

ST BRENDANS SCHOOL (004-400)

Review ID: 5697

Exit Conference Date: 10/20/2016

Review Year: 2017

Month of Review: September

Lead Reviewer: joseph samelak

Area	Findings ID	Finding Description	Required Corrective Action
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LEA - Level Findings

1200 - Professional Standards	V-1200	Even though she is only part-time with limited duties, she needs to be receiving the required 4 training hours each year. Keep in mind that in-house trainings do count towards the required hours. So, if she had received training at the beginning of the year, it can be counted. If she viewed the civil rights training, that can be counted. Between in-house training and the Serving with Success Modules on the DESE Food and Nutrition Services website, the hours have become very easy to earn. Here is the link for the online modules: https://dese.mo.gov/financial-admin-services/food-nutrition-services/serving-success	Please provide assurance that part-time staff will receive their required 4 training hours each year.
200 - Verification	V-0200	The same individual cannot act as, both, the determining official and the confirming official. The determining official is the person that makes the initial determination on a free/reduced application. When verification rolls around, the confirming official must double check that application that is selected, to make sure that the original determination was correct. Once that has been confirmed, then the application can be verified by the verifying official. Currently, Kathryn Coulson is listed as the determining and the confirming official.	Please provide assurance that someone else will act as the confirming official.
800 - Civil Rights	V-0800	The non-discrimination statement must be present on all materials related to the Child Nutrition programs. This includes any letters/correspondence sent to the households, as well as your menus. The menus provided do not contain this statement. The new statement is rather lengthy, so a shortened version can be placed on your menus. At a minimum, the menus must contain the statement: "This institution is an equal opportunity provider."	Please provide assurance that you have added this non-discrimination statement to your menus.

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Resource Mgt Comprehensive Review	V-RMCRF	<p>Adult Meal Prices (Lunch):</p> <p>While it is true that the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are federally subsidized, the intent of these programs is to subsidize "student meals". These programs exist solely for the benefit of the students, and this means that adult meals need to be priced at a level high-enough to make up for the subsidies these meals do not receive. Currently your school receives \$0.36 in reimbursement for every paid student meal served, and USDA has set the per-meal value of donated commodity foods to be \$0.32. That means that a paid student meal receives \$0.68 in subsidies, whereas the adult meals do not.</p> <p>The USDA has released guidance on the pricing of adult meals, and in this guidance they've provided a formula for setting adult meal prices. The formula says to take the highest paid student price, add to that the paid reimbursement, and finally add the value of donated commodities. Currently your paid student price is \$2.93, so your adult meals should look something like this:</p> <p>Adult Lunch Price = \$2.93 (paid student price) + \$0.36 (paid reimbursement) + \$0.32 (value of donated foods) = \$3.59.</p> <p>Based on the formula provided, the recommended adult meal price is at least \$3.59.</p>	Please provide assurance that you will increase your adult lunch prices to be in compliance with USDA regulations.
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Site - Level Findings: ST BRENDANS SCHOOL (4020)

1400 - Food Safety	V-1400	<p>The SFA did not have a Written Food Safety Plan implemented. All SFAs are required to have a Written Food Safety Plan, which contains its standard operating procedures (SOPs), and is based on the HACCP Principles, outlined in the HACCP Guidance. The HACCP Guidance is available on the DESE Food and Nutrition Services Website.</p> <p>HACCP Guidance: https://dese.mo.gov/sites/default/files/HACCP_Guidance.pdf</p> <p>A Written Food Safety Plan will need to be developed, and implemented, before the end of this school year.</p>	Please provide assurance that you will develop, and implement, a Written Food Safety Plan, using the HACCP Guidance.
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Site - Level Findings: ST BRENDANS SCHOOL (4020)

<p>400 - Meal Components and Quantities - Lunch</p>	<p>V-0400</p>	<p>While on-site, it was found that the school has not been keeping proper menu documentation. There were no labels being saved, and only a couple of recipes. Each SFA is required to keep proper menu documentation. You need to be sure to keep the following:</p> <p>RECIPES: - Recipes are required to be kept for all of your grain and meat/meat alternate (M/MA) items. Usually these will be your entree items, but could also include sides such as bread sticks or rolls. Just be sure to keep recipes for any dishes which include grains and/or M/MA.</p> <p>LABELS: - You are required to keep on file all labels for any food/beverage items which you serve or use in recipes. Depending on the type of product, the requirements for what you need to keep will vary.</p> <p>- FRUITS & VEGETABLES: You only need to save the label off of the can/box/bag. You can even make a photo copy or keep the original labels on file.</p> <p>- GRAINS: If the product is only a grain (e.g. crackers or bread) you would only need to save the original labels from the packaging, and be sure to include the nutrition facts panel and the ingredients list. If you save those from the original packaging, that is all you need. Another option for grain products is to request a signed Product Formulation Statement (PFS) or Grain Formulation Statement from the manufacturer for your items. The simplest method would be the original labels from the packaging, but the choice is yours.</p> <p>- MEAT/MEAT ALTERNATE: If the product is only a M/MA (e.g. ground beef or cheese) then you can just save the original label from the packaging, and be sure to include the nutrition facts panel and the ingredients list. If you save those from the original packaging, that is all you need. Another option would be to contact the manufacturer and request a signed Product Formulation Statement (PFS), which states how the product credits towards the meal pattern. If it is a processed M/MA product (e.g. deli meat) you would need to contact the manufacturer for a signed PFS.</p> <p>- MEAT/MEAT ALTERNATE & GRAIN: If the product is a combination M/MA and grain product (e.g. chicken nuggets or corn dog) you would need either an original CN label from the product packaging, OR you would need to request a signed PFS from the manufacturer. You will need to make sure that you begin obtaining and keeping the labels for the food/beverage items which you use.</p>	<p>Please provide assurance that you will begin to save all of the food/beverage labels for the items which you use in your lunch program.</p>
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