



SNP Administrative Review Findings

Diocese of Evansville Catholic Schools (K420)

Program Year 2024

**Diocese of Evansville Catholic Schools
(K420) **New SFA****
4200 North Kentucky Ave
Evansville, IN 47711-0169

Food Service Contact
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Executive Contact
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Superintendent
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No. of Sites / Reviewed: 12 / 3
Month of Review: December 2023

Commendations

- * The administrative office recalculated verified applications to centralize the process. Because the determinations that were verified at the local level were reevaluated resulting in different outcomes, this is a practice that should continue or be centralized.
- * The regional program manager was involved in the review process and actively worked with the reviewer, food service staff, and administrators to provide documentation and develop procedures.
- * Mater Dei had a large variety of fresh fruits and vegetables offered with the meal choices on the day of review. Several students bought extra servings of each meal component. Also, it was apparent the food service staff had created a good rapport with the students.
- * The food service staff at Westside Catholic had a great rapport with the students.
- * Since the schools have joined the Diocese of Evansville Catholic Schools, the regional program manager planned menus to increase the variety of fruits and vegetables while increasing the entree choice from one or two up to three or four.

Technical Assistance

- * The Diocese of Evansville Catholic Schools has created internal financial controls. For the school nutrition program manager to control expenses at the local level, the finance department should provide a monthly report.
- * Some of the cafeteria managers have dual jobs within the local schools. If the manager is performing work outside of food service, schools need to track the labor for the cafeteria directly (i.e., completed by timesheets). If the school does not directly track the labor, then labor for these individuals must be included as part of the indirect cost pool.
- * Certification and benefit issuance should be centralized to maximize data integrity and minimize data redundancy and processing errors. A single storage location of all the certification & benefit issuance documentation will help with retention or records and ensuring reports filed at the SFA level are accurate.
- * If a bonus is provided, the Diocese of Evansville Catholic Schools should have a locally written procedure that explains the bonus criteria, such as how to earn the bonus, who is eligible, the timeframe of the bonus, and how to meet the bonus and bonus thresholds.
- * If schools provide catering for special events, groups, etc., throughout the school year, the food cost calculated should not include the entitlement discount when creating the invoice for billing. Entitlement dollars should be spent on food for reimbursable student meals; if foods purchased with entitlement are used for catering, the food cost needs to be calculated at a price before the net off invoice (NOI) discount.
- * The district enrollment is large enough to support a school nutrition program manager and an additional part-time or seasonal staff member who can assist with the day-to-day requirements. However, given the current budget and no administrative staff, the SNP manager could use additional support for menu planning (to ensure compliance), staff training, certification and benefits issuance, and product and recipe development.
- * The Diocese of Evansville Catholic Schools school food authority was formed to ease the burden of some requirements for cafeteria managers to increase retention of employees. A regional program manager position was created to complete procurement, develop menus, work directly with vendors, develop policies, and handle general program requirements. It was



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noted during the review that the developed procedures are not being implemented or followed at the local level. For the success of this regional program, ongoing accountability by the administration of the Diocese of Evansville Catholic Schools for participating should be enforced.

Certification and Benefit Issuance - Diocese of Evansville Catholic Schools (K420)

127. Correct income eligibility guidelines used to certify applications

Finding 9000: Public Distribution of the Free Income Guidelines

One school provided households with free income guidelines with the free and reduced application. Additionally, the free income guideline chart was posted on the local school website.

Corrective Action: The application and any descriptive materials distributed to households may only contain the income levels for reduced-price school meal eligibility. Technical assistance was provided during the review regarding the public distribution of the income guidelines. The principal removed the free and reduced income guidelines from the school website. **Therefore, an additional response is not required.**

128. Correct conversion factors used for applications with more than one income frequency

Finding 9019: Incorrect conversion factors used when processing applications

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12: At three schools, the application approver converted to a monthly or annual income when not required.

Corrective Action: For corrective action, the determining officials are required to review the following free & reduced training fact sheet. Once completed, the determining officials will need to sign the fact sheet and submit a copy to the reviewer.

<https://docs.google.com/document/d/1tinActmlZPUiF5jni0uzZGa9oRTYs6NcFD6EvYnHvZQ/edit>

Technical Assistance: It is highly recommended that the free and reduced process be centralized.

131. Applications denied correctly

Technical Assistance- Identification of a Completed Application

In the sample of denied applications provided the income was over the allowable limit and denied appropriately. However, two applications (by different approvers) should have contacted the households to obtain missing information prior to processing the application. These applications were missing the last four digits of the SSN, or the box was not checked, indicating no SSN. This information is required when step 3 of the application process is utilized.

138. Updates to the Benefits Issuance documents are made accurately and timely

Finding 9000: Effective Date Waiver

Some of the schools had an effective date waiver when they joined the Diocese of Evansville Catholic Schools. The effective date waiver was used for all schools, but the new SFA does not have an approved effective date waiver on file that includes all schools.

Corrective Action: The sponsor completed the effective date waiver and submitted it to the State Agency for approval on March 11, 2024. **Therefore, an additional response is not required.**



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Verification - Diocese of Evansville Catholic Schools (K420)

210. Direct Verification of selected applications was conducted according to requirements

Technical Assistance- Direct Verification of Selected Applications

The verification official did not attempt to complete the direct verification of the selected applications in CNPweb. During the onsite review, the reviewer demonstrated how to use the direct verification section to the administrative staff. Direct verification can help confirm the validity of a student's free or reduced eligibility without needing to contact the household for verification documentation.

Management of Unpaid Meal Charges and Bad Debt -Diocese of Evansville Catholic Schools (K420)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 10150: Delinquent Funds and Bad Debt Policy

The local school meal charging policy does not address the collection of delinquent funds nor does it contain a policy for bad debt.

Corrective Action: Policies regarding the collection of unpaid meal charges should be included in the written meal charge policy that is required of all SFAs participating in the Federal school meal programs no later than July 1, 2017 (see SP-46, Local Meal Charge Policies, July 8, 2016). It is up to the district to determine at what point the debt will be considered uncollectable and reclassified as bad debt. All districts are required to have a Bad Debt Policy.

For corrective action, provide the State Agency with an updated meal charge policy that addresses the collection of delinquent funds and a policy for bad debt. The policy must state that the non-profit school foodservice account will not absorb the loss and will be restored using non-federal funds. Please utilize the following charge policy development checklists to ensure a comprehensive policy is developed: <https://ospi.k12.wa.us/sites/default/files/2023-08/mealchargepolicychecklist.pdf>.

Technical Assistance: Unpaid meal charges, like any other money owed to the NSFSA, are considered "delinquent debt" when payment is overdue, as defined by state or local policies. The debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it. A debt owed to the NSFSA (i.e., an account receivable) is an asset. As such, the debt remains on the accounting documents until it is either collected or is determined to be uncollectable and written off. SFAs must make reasonable efforts to collect unpaid meal charges classified as delinquent debt and the cost of these efforts is an allowable use of NSFSA funds. A reasonable timeframe and methods for collecting unpaid meal charges must be established at the SFA level.

When local officials determine that further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt." However, once a delinquent debt is reclassified as a bad debt it is no longer considered an asset because it is, by definition, uncollectable. Therefore, bad debts must be written off as operating losses. However, while bad debt must be written off as an operating loss, this particular operating loss may not be absorbed by the NSFSA, but must be restored using non-federal funds.

Section 200.426 of Subpart E states that "Bad debts...arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable." Therefore, NSFSA resources may not be used to cover costs related to the bad debt, such as continued legal and collection costs. Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).



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Resource Management - Diocese of Evansville Catholic Schools (K420)

721. *New SFA – processes and procedures ensure compliance with Nonprofit School Food Service Account requirements?*

Finding 9000: Determination of the School Nutrition Program Account Balances

An in-depth financial review of the local cafeteria accounts occurred to determine a beginning balance for the centralized account for the Diocese of Evansville Catholic Schools. The SFA does not have processes and procedures to ensure compliance with maintaining a non-profit school food service account, including compliance with allowable costs. The following items were noted as part of the financial review.

- Personal purchase of a Sam's Club membership (unallowable expense)
- Schools are counting deposits as program income
- Pre-paid accounts were not consistently established
- Safety grant money was transferred out twice, resulting in a double expense
- Supportive documentation for financials is missing (two schools paid expenses without invoices or receipts)

Corrective Action: All expenditures must be reasonable, necessary, and allocable. Each identified school was required to complete a restoration for unallowable expenses, double expenses, or undocumented questioned expenses and update the annual financial report to reflect accurate revenue and expenses. Copies of the restoration were provided to the reviewer on June 5, 2024.

For corrective action, the following items will need to be completed:

- **The pre-paid account must be established to determine the amount of money received that should be allocated to the non-profit school foodservice account vs. the pre-paid account. Please provide documentation of the pre-paid account.**
- **A school nutrition operations manual needs to be created that includes written standard operating procedures (SOPs) for finance. SOPs are detailed instructions that outline the policies, processes, and standards for all financial operations to ensure consistency, accuracy, and compliance in financial processes. Please provide a copy of the operations manual.**

Technical Assistance: Please review the General Expenditures—Examples of Allowable and Unallowable Costs fact sheet to help determine the costs that can be charged to the program.

https://drive.google.com/file/d/1a_BfYVub19CAgle2B5pSjqHqq5qDX2c-/view?usp=sharing

721. *New SFA – processes and procedures ensure compliance with Nonprofit School Food Service Account requirements?*

Finding 9000: Maintaining the School Nutrition Program Account

Two schools zeroed out their account balances at the end of program year 2023. Monies in the federal account should carry over from month to month and year to year and should only be spent on allowable items for the Child Nutrition program.

Corrective Action: Administration from the Diocese of Evansville Catholic School reviewed the year in detail through invoices and deposits to determine actual revenue and expenses, which the reviewer validated. Each school was required to complete a restoration of the funds that were zeroed out and update the annual financial report to reflect accurate balances. Copies of the restoration were provided to the reviewer on June 5, 2024. **Therefore, an additional response is not required.**

721. *New SFA – processes and procedures ensure compliance with Nonprofit School Food Service Account requirements?*

Finding 9000: Supply Chain Funds are not tracked/were not deposited into the food service account/were spent on unallowable items

The funds received through several USDA Supply Chain Assistance programs were not tracked separately to ensure they were spent on minimally processed foods.

Corrective Action: During the onsite review, the reviewer provided technical assistance regarding local tracking procedures related to Supply Chain Assistance funding. The reviewer provided the IDOE optional tracker that can be used at the local level, showing the SCA amount received and spent down on minimally processed items such as milk, fresh produce, etc. The



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SFA started tracking the SCA funds locally and provided a copy to the reviewer. **Therefore, an additional response is not required.**

724. New SFA – processes and procedures ensure compliance with Indirect Costs requirements?

Finding 9000: Determination of the Modified Total Direct Cost

An in-depth financial review of the local cafeteria accounts occurred to determine a beginning balance for the centralized account for the Diocese of Evansville Catholic Schools. The following items were noted as part of the financial review for indirect costs.

- Schools were not accurately determining a modified total direct cost (MTDC) base (including pre-paid account refunds to households)
- Schools were charging indirect costs as a direct cost
- Schools overcharged the allowable 10% de minimus formula for indirect costs

Corrective Action: Indirect costs are incurred for the benefit of multiple programs, functions, or other cost objectives and, therefore, cannot be identified readily and specifically with a particular program or other cost objective. Each identified school was required to complete a restoration for the overcharge of indirect costs and update the annual financial report to reflect accurate direct and indirect costs. Copies of the restoration were provided to the reviewer on June 5, 2024. Additionally, the regional school program manager created an indirect cost form to determine the MTDC to assist with applying the allowable indirect cost total. **Therefore, an additional response is not required.**

General Program Compliance - Diocese of Evansville Catholic Schools (K420)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on appropriate program materials.

- One school did not have the statement posted on the school website.
- One school has the statement posted on its website, but it has been edited beyond the former or current statements.
- Multiple schools are using an incorrect version of the statement.

Corrective Action: The full non-discrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. **For corrective action, please update the school websites with the correct non-discrimination statement. Submit a copy of the updated school websites to the State Agency.**

Technical Assistance: The IDOE SCN Civil Rights webpage contains links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links to access the long and short civil rights statements.

<https://www.in.gov/doe/nutrition/civil-rights-requirements/>

The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Wellness Policy Communication

The current model for the SFA regarding communication of the wellness policy requires each school to inform and update parents, students, staff, and the community annually about the content and implementation of the local wellness policy, including the assessment of the policy and provide a way for additional stakeholders to participate. This is not fully implemented across each school. It is recommended for the SFA to streamline the communication methods the schools can use, i.e., school websites.

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.



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1400. The written food safety plan contains required elements and a copy is available at each school

Technical Assistance- Food Safety Plans

The Diocese of Evansville Catholic Schools should consider reviewing each school's current food safety plan, including standard operating procedures, to identify where updates and/or additions are needed.

1403. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance- Buy American

Several products (Mexico, Chile) violated the Buy American Provision at Holy Spirit School and Mater Dei High School. No supporting documentation was available for non-domestic items that were shipped to the SFA. The State Agency recognizes that many food products are difficult to acquire currently; however, please remember that federal tax dollars are used to purchase these products. Please make every effort to purchase products that are produced in the United States. Here is a resource that can help determine seasonal produce in the USA. <https://snaped.fns.usda.gov/seasonal-produce-guide>



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Holy Spirit School (D570)

4200 North Kentucky Ave
Evansville, IN 47711-0169

Food Service Contact

Heather Crowe
Cafeteria Manager
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Month of Review: December 2023

Date of Onsite Review: January 23, 2024

Meal Counting & Claiming - Holy Spirit School (D570)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9000: Retention of Meal Counting Records

The original meal counts are taken using a checklist and then entered into the Point-of-Sale after service. However, the meal count checklists are not being retained, resulting in the reviewer being unable to validate the review period reimbursement claim fully.

Corrective Action: During preparation for the administrative review, the food service director discovered the original meal count checklists were not retained. Beginning January 5, 2024, the school cafeteria manager started the retention of the meal count checklists after they were entered into the point-of-sale. The reviewer validated the retention during the onsite review.

Therefore, an additional response is not required.

Meal Components & Quantities - Holy Spirit School (D570)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7 CFR 210.10. Approved substitutions were not available on the day of review. Students were provided the option to select water.

Corrective Action: A milk substitute request can come from a parent or guardian, but the substitute must be nutritionally equivalent to milk. If the requested substitute is not nutritionally equivalent and, therefore, outside of the meal pattern, the request must come in the form of a medical statement from a medical professional with prescriptive authority. The SFA will accommodate all special dietary needs regarding milk substitution correctly going forward.

An invoice supporting the purchase of an approved milk substitution was provided to the reviewer. **Therefore, an additional response is not required.**

Technical Assistance: All special dietary needs are now recognized as a disability and, therefore, must be accommodated. The reviewer and the cafeteria manager discussed accommodating religious choices in the meal service. Schools are not required to accommodate students for religious or lifestyle choices. If a school elects to make substitutions based on a religious or lifestyle choice for one student, the same accommodation should be made for all students with religious or lifestyle requests. If making an accommodation based on religious or lifestyle choices, the accommodation must fit within the meal pattern.

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.

The SBP meal pattern requires that all components be met, both daily and weekly. The breakfast menu contained one day of insufficient servings of one component (Nutri-Grain bar 1.31oz serving for a .75oz grain equivalency). At this time, no breakfast meals have been disallowed; however, if insufficient components are found in subsequent reviews, they could be disallowed.



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Corrective Action: For the school year 2023-2024, 1oz of "real grain" must be offered with breakfast. **For corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, the local menu planner must complete an order guide for the schools to use to ensure the planned items are being purchased. A substitution procedure must be created for schools to follow when items are unavailable.**

Technical Assistance: The school was provided technical assistance during the on-site visit.

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, when a student selected a reimbursable meal, the student was made to choose an additional item(s). The school allowed students to pick between choices in the components without declining the grain, meat/meat alternate, vegetable, and fruit components. Some students did not want some of the components being offered. While students had to select an option from other components, students were able to decline the milk component entirely. This is not the correct implementation of Offer versus Serve, as choices within components can be offered whether participating in OVS or not.

Corrective Action: For corrective action, retrain cashiers in OVS requirements for breakfast and lunch. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet for attendees.

501. Cafeteria staff have been trained on OVS

Finding 9079: Offer vs. Serve Training

Cafeteria staff have not been adequately trained on the requirements and implementation of Offer vs. Serve.

- Offer vs. Serve at breakfast was not completed
- Some of the employees needing OVS for lunch had not completed training

Corrective Action: For corrective action, retrain cashiers in OVS requirements for breakfast and lunch. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet for attendees.

Technical Assistance: The school was provided technical assistance during the on-site visit.

General Program Compliance - Holy Spirit School (D570)

1300. Potable water is free and available to all students during lunch and breakfast

Finding 9165: Free Potable Water Access

Free potable water is not available to all students for breakfast when breakfast is served in the cafeteria.

Corrective Action: The reviewer provided technical assistance to the cafeteria manager and food service director regarding water availability during breakfast. The food service staff immediately set up a water pitcher with cups and placed it near the service line in the cafeteria for students. **Therefore, an additional response is not required.**

1404. A copy of the written food safety plan is site-specific and available on-site

Technical Assistance- Food Safety Plan

The school has a food safety plan onsite. However, it has not been reviewed or updated since 2021. It is recommended that the plan be reviewed annually with staff.



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1408. Temperature logs 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 were unavailable for milk coolers, freezers, and walk-ins.

Corrective Action: For corrective action, the staff must record temperatures for coolers, freezers, and walk-ins using a HACCP log. In addition, please submit temperature logs for supporting documentation.

Technical Assistance:

Technical Assistance was provided on the day of review.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storing, and distributing of purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. The following storage violations were noted during the onsite review:

- Melting ice buildup in the freezer with food stored under it can lead to debris contaminating the food.
- Food was stored directly on the floor. Additionally, delivery on January 9, 2024, was not put away, indicating the delivery was not thoroughly checked in upon receiving.
- The products received were inconsistently dated. Additionally, cans were not dated when removed from the original packaging. Dating products help ensure the first-in-first-out method.

Corrective Action: The reviewer provided onsite technical assistance regarding properly storing foods with the cafeteria manager and regional program manager. Proper food safety handling procedures must occur.

For corrective action, using the Food Safety Checklist, an internal review of the kitchen will need to be completed on a monthly rotation by someone not involved in the day-to-day operation of the school kitchen

<https://theicn.org/resources/599/food-safety-sop-logs/105679/food-safety-checklist.docx>. In addition, please provide documentation of each violation that has been corrected.

Technical Assistance: It is highly recommended the food service staff organize storage areas with similar items. Currently, some of the items are scattered in different storage areas.



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Mater Dei High School (D530)

4200 North Kentucky Ave
Evansville, IN 47711-0169

Food Service Contact

Kim Hartweck
Cafeteria Manager
(812) 426-2258

Month of Review: December 2023

Date of Onsite Review: January 22, 2024

Meal Counting & Claiming - Mater Dei High School (D530)

319. Day of Review- excessive overrides in the electronic point of service are not used

Finding 9000: Meal Counting

Food service staff's students receive meals at no charge, regardless of eligibility status. These meals are not entered at the point of service or tracked elsewhere.

Corrective Action: All students must have qualified benefits to receive a meal at no or reduced cost. Qualified benefits can be determined in the following ways: free and reduced income application, direct certification, foster, migrant designation, or homeless designation. Technical assistance was provided during the onsite review with the cafeteria manager regarding proper meal counting and claiming procedures. All student meals were recorded at the point of sale at the qualified benefit after technical assistance was provided and verified by the reviewer. **Therefore, an additional response is not required.**

Meal Components & Quantities - Mater Dei High School (D530)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10139: Production Records

The following issues were noted with production records:

- production records were incomplete
- portions sold a la carte were not separated from portions served in the reimbursable meal.

Corrective Action: Technical assistance was provided on the day of review regarding the completion of production records. The cafeteria manager submitted one week of completed production records after the site review. **Therefore, an additional response is not required.**

General Program Compliance - Mater Dei High School (D530)

901. On-site monitoring review(s) were completed prior to February 1

Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.

Onsite monitoring was not completed for Mater Dei High School for the current program year.

Corrective Action: Monitoring must be completed by someone not involved in the day-to-day operation. The regional program manager completed the on-site monitoring on March 8, 2024 and submitted a copy of the reviewer.

For corrective action, the SFA is required to establish a written standard operating procedure detailing when it will be completed, who will complete it, and where files will be maintained. Please submit a copy of the procedure.

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Technical Assistance-Smart Snacks Compliance

On the day of review, vending machines were turned on with no timer limiting access during the school day. Items in both vending machines did not comply with Smart Snacks standards. If machines are accessible throughout the school day, then



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all items offered must comply with Smart Snack standards. The school also has the option to sell any item without determining Smart Snack compliance; however, these items cannot be sold until 30 minutes after the end of the school day.



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St Agnes School (D580)

4200 North Kentucky Ave
Evansville, IN 47711-0169

Food Service Contact

Mary Townsend
Cafeteria Manager
(812) 423-9115

Month of Review: December 2023

Date of Onsite Review: January 25, 2024

General Program Compliance - St Agnes School (D580)

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Not all food is stored at least 6 inches off the floor.

Corrective Action: All food needs to be stored at least 6 inches off the floor to avoid contamination and allow for cleaning. For corrective action, please provide documentation demonstrating storage requirements are met for all areas where food is stored.

Technical Assistance: A review of the freezer storage resulted in the discovery of a large amount of stored USDA Foods that should be incorporated into the weekly menus. It is recommended that the cafeteria manager complete an inventory of the items in the freezer. Then, work with the district menu planner to add the excess items to the menu plan. If needed, the overstock could be sent to another location in the district that could use the product.