

SNP Administrative Review Findings

St Joseph School (K332)

Program Year 2020

St Joseph School (K332)

127 E Broadway
Shelbyville, IN 46176-1441

Food Service Contact

Josh Cord
Food Service Manager
(317) 398-4202
FSMC: Chicken Inn

Executive Contact

Jim Tush
Principal
(317) 398-4202

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

Commendations

* The St. Joseph School food service staff and principal were so accommodating and strive to follow the USDA Requirements.

Certification and Benefit Issuance - St Joseph School (K332)

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 on Completing Applications

Technical Assistance:

If a household is using their income to receive benefits, the application must have the total household members and the Social Security sections completed prior to issuing the free or reduced benefit. Otherwise the application is incomplete.

Verification - St Joseph School (K332)

209. Verified applications

Finding 9000: Verification

Extra income shown on the proof of income was not confirmed as being earned on a regular or non-regular basis.

Corrective Action:

Confirm that in the future any additional income listed on the proof of income will be determined as being earned on a regular or non-regular basis.

Technical Assistance:

A technical assistance was conducted regarding this specific finding.

General Program Compliance - St Joseph School (K332)

808. Civil Rights

Finding 9000: Civil Rights Training

The teachers who document the lunch count sheets at the point of sale have not completed the civil rights training.

Corrective Action:

Confirm that in the future all applicable school personnel will complete the civil rights training.

Technical Assistance:

A technical assistance was conducted regarding this specific finding while onsite.

1007. Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Wellness Policy Assessment Technical Assistance

Technical Assistance:

A Wellness Policy Assessment must be conducted at least once every three years. A copy of a wellness policy assessment was given to the principal during the exit meeting.

1216. *School Nutrition Programs staff met/will meet annual training requirements*

Planned/Scheduled Training Technical Assistance

Technical Assistance:

Should the food service director resigns, it is the remaining staff and the new food service director's responsibility to complete the annual professional standards training hours.

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

Finding 9000: Food Safety Plan

The food safety plan has not been fully completed or implemented.

Corrective Action:

Confirm in your corrective action letter that the food safety plan has been completed, implemented and referenced since the administrative review was conducted.

Technical Assistance:

A technical assistance was conducted regarding this specific finding.

1602. *Charge Policy*

Finding 9000: Charging Policy

A charging policy has not been developed and implemented.

Corrective Action:

With your corrective action letter, submit the developed charge policy.

Technical Assistance:

A technical assistance was conducted regarding this specific finding. While onsite, the charge policy template was emailed to the staff.

1602. *Summer Food Service Program Outreach*

Summer Food Service Program Availability Outreach Technical Assistance

Technical Assistance:

The SFA is required to inform households about the availability and location(s) of free meals for students via the Summer Food Service Program.

SNP Administrative Review Findings

St Joseph School (K332)

Program Year 2020

St Joseph School (D335)

127 E Broadway
Shelbyville, IN 46176-1441

Food Service Contact

Mrs. Marilyn Williamson
Food Service Manager
(317) 398-4202

Month of Review: October 2019

Date of Onsite Review: December 16, 2019

Meal Components & Quantities - St Joseph School (D335)

402. Day of Review-Standardized Recipe

Standardized Recipes

A standardized recipe was not used for the spaghetti with tomato sauce or with the menu certification week's chicken and noodles.

Corrective Action:

Confirm that standardized recipes will always be used in the future,

Technical Assistance:

A technical assistance was conducted regarding this specific finding, A sample standardized recipe was emailed to the food vendor along with the website.

408. Menu Planning

Technical Assistance:

During the month of review, baked beans were the only legume vegetable subgroup served. During the menu planning, it is suggested that more of a variety be served for this subgroup. Suggestions are refried beans, black beans, garbanzo beans, kidney beans, etc.

408. Menu Planning

Technical Assistance:

For the month being reviewed, a starchy vegetable was served 7 of the 17 serving lunch days. During menu planning, it is suggested to serve starchy vegetables less often to help stay within the grade K-5 calories of 550-650.

408. Preschool Serving

Finding 9000: Preschool Serving Requirements

Preschoolers are not co-mingled with any of the higher grade students or served foods following the CACFP Meal Pattern Guidelines.

Corrective Action:

Confirm that co-mingling will begin occurring or submit two weeks of lunch menus demonstrating that the CACFP Meal Pattern Guidelines are being followed.

Technical Assistance:

A technical assistance was conducted regarding this specific finding.

SNP Administrative Review Findings

St Joseph School (K332)

Program Year 2020

409. (a) Review Period- Production Records

Finding 9000: Production Record Discrepancies

The production record "Component Contributions" columns are not always completed and when completed, they sometime state the serving size not the crediting information. The different kinds of milk served daily are not stated on the production records. The condiments are never listed on the production records.

Corrective Action:

Confirm that the daily production records always be completed correctly.

Technical Assistance:

A technical assistance was conducted regarding this specific finding.

409. (b) 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 one week of the Review Period, 3/4 cup vegetable was not served every day. A minimum of 3/4 cup is required for the K-8 grade group.

Corrective Action:

Confirm that at least 3/4 cup vegetable will always be served for lunch.

Technical Assistance:

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