

SNP Administrative Review Findings**St Joseph School (K010)****Program Year 2022****St Joseph School (K010)**

2211 Brooklyn Ave
Fort Wayne, IN 46802-6700

Food Service Contact

Mrs. Mia Gray
Food Service Director
(260) 432-4000

Executive Contact

Christy Jordan
Principal
(260) 432-5113

No. of Sites / Reviewed: 1 / 1
Month of Review: September 2021

General Program Compliance - St Joseph School (K010)*1213. New School Nutrition Programs Director met food safety certification training requirements***Finding 9000: Food Safety Certification within 30 days**

Food Safety Certification has not been completed by the new Food Service Director.

Corrective Action:

New Food Service Director is to complete the Food Safety Course by December 31, 2021. A copy of the completion is to be sent to the Field Specialist.

Technical Assistance:

Discussed with Principal and New Food Service Director that a Food Safety Certificate is to be completed within 30 days of being hired.

*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: Did not have a list of employees, equipment, a breakdown of Food Process steps, or documentation of where recipes are stored.

Corrective Action:

An updated Food Safety Plan is to be completed. Provide a copy of the updated Food Safety Plan.

Technical Assistance:

Discussed with Principal and Food Service Director on the requirements for the Food Safety Plan.

SNP Administrative Review Findings**St Joseph School (K010)****Program Year 2022****St. Joseph Catholic School (A155)**

2211 Brooklyn Ave
Fort Wayne, IN 46802-6700

Food Service Contact

Mrs. Mia D Gray
Food Service Director
(260) 432-4000

Month of Review: September 2021

Date of Onsite Review: October 26, 2021

No Assigned Module - St. Joseph Catholic School (A155)**1. SFA Name****Technical Assistance:**

Discussed with new Food Service Director and Principal that sweet grain products may not be served to the pre-school students for breakfast. This includes Pop tarts, cinnamon rolls, and granola bars. Kitchen staff were also instructed not to serve these items to the pre-school students.

Meal Counting & Claiming - St. Joseph Catholic School (A155)

317. Day of Review- meal counting system prevents overt identification and eligible students are not treated differently than other students

Technical Assistance:

Discussed with new Food Service Director and Principal the changes that need to be corrected with the way meal counts were being taken. A meal count sheet needs to be completed at the point of service and not after the meal is completed by counting the cards and then filling out the meal count sheet. The pre-school teacher needs an actual meal count sheet to use for breakfast meal counts and should not use an attendance record.

General Program Compliance - St. Joseph Catholic School (A155)

1405. Two food safety inspections are received each school year from the local health department

Technical Assistance:

Discussed with Principal and new Food Service Director the requirement of receiving two health inspections a year. Recommend sending an email to the Board of Health at the beginning of the year notifying them that you required to have two health inspections annually.

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

Technical Assistance:

Based on observation and discussion with Food Service Director and Principal it is evident there is need for larger freezer space. The freezer was packed so full that it was hard to find product. Since food service funds are dedicated for use only for child nutrition programs, the purchase of a new freezer would be an allowable expenditure from the food service account.

SNP Administrative Review Findings
*Program Year 2022***St Joseph School (K010)****Technical Assistance: Maintenance of a Nonprofit Food Service Account**

While not considered a finding, it is imperative that the food service director and the principal have full knowledge of the funds associated with the school's participation in USDA Child Nutrition Programs. As a part of the permanent agreement signed with the Indiana Department of Education School & Community Nutrition, the School Food Authority, St Joseph Catholic School, agrees to maintain a dedicated food service account for revenue and expenses related to program participation. While this account can be identified as a line item within a larger church or diocese budget, the funds must remain in the account for use in providing program meals to students and positive balances must be carried over each year. Please review the local procedures for ensuring there is continuing communication related to food service finances.

Commendations:

School staff were gracious, well organized, and ready to learn. The food served on the day of review looked and smelled appetizing, was colorful and full of different textures to encourage consumption. Students had plenty of time to eat and the environment for dining was pleasant.