

SNP Administrative Review Findings**St. Joseph High School (K318)****Program Year 2022****St. Joseph High School (K318)**

453 N. Notre Dame Ave
South Bend, IN 46617-2335

Food Service Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: February 2022

Commendations

- * The new Food Service Director is doing a nice job of creating new lunch menus with foods that the students request and is even working on starting a breakfast program soon.

Resource Management Comprehensive Review - St. Joseph High School (K318)**750. Year End Available Balance****Finding 9000: Annual Financial Report**

Although the revenue could be validated with the Annual Financial Report (AFR), total expenses could not be validated at this time. This is due to unallowable indirect cost directly charged to the foodservice account and reported on the AFR under miscellaneous expenses.

Corrective Action:

The SFA has updated and submitted the 2021 Annual Financial Report to include only allowable cost. No further action required.

757. Allowable Costs Test**Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.**

The State agency reviewed a sample representing 10% of expenses for the 20-21 school year. The following recorded expense did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: Tuition Remission. If the sponsor would like to cover the cost of tuition for students of staff members it must be paid for by nonfederal funds. This is an unallowable cost to the Nonprofit foodservice account.

Corrective Action:

The SFA must transfer and submit documentation for the \$14,300.04 in unallowable cost from a nonfederal source back to the nonprofit food service account to cover the unallowable tuition charged. Please create and submit a policy that ensures only allowable cost will be charges to the nonprofit foodservice account.

The SFA has completed all requirements of corrective action. No further action required.

773. Proper Classification of Costs (Direct/Indirect)**Finding 9138: Costs not consistently classified as direct or indirect**

The school food service accounts are charged directly for utility expenses that are considered indirect cost. Utilities are charged directly based on a square footage calculation alone. If the sponsor would like the foodservice department to pay their portion of utilities those cost must be charged as indirect cost using the indirect cost calculation.

Corrective Action:

The SFA must submit documentation for the required transfer of the unallowable utility cost charged directly to the nonprofit food service account. If the sponsor would like to recuperate some of these cost through assessing indirect cost, please submit documentation showing the indirect cost calculation used. The SFA must update and submit the 2021 annual financial report with these changes.

All requirements have been met for corrective action. No further action required.

General Program Compliance - St. Joseph High School (K318)

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. Smart Snacks guidelines are outdated, stating only 50% of a la carte items sold must be healthier options. The wording describing requirements for beverages and vending machines is also outdated.

Corrective Action:

The Smart Snacks section of the Wellness Policy must be updated to include current requirements. The SFA has made the necessary changes and has submitted it to the SA as corrective action. No further action required.

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

Finding 9143: A copy of the written food safety plan is not available at each school. *Repeat Finding

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

Corrective Action:

The SA has provided a template for developing a food safety plan. The SFA has developed the food safety plan, tailoring it to their kitchen, and submitted to the SA as corrective action. No further action required.

SNP Administrative Review Findings

St. Joseph High School (K318)

Program Year 2022

St. Joseph High School (D225)

453 N. Notre Dame Ave
South Bend, IN 46617-2335

Food Service Contact

Mr. Danielle Kaidan
FSD
(574) 233-6137

Month of Review: February 2022

Date of Onsite Review: March 8, 2022

Meal Components & Quantities - St. Joseph High School (D225)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9000: Inconsistent Portion Sizes

During meal observation, employees were noted using tongs to serve sweet potato fries. This practice yields a very inconsistent portion size. To ensure each student receives the minimum 1/2 cup serving of vegetables, a portioning scoop must be used when serving.

Corrective Action:

The SA provided technical assistance during lunch service. The employees began serving French fries using a measuring spoodle. No further action required.

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9000: Standardized Recipes

On the day of review, four types of wraps were made and served at lunch that did not have a standardized recipe to prove how each food contributed toward the meal pattern.

Corrective Action:

The SFA will create a standardized recipe for each wrap and submit as corrective action. Recipes to be submitted: Chicken Salad Wrap, Very Veggie Wrap, Turkey and Cheese Wrap, and Hummus and Veggie Wrap. The SFA has successfully submitted all required recipes to fulfill corrective action requirements. No further action required.

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

Finding 9000: Production Records *Repeat Finding

Production records are lacking required information. Missing information includes: crediting, vegetable subgroups, number of planned servings, number served for students, a la carte, and adults.

Additionally, production records must also list the number of individual servings that have been prepared of each item, not the number of total pounds prepared.

Corrective Action:

The SA has provided technical assistance while on-site. The SFA is required to begin using the state-approved production record template found here: <https://www.in.gov/doe/files/Food-Production-Record-for-Breakfast-and-Lunch.pdf>. The SFA has submitted five days of completed production records on the updated template as corrective action. No further action required.

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

Technical Assistance

The SFA is reminded to be mindful of menu planning requirements for the weekly lunch cycle menu to ensure that calorie, saturated fat, and sodium guidelines are met.

General Program Compliance - St. Joseph High School (D225)

1409. *On-site or off-site storage violations were observed*

Finding 9150: Storage violations were observed.

The SFA must ensure that all its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Upon review of the storage facilities, two violations were observed. First, the SA observed expired food in the cooler. Second, to ensure FIFO (First In, First Out) Method is used, the SFA must date all foods upon delivery and when foods are taken out of their original shipping container.

Corrective Action:

Technical assistance was provided and the violations have been corrected while the SA was on-site. No further action required.