

SNP Administrative Review Findings

St Vincents School (K011)

Program Year 2022

St Vincent School (K011)

1720 E Wallen Road
Fort Wayne, IN 46825-2850

Food Service Contact

Mr. Andrew Dailey
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Executive Contact

Mr. Zachary Coyle
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: January 2022

Meal Counting & Claiming - St Vincent School (K011)

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Finding 9051: SFA's Review Period claim not validated.

There are differences between the SFA's Review Period claim and the State agency's validated counts for lunch and/or breakfast by category for one or more schools for the review period, as documented on S-1. Reviewer confirmed that 7970 meals were served in January and the bookkeeper recorded only 7627 on the claim.

Corrective Action:

The January claim is to be updated with the correct claim information. The update has been completed. No further action required.

Technical Assistance:

Review discussed with food service clerk, food service director and bookkeeper that accurate data coming from the software program meal counts are to be used to put in the claim.

General Program Compliance - St Vincent School (K011)

1215. School Nutrition Programs Manager(s) met/will meet annual training requirements

Technical Assistance: Professional Standards Training

Reviewer discussed with Food Service Director that manager needs at least 10 hours of training each year. The current year needs to be completed by June 30th.

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

Technical Assistance: Professional Standards

Technical Assistance:

Reviewer discussed with Food Service Director that all staff members need to have Offer versus serve training annually along with Civil Rights. Currently, staff members do not have the required training hours completed and have until June 30th to complete them.

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Technical Assistance: Professional Standards for processing applications.

Technical Assistance:

Reviewer discussed with Clerk that verification and application processing training need to be completed annually.

SNP Administrative Review Findings**St Vincents School (K011)***Program Year 2022***St. Vincent's School (A180)**1720 E Wallen Road
Fort Wayne, IN 46825-2850**Food Service Contact**Mr. Andrew Dailey
Cafeteria Manager
(260) 489-3537

Month of Review: January 2022

Date of Onsite Review: February 8, 2022

Meal Components & Quantities - St. Vincent School (A180)*409. 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 1 week during the Review Period January 24- 28, 2022, 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. Recipes did not calculate to what crediting documentation was stating.

Corrective Action:

Recipes for Broccoli, Macaroni and cheese, Sausage pizza and WOW butter sandwiches were updated during the on-site review. No further action required.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Reviewer worked with Food Service Director to update each recipe to be sure that the correct amount of food was processed in the recipe to meet the daily and weekly crediting information.