munoz
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FSMC: Elkhart Community Schools

Executive Contact

Mrs. Virginia Munoz
Principal
(574) 533-9480
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No. of Sites / Reviewed: 1 / 1
Month of Review: October 2023

Commendations

- * Staff were willing to work with reviewers to immediately make corrections as the review took place.

Technical Assistance

- * The reviewer recommended that cups for water be easily accessible for the students.
- * The reviewer recommends recording the food that was served and placed on the share table. The food then may be used for other programs in the school or donated to a food bank serving children. Documentation of what was donated needs to be kept on file.
- * The reviewer recommended that the updated DC list be provided to the secretary to ensure that all records are kept in the DC file.
- * The reviewer explained to the staff that the second person reviewing the applications, should document that they have completed the review by signing the back of the application under the confirmation review section.

Certification and Benefit Issuance - St John the Evangelist, Goshen (K419)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Technical Assistance:

The reviewer explained to the staff approving applications that the date the application is approved is the date that benefits start for students. The only time benefits can be applied starting at the beginning of the month is when the student is found on the DC list. The school may apply for the Date Waiver option that allows them to apply benefits back to the date they received the application.

126. Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.

Finding 9901: Selected applications correctly approved

Seven students were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.

Corrective Action:

Applications were filled out by three families and processed on November 14, 2023. Fiscal Action changes for the month of November are included in the review findings letter showing what is allowed to be claimed for free, reduced and paid. Fiscal action will be applied to the October claim in the closure letter.

Technical Assistance:

The reviewer discussed with the Principal and Secretary the importance of checking rosters to ensure all students have submitted a new application before the 30th day of school. If they have not submitted an application, then their status is updated to paid on the 31st day of school.

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Verification - St John the Evangelist, Goshen (K419)

210. Direct Verification of selected applications was conducted according to requirements

Finding 9043: Requirements for directly verifying applications not met.

The SFA did not follow requirements for directly verifying selected applications.

Corrective Action:

The SFA did not complete the direct verification process. The reviewer walked the staff through the process so that they could learn how to determine if an application could be directly verified. The process was completed on site. **If implemented in the future as demonstrated today, no further action is required.**

Technical Assistance:

The reviewer assisted the staff in completing the direct verification process.

General Program Compliance - St John the Evangelist, Goshen (K419)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9000: Civil Rights Training

Civil Rights violation was noted that staff and volunteers assisting with meal service have not completed Civil Rights Training.

Corrective Action:

Documentation of the completion of the training is to be sent to the Field Specialist.

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Technical Assistance:

Staff members completing the Direct Certification Downloads are to complete training each school year. Documentation of this training should be kept on record for three years.

1400. The written food safety plan contains required elements, and a copy is available at each school

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

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Listing of all food items under the correct Process. Process 1 (no cook), Process 2 (Cook and serve), Process 3 (cook, serve, cool down and re-heat).

Corrective Action:

A list of the food served in process 1, 2 and 3 needs to be completed and emailed to the Field Specialist.

Technical Assistance:

The reviewer discussed with the principal how to list all food items in process 1, 2, and 3. This information needs to be entered into the Food Safety Plan and reviewed with the staff serving the food.

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Program Year 2024

St John the Evangelist, Goshen (B020) Food Service Contact

117 W Monroe St
Goshen, IN 46526-3956

Virginia Munoz
Principal
(574) 533-9480

Month of Review: October 2023

Date of Onsite Review: November 8, 2023

Meal Components & Quantities - St John the Evangelist, Goshen (B020)

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 October 16-20, 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. The juice requirements exceeded the weekly requirements. The juice gels served on Monday are considered a gelled juice item as well as the frozen juice cups served on Wednesday.

Corrective Action:

The vendor updated the weekly menu and removed one serving of juice. **If implemented as corrected, no further action is required.**

Technical Assistance:

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

General Program Compliance - St John the Evangelist, Goshen (B020)

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan. Proper HACCP principles not observed: insufficient level of sanitation in the sanitation water. No documentation that this had been checked.

Corrective Action:

The reviewer demonstrated to staff members how to test for correct levels of sanitizer in the water. The wrong sanitizer was hooked up to their dispenser. The maintenance staff corrected the situation on site. **A copy of the sanitation log for the remainder of the month is to be sent to the Field Specialist.**

Technical Assistance:

The reviewer demonstrated to staff how to correctly test the sanitizer level in the water. Staff were told how to document that they had achieved the correct sanitizer level.