



## SNP Administrative Review Findings

St. Joseph School (2401-5)

### Program Year 2022

#### St. Joseph School (2401-5)

1000 Ululani, St  
Hilo, HI 96720

No. of Sites / Reviewed: 1 / 1

Month of Review: March 2022

Date of Review: April 27-May 3, 2022

Exit Conference: May 3, 2022

Due Date for Corrective Action: August 28, 2025

### Commendations

\* Sponsor: Thank you!

Staff did a great job of uploading AR documentation to Dropbox. Thank you for submitting everything on time!

\* Sponsor: Quick to Respond

Staff were quick to respond to questions and provide additional information.

\* Sponsor: Videos

Videos were very detailed and provided a lot of the required information.

### Technical Assistance

\* General Program Compliance Question: 810: Non-Discrimination Statement

Discussed the appropriate use of the long Civil Rights non-discrimination statement versus the short non-discrimination statement. The long non-discrimination statement must be included on materials that are longer than one page in length. There are also two different formats of the non-discrimination statement: one for printed documents and one for web-based materials. The Civil Rights non-discrimination statement is available on HCNP's website. Both versions are available on HCNP's website: <https://hcnp.hawaii.gov/civil-rights-2/> under Resources.

\* General Program Compliance Question: 1602: SFSP Outreach

Technical assistance was provided regarding the requirement that all SFAs must inform families about the availability and location of free meals under the Summer Food Service Program (SFSP), even if your school does not participate in the SFSP. HCNP sends an email to SFAs prior to the summer break to assist with this requirement.

### Suggestions

\* General Program Compliance: Professional Standards

Per USDA Professional Standards guidelines, the School Nutrition Program Director is the person who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition programs. HCNP suggests that the SFA considers designating the Administrative Assistant as the School Nutrition Program Director, since it seems that this individual is responsible for managing much of the NSLP-related operations. It is not necessary for the Head of School to be the School Nutrition Program Director. Although it is necessary for an SFA to designate someone to be the School Nutrition Program Director, it is not necessary for your SFA to have two different individuals serving in the NSLP Director and NSLP Manager roles.

### Verification - St. Joseph School (2401-5)

206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?

#### Finding 9000: Other Finding

The SFA did not provide documentation of all steps completed during the verification process.

**SNP Administrative Review Findings****St. Joseph School (2401-5)****Program Year 2022****Corrective Action:**

1. Review the Eligibility Manual for School Meals. Section 6: Verification
2. Create a standard operating procedure (SOP) on the steps the SFA will take to complete the verification process, including maintaining documentation to support that the verification process was completed correctly.
3. Train all appropriate staff on the SOP.
4. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
5. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

**Technical Assistance:**

The SFA should maintain on file the supporting document for verification as described in the Eligibility Manual for School Meals, Chapter 6, including documenting all steps of the verification process.

**209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?****Finding 9000: Other Finding**

The documentation used for verification was not acceptable. Documentation used for verification must be provided from any point in time between the month prior to application and the time the household is required to provide income documentation.

**Corrective Action:**

1. Review the Verification process in Section 6 of the Eligibility Manual for School Meals.
2. Train all appropriate staff who verify applications on the verification process, which includes current household documentation in determining household eligibility.
3. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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**213. SFA notice of adverse action - required information, appeal rights?****Finding 9045: SFA's notice of adverse action did not contain all required information.**

The SFA's notice of adverse action as a result of Verification did not contain all the required information. The notice of adverse action provided had a date field that should be entered to make sure the student receives free or reduced meals until the hearing/appeal process is finalized. The SFA did not enter the date on the notice of adverse action letter sent to the household.

**Corrective Action:**

1. Create a standard operating procedure (SOP) on notice of adverse action letter requirements.
2. Train all appropriate staff who prepare and send notice of adverse action letters.
3. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

### Meal Counting & Claiming - St. Joseph School (2401-5)

316. SA validated meal counts – school level meal counts consolidated correctly? Enter data.

#### Finding 9000: Other Finding

The SFA and SA claims do not match. The SFA has a systemic claiming error.

There were two days when the total meals marked on the daily breakfast meal roster did not match the daily edit check. On March 22, 2022, the reviewer validated 25 free breakfast meals. The SFA claimed 24 free breakfast meals. This resulted in an underclaim of 1 free breakfast. On March 24, 2022, the reviewer validated 25 free breakfast meals. The SFA claimed 26 free breakfast meals. This resulted in an overclaim of 1 free breakfast. The two claiming errors at breakfast offset each other; therefore, the claim matches the total number of meals validated.

During the review period at lunch, the teachers did not check off students at the POS when a reimbursable meal was served. For example, on 3/3/2022, students were not marked to indicate who received a reimbursable meal in six classrooms. On 3/24/2022, one classroom indicated 14 reimbursable meals were claimed; however, only 10 students were marked as receiving a reimbursable meal. A breakdown of errors identified during the claim validation process is listed below.

At lunch during the review period, the SFA claimed 1,921 free lunch meals. The reviewer validated 1,502 free lunch meals. Therefore, the SFA overclaimed 419 free lunch meals. Fiscal action will be taken for the overclaimed meals.

The meal counting and claiming errors identified in the lunch claim:

3/3/2022: The SFA claimed 118 free lunches. The daily meal count rosters for six classrooms did not include checkmarks for the students who received meals; the reviewer validated 90 lunches. Therefore, the SFA overclaimed 28 free lunches.

3/4/2022: The SFA claimed 115 free lunches. The daily meal count rosters for five classrooms did not include checkmarks for the students who received meals; the reviewer validated 90 free lunches. Therefore, the SFA overclaimed 25 free lunches.

3/7/2022: The SFA claimed 117 free lunches. The daily meal count rosters for six classrooms did not include checkmarks for the students who received meals; the reviewer validated 87 free lunches. Therefore, the SFA overclaimed 30 free lunches.

3/8/2022: The SFA claimed 113 free lunches. The daily meal count rosters for five classrooms did not include checkmarks for the students who received meals, and one classroom had a long line drawn through all students (they were not individually marked); the reviewer validated 79 free lunches. Therefore, the SFA overclaimed 34 free lunches.

3/9/2022: The SFA claimed 115 free lunches. The daily meal count rosters for six classrooms did not include checkmarks for the students who received meals, and two students were not marked for one classroom; the reviewer validated 85 free lunches. Therefore, the SFA overclaimed 30 free lunches.

3/10/2022: The SFA claimed 106 free lunches. The daily meal count rosters for five classrooms did not include checkmarks for the students who received meals; the reviewer validated 85 free lunches. Therefore, the SFA overclaimed 21 free lunches.

3/11/2022: The SFA claimed 102 free lunches. The daily meal count rosters for five classrooms did not include checkmarks for the students who received meals; the reviewer validated 74 free lunches. Therefore, the SFA overclaimed 28 free lunches.

3/21/2022: The SFA claimed 102 free lunches. The daily meal count rosters for five classrooms did not include checkmarks for the students who received meals; the reviewer validated 84 free lunches. Therefore, the SFA overclaimed 18 free lunches.

3/22/2022: The SFA claimed 110 free lunches. The daily meal count rosters for six classrooms did not include checkmarks for the students who received meals; the reviewer validated 86 free lunches. Therefore, the SFA overclaimed 24 free lunches.

3/23/2022: The SFA claimed 123 free lunches. The daily meal count rosters for five classrooms did not include checkmarks



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for the students who received meals; the reviewer validated 95 free lunches. Therefore, the SFA overclaimed 28 free lunches.

3/24/2022: The SFA claimed 118 free lunches. The daily meal count rosters for six classrooms did not include checkmarks for the students who received meals, and four students were not checked off in one classroom; the reviewer validated 74 free lunches. Therefore, the SFA overclaimed 44 free lunches.

3/28/2022: The SFA claimed 113 free lunches. The daily meal count rosters for six classrooms did not include checkmarks for the students who received meals; the reviewer validated 84 free lunches. Therefore, the SFA overclaimed 29 free lunches.

3/29/2022: The SFA claimed 114 free lunches. The daily meal count rosters for five classrooms did not include checkmarks for the students who received meals, and one student was not marked in one classroom; the reviewer validated 87 free lunches. Therefore, the SFA overclaimed 27 free lunches.

3/30/2022: The SFA claimed 111 free lunches. The daily meal count rosters for five classrooms did not include checkmarks for the students who received meals, and three students were not marked in one classroom; the reviewer validated 88 free lunches. Therefore, the SFA overclaimed 23 free lunches.

3/31/2022: The SFA claimed 119 free lunches. The daily meal count rosters for six classrooms did not include checkmarks for the students who received meals; the reviewer validated 89 free lunches. Therefore, the SFA overclaimed 30 free lunches.

#### Corrective Action:

1. To correct this finding, submit a standard operating procedure (SOP) of the new/revised meal counting and claiming process that will be implemented to ensure an accurate meal counting and claiming system, including the name(s) and title(s) of the person(s) responsible at the SFA for ensuring compliance. Include in the meal counting and claiming procedures internal controls for double checking all meal counts prior to submitting the claim for reimbursement.
2. Train all appropriate staff on the SOP.
3. Submit training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

#### Technical Assistance:

The SFA provided the following response regarding students not being checked off on the student rosters.

"With regard to the check marks next to student names, we addressed and continue to review the proper and complete procedures with our teachers and advise them that they are required to place check marks next to student names, as well as initial the sheets. In the past, teachers thought it was sufficient to simply initial and/or sign each roster to indicate the meals for their students were checked (instead of also checking each box next to student names), distributed, and received. Since then, if a teacher forgets to check the names next to their students, I work with them to be sure they correct their procedure at lunch distribution."

## General Program Compliance - St. Joseph School (2401-5)

1212. Validate OFS #1202 - Were hiring requirements met when hiring new Director?

#### Finding 9000: Other Finding

The Child Nutrition Program Director does not meet the hiring standard requirements.

#### Corrective Action:

On 6/27/2022, the SFA submitted a letter and the required supporting documentation to HCNP to request approval to appoint

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the school's Administrative Assistant to the role of School Nutrition Program Director. HCNP reviewed the SFA's request and approved the request to transfer the role of School Nutrition Program Director to the school's Administrative Assistant on 1/5/23. No further corrective action needed.

#### Technical Assistance:

Although the Head of School holds a Master's Degree, his major is not in one of the related fields recognized by the USDA Professional Standards guidelines and the Head of School does not yet have at least 1 year of relevant food service experience. Please refer to the USDA Guide to Professional Standards for School Nutrition Programs ([https://fns-prod.azureedge.us/sites/default/files/resource-files/Professional\\_Standards\\_Guide.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/Professional_Standards_Guide.pdf)) for the Hiring Standards for New School Nutrition Program Directors who have been hired on or after July 1, 2015.

If the Head of School will remain in the role of School Nutrition Program Director, please submit a letter to request HCNP's approval to retain the Head of School in the School Nutrition Program Director role. In the letter, please explain how long the Head of School has been employed by your school, why the Head of School was selected to be the School Nutrition Program Director, and why he is qualified to be the School Nutrition Program Director.

If your SFA decides to re-assign the role of School Nutrition Program Director to the School Administrative Assistant, please submit a letter to request HCNP's approval to appoint the School Administrative Assistant to be the new School Nutrition Program Director. In the letter, please provide supporting documentation of the School Administrative Assistant's highest level of education achieved, education achievement certificates (i.e. diplomas), explain how long the School Administrative Assistant has been employed by your school and working in the NSLP, and why she is qualified to be the School Nutrition Program Director.

### 1213. Validate OFS #1203 - Did new Director meet food safety certification and training requirements?

#### Finding 9000: Other Finding

The new school Nutrition Program Director did not complete food safety training within 30 days of being hired, and no previous food safety certification was obtained in the last 5 years.

#### Corrective Action:

1/5/23: HCNP reviewed the SFA's request and approved the request to transfer the role of School Nutrition Program Director to the School Administrative Assistant. At the time of the request, the SFA provided documentation to demonstrate that the School Administrative Assistant completed the required food safety training hours for School Nutrition Program Directors. No further corrective action required.

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

#### Finding 9000: Other Finding

Upon review of the SFSP, it was found that the LEA is not informing eligible families regarding the availability and location of free meals for students via the Summer Food Service Program.

#### Corrective Action:

1. Create a standard operating procedure (SOP) on how the SFA will inform households regarding the availability and location of free meals for students via the Summer Food Service Program.
2. Train all appropriate staff on the SOP.
3. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
4. Training documentation should be kept for 3 years plus the current school year, or 6 years plus the current year, if required to follow the Hawaii State Department of Education requirement.
5. Create the required public release. Each year, HCNP provides a public release template that is available on HCNP's website for SFAs to use and complete.
6. Distribute the release through appropriate channels (e.g., news media, unemployment office, any major employers contemplating large layoffs in the attendance area of the school).
7. Maintain documentation verifying distribution and publication, including copies of the release and where it was posted or sent.
8. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding



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requirement area.

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#### **Technical Assistance:**

Technical assistance was provided regarding the requirement that all SFAs must inform families about the availability and location of free meals under the Summer Food Service Program (SFSP), even if your school does not participate in the SFSP. HCNP sends an email to SFAs prior to the summer break to assist with this requirement.



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#### St. Joseph School (805-PS)

1000 Ululani, St  
Hilo, HI 96720

Month of Review: March 2022

Meal Observation Date: April 19, 2022

#### Commendations

- \* General Program Compliance: Storage and Meal Prep

Storage and meal prep areas were well organized. Food items were labeled and dated. FIFO is being implemented.

- \* Meal Components & Quantities: Meals

The meals look appealing and colorful. Staff appear to take great care in preparing the meals.

- \* Reminders to Households

School sends monthly reminders to families to remind them that breakfast and lunch are available at no charge this school year and of the breakfast meal service time. The email message also reminds families that they may apply for free or reduced price meals, which may entitle them to other State/Federal benefits.

#### Technical Assistance

- \* Meal Components & Quantities: Food Production Record

HCNP's current production template was not being used. HCNP recommends that SFAs use HCNP's current production record template. Provided technical assistance on HCNP's updated production record template and how to complete it.

#### Meal Counting & Claiming - St. Joseph School (805-PS)

318. DOR - accurate meal counts by category at POS? Enter data.

##### Finding 9000: Other Finding

Meals are not correctly counted at the POS. In the video, "4.19.2022 Video Lunch Delivery High School 3" and "4.19.2022 Video Lunch Delivery High School 4", the teacher appeared to be marking all of the students who received a meal on the meal counting sheet at one time after the students received their meal. Meals must be counted at the point of service when the student receives their reimbursable meal. Counting meals before or after they are served is not acceptable.

##### Corrective Action:

1. Retrain all appropriate staff on proper meal counting at the point of service.
2. Keep training documentation (sign-in sheet, date of training, agenda) to confirm the training was completed with appropriate staff.
3. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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320. DOR - meal counts combined and recorded correctly? Enter Data.

#### Finding 9000: Other Finding

At lunch on the day of the meal observation, there were four classrooms where the meal count rosters were not checked to indicate the students who received meals. The SFA claimed 101 free lunches. The reviewer validated 77 free lunches. Therefore, the SFA overclaimed 24 free lunches. Fiscal action will be taken for the overclaimed lunches.

#### Corrective Action:

1. To correct this finding, submit a detailed explanation of the new/revised process that will be implemented to ensure an accurate meal counting and claiming system, including the name(s) and title(s) of the person(s) responsible at the SFA for ensuring compliance. Include in the meal counting and claiming procedures internal controls for double checking all meal counts prior to submitting the claim for reimbursement.
2. Train all appropriate staff on the SOP.
3. Submit training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
4. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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## Meal Components & Quantities - St. Joseph School (805-PS)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

#### 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. Insufficient portion sizes observed on the Day of Review: Meat.

On the DOR, there was not enough meat at lunch for grades 9-12. A 1.50 oz eq fish patty was the only source of meat for grades 9-12. The meal pattern was not met for grades 9-12. A minimum of 2 oz eq daily must be provided to grades 9-12.

#### Corrective Action:

1. Update menus to come into compliance with the USDA NSLP meal pattern requirements.
2. Complete the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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

#### Finding 9000: Other Finding

In SY 2021-2022, the requirement was that all grains must be whole grain-rich. The lunch menu met 75% whole grains for the week of review for grades K-6.

Please note that the current (SY25-26) requirement is that at least 80% of the grains offered weekly must be whole grain-rich, and the remaining grains offered must be enriched.

#### Corrective Action:

1. Update menus to come into compliance with the USDA NSLP meal pattern requirements.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding

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requirement area.

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**Technical Assistance:**

The following products were not whole grain-rich.

- Bread Slices

To be considered whole grain-rich, the product must be comprised of at least 50% whole grain ingredients, with the remaining grain ingredients enriched. An easy way to determine this is by looking at the ingredient list. The product would be considered whole grain-rich if the primary ingredient is a whole grain, such as: whole wheat flour, graham flour, whole corn, or oatmeal.

**410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.****Finding 9000: Other Finding**

Subgroups of vegetables must be met for each grade group. The 3/4 cup weekly red/orange vegetable subgroup requirement was not met for grades K-6, with only 5/8 cup offered. The 1 1/4 cup weekly red/orange vegetable subgroup requirement was not met for grades 9-12, with only 1 1/8 cup offered.

The recipe or description was not provided for the veggie sticks served on Monday 3/07/2022 and Friday 3/11/2022. Therefore, the vegetable subgroups could not be determined for this item. Consider ensuring carrots are included in the veggie sticks to count towards the red/orange vegetable group.

**Corrective Action:**

1. Update menus to come into compliance with the USDA NSLP meal pattern requirements.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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**Technical Assistance:**

Consider increasing the serving size of the carrots served on Wednesday, 3/09/2022, from 1/2 cup to 3/4 cup to meet the weekly vegetable requirement of 1 1/4 cup total vegetables.

**410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.****Finding 9000: Other Finding**

The federal regulations require a minimum of 3/4 cups of vegetable to be offered each day for grades K-6. This requirement was not met on Tuesday 3/08/2022, with only 5/8 cup offered. The minimum daily requirement of 1 cup of vegetables to be offered each day for grades 9-12 was not met on Tuesday 3/08/2022, with only 7/8 cup offered.

**Corrective Action:**

1. Update menus to come into compliance with the USDA NSLP meal pattern requirements.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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**Technical Assistance:**

Consider increasing the side carrots served to K-6 to 1/2 cup from 1/4 cup or increasing the peas to 1/2 cup from 1/4 cup in the



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Chicken A La King Recipe on Tuesday, 3/08/2022.

Increase the serving size of the carrots served to grades 9-12 on Tuesday, 3/08/2022 to meet the daily vegetable requirement of 1 cup total vegetables.

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

##### Finding 9000: Other Finding

The federal regulations require menus to be planned that meet the minimum daily 2-ounce equivalent meat/meat alternate requirement for grades 9-12. This requirement was not met on Thursday 3/10/2022, with only 1.75oz. eq. offered.

##### Corrective Action:

1. Update menus to come into compliance with the USDA NSLP meal pattern requirements.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

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##### Technical Assistance:

Consider increasing the portion size of the meat/meat alternate portion of the Sweet and Sour Chicken recipe for grades 9-12 to meet the daily 2oz equivalent required or add a cheese stick.

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

##### Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

The federal regulations require menus to be planned that meet the daily minimum 1.5 oz. eq. meat/meat alternate requirement for the age 3-5 year age group. This requirement was not met on Tuesday, 3/8/2025 and Wednesday 3/9/2025, with only 1.25oz and 1oz. eq. offered.

##### Corrective Action:

1. Update Pre-K menus and meal components to comply with the CACFP Pre-K meal pattern.
2. Complete the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

##### Technical Assistance:

Consider the following suggestions to help meet requirements.

- 3/8: Instead of serving a ½ cup (4oz) portion of Chicken A La King, which credits at 1.25oz equivalent meat/meat alternate (m/ma), serve a 5/8 cup (5oz) portion to meet the 1.5oz equivalent daily m/ma requirement.
- 3/9: Instead of serving one portion of the quesadilla, which credits at 1.25oz equivalent m/ma, serve a 1 ½ portion to meet the 1.5oz equivalent daily m/ma requirement.

The school was provided with technical assistance during the on-site visit.

The submitted production records did not always provide adequate information. It is a requirement of the federal regulations to maintain complete and accurate production records.

- Menu items listed on the production records did not always match the submitted recipes. Thursday 3/10/2022 Sweet and Sour Chicken was stated as served on the production records, though the recipe submitted was for sweet and Sour Pork.
- Veggie Sticks were served Monday, 3/07/2022, and Friday, 3/11/2022. The posted menu and daily production records do not list the specific type of vegetable used in the Veggie Sticks offered and served. The serving size listed met the daily vegetable requirement for each age/grade group served; however, the subgroups could not be determined.
  - o Make sure to specify the form of fruit and vegetables (fresh, frozen, canned).

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- A sponsor must maintain manufacturer product information and nutrition facts labels. Nutrition facts labels for some menu items were not submitted.
  - o Frozen Green Peas
  - o On March 9, 2022, the Vegetable Quesadilla recipe included Monterrey Jack Shredded and Cheddar Shredded Cheese. However, only a nutrition label for mozzarella cheddar cheese was submitted.
- Nutrition facts labels were not submitted for the chicken used in the Chicken a la King and Sweet and Sour Pork recipe.

**General Program Compliance - St. Joseph School (805-PS)***811. Justice for All poster displayed in prominent location?***Finding 9000: Other Finding**

An outdated USDA "And Justice for All" poster was posted. This was corrected during the Administrative Review process, and a photo was provided. No further action is required.

**Corrective Action:**

The SFA posted an updated poster during the review process. No further action is required.

**Technical Assistance:**

The SFA must use the current non-discrimination poster. Contact the State Agency to receive a new poster.

The poster must be on display in all serving/dining areas, the poster must be displayed in a location that is visible to students, and the poster must be 11" wide x 17" high.

*901. On-site monitoring review completed prior to February 1?***Finding 9000: Other Finding**

The SFA did not provide On-site Monitoring Reviews for all point-of-service locations during the administrative review.

**Corrective Action:**

1. Complete an on-site review for all points of service prior to February 1 annually.
2. Keep the completed MC-7 forms on file to demonstrate that the annual on-site review requirement was met.
3. Create a standard operating procedure (SOP) on how the SFA will ensure all point-of-service locations, including classrooms, are monitored annually.
4. Train all appropriate staff on the SOP.
5. Keep training documentation (sign-in sheet, date of training, agenda) to confirm that training was completed with appropriate staff.
6. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

NOTE: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

**Technical Assistance:**

On-site Monitoring Reviews must be conducted and maintained on file. The SFA must ensure that all fields on the onsite monitoring forms are completed.

*1409. Storage violations observed, on-site, off-site?***Finding 9000: Other Finding**

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. Personal food items were unlabeled and being stored with other



## SNP Administrative Review Findings

St. Joseph School (2401-5)

### Program Year 2022

commercial foods.

#### Corrective Action:

1. Label all personal items and store them in a separate area.
2. Complete and submit the Attestation Report by selecting the checkbox next to each identified finding and corresponding requirement area.

Note: This will be reviewed during the next Administrative Review to ensure corrective actions have been implemented by the SFA. Therefore, at this time, for this finding, acknowledge to HCNP that the SFA understands the corrective actions that must be implemented to resolve the findings and provide assurance to HCNP that the corrective actions will be implemented.

**Failure to complete corrective action or request an extension by the due date may result in claim payment being withheld until corrective action is complete and approved.**