

SNP Administrative Review Findings**Westside Catholic Consolidated Schools
(K276)****Program Year 2019**

**Westside Catholic Consolidated Schools
(K276)**
1620 Glendale Ave.
Evansville, IN 47712-4141

Food Service Contact
Mrs. Mary J Townsend
Cafeteria Manager
(812) 423-9115

Executive Contact
Mrs. Kelsey Meier
Principal
(812) 423-9115

No. of Sites / Reviewed: 2 / 1
Month of Review: December 2018

Commendations

- * The cafeteria manager does a nice job costing menu products, researching guidance, and implementing the National School Lunch Program.

Certification and Benefit Issuance - Westside Catholic Consolidated Schools (K276)

126. *Certification Benefits/Issuance Review Method, applications correctly approved?*

Finding 9000: Free and Reduced Applications

One application did not include all required information at time of approval.

- Missing last four digits of the SSN

Corrective Action:

At the time of the review, the Determining Official corrected the application with missing required information by contacting the household. In the future all applications will be followed up on if they do not contain all required information before approval. No further action required.

Resource Management Comprehensive Review - Westside Catholic Consolidated Schools (K276)

767. *Nonprogram Revenue and Food Cost Ratio*

Finding 9000: Technical Assistance- Non-Program Foods**Technical Assistance:**

The reviewer provided onsite technical assistance on how to track both program and non-program revenues and costs. After completion of the non-program tool, the cost and revenue ratios are close to breakeven. It is suggested that a slight price increase occur on some of the non-program foods being sold.

General Program Compliance - Westside Catholic Consolidated Schools (K276)

810. *Non-discrimination on appropriate Program materials?*

Finding 9000: Non-Discrimination Statement *Repeat Finding

The school website has an outdated full non-discrimination statement posted.

Corrective Action:

The SFA updated the school website to include the full non-discrimination statement. The reviewer validated the school website on February 14, 2019. No further action required.

1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

Finding 9000: Local School Wellness Policy

The school website has an outdated version of the Local School Wellness Policy used for public outreach.

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Corrective Action:

The SFA updated the school website to the most current Local School Wellness Policy version for outreach to the public. No further action required.

Technical Assistance:

During the onsite review ways to document community outreach and/or involvement of the Local School Wellness Policy was discussed.

1500. Reports submitted to State agency as required?

Finding 9151: SFA does not submit reports as required to the State agency.

Technical Assistance:

As a reminder the Annual Financial Report is required to be submitted to the State Agency by September 1 annually. The Calendar of Due Dates resource is updated when needed from the IDOE office to reflect all timeframes of when required items need to be submitted/completed.

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?

Finding 9000: Technical Assistance- SFSP Outreach

Technical Assistance:

The cafeteria manager and reviewer discussed how the SFA will provide information/resources to all households prior to the end of each school year informing them of local sites that provide meals under the Summer Food Service Program.

Program Year 2019**St Agnes Campus (D580)**

1620 Glendale Ave.
Evansville, IN 47712-4141

Food Service Contact

Mrs. Mary J Townsend
Cafeteria Manager
(812) 423-9115

Month of Review: December 2018

Date of Onsite Review: January 31, 2019

Dietary Specifications - St Agnes Campus (D580)

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

Finding 9000: Technical Assistance- Interactive Food Buying Guide**Technical Assistance:**

The reviewer demonstrated how to use the Food Buying Guide Calculator to determine number of pounds or cans needed for number of servings when preparing for meal service.

General Program Compliance - St Agnes Campus (D580)

901. On-site monitoring review completed prior to February 1?

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1. *Repeat Finding

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension.

- Onsite monitoring has not been completed at St Agnes within the last 3 years

Corrective Action:

The Principal completed the onsite review February 25, 2019 and sent to the reviewer. The onsite monitoring will be completed by the Principal at the St Agnes campus in future program years since the cafeteria manager is involved in the day to day operation. No further action required.

1107. Exempt SBP and NSLP leftover entrees served same day or day after initially offered?

Finding 9000: Technical Assistance- Grain only portion of Entrée**Technical Assistance:**

When the SFA does not offer the School Breakfast Program, grain only entrées served at lunch sold as a la carte must have determined Smart Snack compliance. The reviewer and cafeteria manager discussed the Smart Snack calculator and determining these types of entrées as side items.

1409. Storage violations observed, on-site, off-site?

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
- Dates are not on the canned commodities when taken from the original box and placed on shelving

Corrective Action:

After discussion, the cafeteria manager will follow safe food practices by dating food items when they are removed from their boxes. Furthermore, the cafeteria manger has instructed kitchen staff of this practice of dating the cans as well. During the

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onsite review, the Cafeteria manager reorganized the freezer to make sure no items were placed directly on the floor. No Further Action Required.

Technical Assistance:

Brown box commodities should be used within the program year allocations. If the allocations include items that are no longer needed contact the commodity specialist at the State Agency to remove the products from inventory. The reviewer and cafeteria manager discussed best by dates, menuing, and inventory stock levels.

<https://www.doe.in.gov/sites/default/files/nutrition/fd-0102best-if-used-bydates.doc>