

SNP Administrative Review Findings

St Luke Catholic School (K175)

Program Year 2023

St Luke Catholic School (K175)

7575 Holliday Drive East
Indianapolis, IN 46260-3613

Food Service Contact

Mrs. Cindy Cimaglio
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Executive Contact

Mr. Johnathan Grismore
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: March 2023

General Program Compliance - St Luke Catholic School (K175)

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

Finding 9008: Civil Rights 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 Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: civil rights staff training documentation was not dated; civil rights complaint procedure was not provided.

Corrective Action:

The Director of Food Service was provided technical assistance onsite regarding the civil rights complaint procedure and the importance of accurately documenting staff training.

The following agenda/staff attendance form should be utilized to document Civil Rights staff training:

<https://docs.google.com/document/d/1sDPkPrBkuNOrc6hd8zBBJ1reciB-s3mZNMgd0feBRik/edit?usp=sharing>

In addition, the resources located in the Technical Assistance section below were reviewed and will be printed and implemented as corrective action for the missing Civil Rights complaint procedure. **If implemented as agreed upon, no further corrective action is needed.**

Technical Assistance:

Complaint Procedure Template:

https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing

Complaint Form: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

Complaint Log: <https://www.in.gov/doi/files/civil-rights-compliant-log-revised-12019.pdf>

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. Discrepancies or deficiencies found on-site: the current policy does not meet the minimum requirements; public notice to participate in the wellness committee or policy review not provided; outreach regarding the current policy or recent assessment could not be located on the school's website.

Corrective Action:

The wellness policy requirements were reviewed with the Director of Food Service and Principal. The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements. **As corrective action, please provide an updated Wellness Policy or a timeline for when the wellness committee will review the policy, make updates, and complete the triennial assessment as required.**

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Technical Assistance:

Wellness Policy webpage: <https://www.in.gov/doi/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doi/files/minimum-requirements.pdf>

Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

Triennial Assessment: <https://www.in.gov/doi/files/triennial-assessment-template.pdf>

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance: Professional Standards Training

The Director of Food Service was reminded to keep professional standards training info organized so year-to-date hours can be easily tracked. This will help ensure each employee meets the annual requirements.

IDOE Training Tracker: <https://www.in.gov/doi/files/copy-professional-standards-tracking-idoe-final.xlsx>

Professional Standards Training Reference Sheet:
<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

1501. Records are retained for 3 years

Technical Assistance: School Nutrition Programs Records Retention

Technical assistance regarding recordkeeping requirements and the calendar of due dates was provided to the Director of Food Service, as this is her first year in the position.

Record Retention Factsheet:
https://docs.google.com/document/d/1pv9_WHvEMp9Gbr3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?usp=sharing

School Nutrition Programs Calendar:
<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqaoLw/edit>

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

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The Director of Food Service verbally acknowledged that she understood the SFSP outreach requirement and agreed to conduct it at the end of each school year utilizing information provided by the State Agency. **If implemented as agreed upon, no additional corrective action is needed.**

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Program Year 2023

St. Luke School (C435)

7575 Holliday Drive East
Indianapolis, IN 46260-3613

Food Service Contact

Mrs. Cindy Cimaglio
Director of Food Service
(317) 255-3912

Month of Review: March 2023

Date of Onsite Review: May 18, 2023

Meal Components & Quantities - St. Luke School (C435)

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

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. The Chef Salad option only contained 1 pkg of croutons which credited as .25 oz eq. Typically, a 1.25 oz eq roll is served daily, but it was out of stock.

Corrective Action:

The Director & site staff were advised and given the opportunity to correct the insufficient quantity of grain and added a 1 oz eq package of goldfish crackers to each salad before the meal service started. **No further corrective action is needed.**

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Technical Assistance: Flow of Breakfast Service Line

The Director of Food Service was commended for taking the initiative and starting the breakfast program this year. During the observation, it was recommended to keep the flow and direction of the breakfast service line the same as the lunch service line for student ease.

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

Technical Assistance: Breakfast & Lunch Menus

The Director of Food Service was advised to maintain a printed breakfast menu & post it on the website along with the lunch menu, so families know what is offered daily. In addition, it was recommended to state that milk is also included with all meals since it is currently not listed on the menu.

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

Technical Assistance: Production Records

Technical Assistance was provided to the Director of Food Service on some areas of production records (serving sizes, component contributions, total purchase units), as well as weight vs volume measurements, and standardized recipes. The importance of collecting the proper CN labels & PFS was also discussed to ensure adequate portion sizes are served to meet the minimum meal pattern requirements.

Child Nutrition Recipe Box: https://theicn.org/cnrb/recipes-for-schools/?page_id=113192

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501. Cafeteria staff have been trained on OVS

Technical Assistance: Training Agenda/Sign-In Sheet Template

The following training agenda/sign-in sheet template can be used to properly document staff training throughout the school year: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:b7417586-cd3b-3c23-9211-6bbf4f5e2619>

General Program Compliance - St. Luke School (C435)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: site specific staffing info, a list of equipment at each site, comprehensive food safety & sanitation Standard Operating Procedures, and menu items categorized by HACCP process.

Corrective Action:

The Director of Food Service was provided technical assistance and reminded that staff should know where the plan is located and be initially trained on the food safety and sanitation procedures upon hire and on a continued, regular basis.

The SFA is required to review the resources provided below to help ensure their plan meets all requirements and that a copy is readily available in the school kitchen. **As corrective action, please provide a timeline for when the food safety plan will be reviewed and updated, as required.**

Technical Assistance:

IDOE School Nutrition Programs Food Safety webpage: <https://www.in.gov/doi/nutrition/food-safety/>

Food Safety Plan Development Process: https://docs.google.com/document/d/1R4u7_FIY0fIKzs5w_r-u0_IJmn2duguchOSo21TdpuA/edit

Writing a HACCP-based Food Safety Plan: <https://theicn.org/resources/1532/writing-a-haccp-based-food-safety-plan-for-schools-workshop/117824/writing-a-haccp-based-food-safety-plan-for-schools-workshop-participants-workbook.pdf>

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

Technical Assistance: Annual Letter to Board of Health

The Director of Food Service was reminded to send a letter to the local board of health requesting two inspections per year prior to the start of program operations annually.

Letter Template:

<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit?usp=sharing&oid=114777818646702198090&rtpof=true&sd=true>

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor in the walk-in freezer. The First In, First Out (FIFO) inventory management method is not being used consistently throughout all storage areas.

Corrective Action:

The items stored on the floor were corrected while the reviewer was onsite. The importance of consistently date-marking items was discussed with the Director of Food Service. See Finding 9145 for corrective action related to the food safety plan.

