



Program Year 2017

St Simon The Apostle School (K199)
8155 Oaklandon Road
Indianapolis, IN 46236-8578

Food Service Contact
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No. of Sites / Reviewed: 1 / 1

Certification and Benefit Issuance - St Simon The Apostle School (K199)

128. *Correct conversion factors used for applications with more than one income frequency?*

Technical Assistance:

Applications with only one pay frequency should not be converted to annual income. The pay will be totaled and checked against the correct column on the income eligibility guidelines.

Verification - St Simon The Apostle School (K199)

209. *Review of verified applications – properly selected, replaced applications correctly, verified correctly?*

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications.

The SFA used voucher income information to complete verification.

Corrective Action:

The SFA will need to formally verify the application chosen for verification and use current income documentation to complete the process. The income information should be from the time the household applied for benefits. The SFA should update the Verification Summary Report to reflect the changes, if any.

Technical Assistance:

Voucher income information is not current as of the date of application for meal benefits and therefore cannot be used for verification purposes.

Resource Management Comprehensive Review - St Simon The Apostle School (K199)

765. *Adult meal prices sufficient to cover cost of adult lunch?*

Breakfasts and lunches served to teachers, administrators, custodians and other adults are not priced so that the adult payment in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meals. The overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) used in the preparation of the meals.

766. *Process for calculating compliance with Revenue From Nonprogram Foods requirements?*

The Non-Program Foods Revenue Tool was not completed.

Corrective Action:

The SFA must ensure that non-program foods are being documented and the purchase price is adequate to meet the required revenue percentage as calculated within the revenue tool.

General Program Compliance - St Simon The Apostle School (K199)

1400. Food safety plan – contain required elements, copy available at each school?

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). The food safety plan was not tailored to meet the SFA's individual needs including the Standard Operating Procedures (SOPs) were not printed.

Corrective Action:

The SFA must complete the food safety plan to comply with requirements. The SFA will tailor the plan to the school's needs and include SOPs as part of the plan.

St. Simon School (C665)
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Meal Components & Quantities - St. Simon School (C665)

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Six meals on the day of review were claimed without the proper number of components for Offer versus Serve.

Corrective Action:

The six meals claimed with missing components were salad bar meals. The SFA must train cashiers to recognize reimbursable meals on self-serve bars including proper portion sizes.

Technical Assistance:

The reviewer and manager discussed pre-portioning the m/ma into 1oz portions and allowing students to take 2 of the portions to create a salad. The reviewer also recommends serving a roll with the salad bar rather than crackers or croutons to ensure that students recognize how much to take to create a reimbursable meal.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period [dates], some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: not all items served where whole grain rich and the SFA did not obtain the whole grain rich waiver.

Corrective Action:

The SFA must ensure that all grain items offered as part of a reimbursable meal are whole grain rich or obtain the whole grain rich waiver.

Technical Assistance:

The 2016-2017 school year is the last year for the whole grain rich exemption waiver, so it is wise to offer all items as whole grain rich in order to be fully compliant next school year.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu was short on the weekly grain requirement and missing the starchy vegetable subgroup.

Because this is a repeat finding, one day of reimbursement from the month of review will be disallowed. 176 meals have been disallowed.

Corrective Action:

The SFA must ensure that menus are planned to meet the meal pattern requirements. The SFA will need to state what methods are being taken to ensure compliance.

Technical Assistance:

The reviewer discussed with the food service manager the need to offer a larger roll with the chef salad option that is offered each day. The reviewer discussed the new production record to better track vegetable subgroup offerings over the course of the week.

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

As observed on the Day of Review, cashiers are requiring students to take too many fruit and/or vegetable servings and cashiers did not recognize entree items as two components.

Corrective Action:

The SFA must retrain cashiers on OVS requirements.

Technical Assistance:

The ICN OVS training: <http://theicn.org/ResourceOverview.aspx?ID=595>

IDOE OVS page: <http://www.doe.in.gov/nutrition/offer-vs-serve-lunch>

Dietary Specifications - St. Simon School (C665)

603. On-site portion of Dietary Specifications Tool completed, TA, CA required?

Prior to the beginning of the on-site portion of the review, off-site activities pertaining to Dietary Specifications and Nutrient Analysis resulted in areas being identified that required technical assistance or corrective action.

Corrective Action:

The SFA must plan menus to be trans-fat free, unless the trans-fat is naturally occurring in the product.

Technical Assistance:

The SFA listed trans-fat as being considered "most of the time" in menu planning. Because items must be trans-fat free (except where naturally occurring), the SFA must consider trans-fat 100% of the time when planning menus. The canned cheese sauce in the dry storage was found to contain trans-fat.

General Program Compliance - St. Simon School (C665)

1105. Foods sold to students during school day meet Smart Snacks standards?

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards. The Fruit by the Foot, Fruit Roll Up, Crystal Light and soup options do not meet smart snacks standards.

Corrective Action:

The SFA must ensure that all items meet Smart Snacks standards by completing the Healthier Generation calculator to determine compliance. Each a la carte item must be run through the calculator to determine if the item may be sold.

Technical Assistance:

Link to the Smart Snacks calculator:

https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/

1408. Storage violations observed, on-site, off-site?

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. Items were not dated upon receipt to ensure First in First Out practices are maintained.

Corrective Action:

The SFA will date all items as they are received and ensure First In, First Out rotation is implemented.

Technical Assistance:

It was noted that there is a significant amount of ice in the walk-in freezer, the freezer will need to be de-iced.

It was also noted that there were parish food items mixed with NSLP items in the cold storage. Since NSLP and commodity



items cannot be used for parish events, please designate certain areas of the storage facilities for parish food to be separate from NSLP items.