

SNP Administrative Review Findings**St Thomas, Elkhart (K380)****Program Year 2020****St Thomas, Elkhart (K380)**1331 N. Main Street
Elkhart, IN 46514-3298**Food Service Contact**Immacolata I Varacalli
Director of Lunch Services
(574) 264-4855**Executive Contact**Mr. Chris Adamo
Principal
(574) 264-4855No. of Sites / Reviewed: 1 / 1
Month of Review: October 2019**Commendations**

- * The food service director has done a wonderful job in offering a variety of fruit and vegetables for students.
- * The food service director has taken the time to see that each weekly menu in the menu cycle meets the required meal requirements.

Certification and Benefit Issuance - St Thomas, Elkhart (K380)*126. Certification: selected applications correctly approved***Finding 9901: Selected applications correctly approved**

Two applications were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.

Corrective Action:

Corrections have been made to certification errors. IDOE review letters were sent out to families the day of review. No further action required.

Technical Assistance:

Discussed with Food Service Director and Secretary the importance of looking closely at the number of family members and the amount calculated against the income guideline chart.

Verification - St Thomas, Elkhart (K380)*207. SFA completed verification and verified applications on file match FNS-742***Finding 9000: Incomplete income documentation**

Verification information was due on Oct. 18 and students were not denied even though all the documentation was not available to complete the validation.

Corrective Action:

Staff sent the family a denied letter. No further action required.

Technical Assistance:

Discussed with staff the importance of responding immediately to the family when they miss the scheduled deadline for turning in documentation. All income on the application needs to be verified.

*210. Direct Verification of selected applications was conducted according to requirements***Finding 9043: Requirements for directly verifying applications not met.**

The SFA did not follow requirements for directly verifying selected applications.

Corrective Action:

Describe what procedures will be followed next year to complete direct verification and which staff member will be responsible for this task.

Technical Assistance:

Discussed with Food Service Director and Principal the importance of completing this step before sending out letters requesting documentation.

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A notification letter letting the family know the results of the verification process was not sent out.

Corrective Action:

Staff sent out a letter during the Administrative Review. Discussed with Food Service Director the importance of sending out the response letter and keeping documentation. No further action required.

Technical Assistance:

Discussed with Food service Director and Principal the importance of sending out the results letter and keeping documentation that this has been completed.

Resource Management Comprehensive Review - St Thomas, Elkhart (K380)*768. Unique Situations***Finding 9000: Snack sale documentation**

Observation on day of the review found snacks and drinks being picked up with no documentation that students had paid for the items.

Corrective Action:

SFA is required to put procedures in place to accurately record a la carte sales. A new five day Non-Program Revenue needs to be calculated and sent to Field Specialist.

Technical Assistance:

Discussed with Food Service Director and Principal that any food purchased with food service funds needs to be tracked when sold.

General Program Compliance - St Thomas, Elkhart (K380)*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: Two Wellness Policies were available to review and neither one was complete with all of the required components.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: The school is required to update their Wellness Policy with all of the required components.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Discussed with Food Service Director and Principal that neither of the policies available included all of the required components. The Diocese policy was missing the new 2016 guidelines addressing Smart Snacks and marketing. The local school policy did not address all of the required goals.

*1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training***Finding 9000: Missing specific job training**

Staff members who assist with application processing and verification did not complete training. Civil Rights training was not completed by staff members taking meal counts.

Corrective Action:

Staff members who process meal applications and verification are required to take the training in InTeam. Staff who assist in taking meal counts are required to complete the civil rights training. Documentation of the completion of these trainings are to be sent to the Field Specialist. Documentation has been received no further action required.



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Technical Assistance:

Discussed with Food Service Director and Principal the importance of staff members receiving civil rights training and job specific training.

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St. Thomas the Apostle School (A975) Food Service Contact
1331 N. Main Street
Elkhart, IN 46514-3298
Immacolata Varacalli
Director of Lunch Program
(574) 264-4855

Month of Review: October 2019

Date of Onsite Review: November 20, 2019

Meal Components & Quantities - St. Thomas the Apostle School (A975)*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students***Finding 9000: No recipe for pasta dish**

Recipe missing for the baked pasta dish.

Corrective Action:

Food Service Director is required to watch training on writing a standardized recipe and email Field Specialist documentation of training. Once the training is complete, a standardized recipe for the pasta it to be emailed to Field Specialist. Other components on this day met the 1 oz. grain and 1 oz. meat/meat alternate.

Technical Assistance:

Discussed with food service director the importance of having a standardized recipe written for any dish that has two ingredients. Explained where to receive training on how to write a standardized recipe and how to use the food buying guide to find the crediting for items in the recipe.

*410. Review Period- planned menu quantities meet the meal pattern requirements***Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

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. Grains in the chef salad and bagged lunch were only 1 grain offered daily.

Corrective Action:

Food Service Director has changed the menu for the chef salad and bagged lunch to include 2 packages of grain product. A copy of one week's production record from December is to be emailed to Field Specialist.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Discussed with Food Service Director that for the week the grains must equal 8 oz. for chef salad and bagged lunches.

General Program Compliance - St. Thomas the Apostle School (A975)*1104. Foods sold to students meet Smart Snacks standards***Finding 9000: No documentation of funds being received**

On the day of review it was observed that an honor system was in place for students to select and pay for a la carte items.

Corrective Action:

SFA is required to put in place procedures to accurately account for the sale of a la carte food items purchased with school nutrition funds.

Technical Assistance:

Discussed with Food Service Director and Principal the importance of tracking all a la carte sales.

1406. The most recent food safety inspection report is posted in a publicly visible location

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Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

The most recent food safety inspection report was not posted in a publicly visible location.

Corrective Action:

Staff moved the report to the bulletin board where students were able to view the report. No further action required.

Technical Assistance:

Discussed with the food service director the importance of placing the current food safety report in a publicly visible location.

1408. Temperature logs are available

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for the freezer and refrigerator.

Corrective Action:

SFA is required to keep temperature logs for refrigerator and freezer that stores food for the national school lunch program. One week's worth of temperature logs are to be sent to the Field Specialist.

Technical Assistance:

Discussed with food service director the importance of keeping temperature logs for refrigerator and freezer along with the milk box and final cooking temperatures.