



SNP Administrative Review Findings
Program Year 2025

Calvary Christian School (K321)

Calvary Christian School (K321)

3639 S. Keystone Ave.
Indianapolis, IN 46227-3507

Food Service Contact

Mrs. Sheila Healey
Kitchen Manager
(317) 789-8710
foodservices@calvarytabindy.com

Executive Contact

Ms. Katy Collins
Principal
(317) 789-8710
katy.collins@go2ccs.org

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2025

Commendations

- * The review documents were well organized. The staff were friendly and eager to learn. The kitchen and storage areas were clean. The cook usually prepares an entrée from scratch daily. The Child Nutrition (CN) labels were available and correct for the menu certification.

Technical Assistance

- * The price of an extra sandwich should be around 2 - 2.5 times more than the food cost.
- * Any student participating in school activities after school may have an after-school snack. The snack should be counted before taking the attendance. To move the line faster and more orderly, it was suggested that snacks be placed in a bag for the students to take.
- * Production records need to include the second choice that is offered daily (uncrustable) and all vegetables being served.
- * Offer a lower-fat salad dressing along with the regular dressings.

Certification and Benefit Issuance - Calvary Christian School (K321)

126. *Certification: selected applications correctly approved.*

Finding 9901: Selected applications correctly approved

Multiple applications were certified incorrectly or were approved with missing information. This contributed to fiscal action calculations.

Corrective Action:

Corrections must be made to certification errors,, and the households must be sent a letter notifying them of the change in eligibility. As additional corrective action, complete and provide the following:

- Develop written procedures for conducting a second check of randomly selected meal applications. Submit the established procedure and implementation date to the state agency.**
- Provide documentation that corrected benefits have been updated at point of sale.**
- Submit copies of letters sent to households notifying them of their benefit change.**
- A written procedure must be established to ensure carryover benefits are expired. Submit a copy of the procedure to the state agency.**

Technical Assistance: Errors were reviewed with the determining official on the day of review.

Verification - Calvary Christian School (K321)

208. *Documentation demonstrates that a confirmation review was conducted and required procedures were followed*

Technical Assistance: Documentation of Confirmation (Second) Reviews

Please note that the confirmation section of the application is only completed for verification or when someone is actually confirming the original eligibility designation. During the review, it was noted that the SFA fills this section out on all applications.



SNP Administrative Review Findings
Program Year 2025

Calvary Christian School (K321)

General Program Compliance - Calvary Christian School (K321)

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

Finding 9000: Triennial Assessment

The review and update of the local school wellness policy did not occur as required

Corrective Action:

As corrective action the following must occur:

- a) **LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment and updated wellness policy must be submitted to the State Agency.**
- b) **Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.**

Technical Assistance: Wellness policy resources can be found at the following website:

<https://www.in.gov/doe/nutrition/wellness-policies/>.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 9009: SFSP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. The SFA provided documentation of what will be sent to families this year for SFSP outreach. As a reminder, outreach efforts should be retained on file. **No response required.**

Technical Assistance:

USDA Policy Memo SP 07-2014, SFSP 07-2014 Expanding Awareness and Access to Summer Meals can be read at the following link: https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07_SFSP07-2014os.pdf.



SNP Administrative Review Findings

Calvary Christian School (K321)

Program Year 2025

Calvary Christian School (C580)

3639 S. Keystone Ave.
Indianapolis, IN 46227-3507

Food Service Contact

Mrs. Sheila Healey
Kitchen Manager
(317) 789-8710

Month of Review: March 2025

Date of Onsite Review: April 16, 2025

Other Federal Programs - Calvary Christian School (C580)

6. Day of review Menu, Meal Patterns, Production records.

Finding 9000: Insufficient Portion Size when serving fruit

The fruit component for the After-School Snack Program was planned at $\frac{1}{2}$ cup instead of the required $\frac{3}{4}$ cup.

Corrective Action:

The reviewers had the food service staff give two half-cup portions of applesauce to meet the minimum requirement for the fruit component during the on-site review. However, the production records for March did not meet the minimum $\frac{3}{4}$ cup requirement for the fruit component when fruit was served. **For corrective action, submit two weeks of production records and a revised menu.**

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: Afterschool Snack Program Monitoring

The initial monitoring visit for this site's Afterschool Snack Program was completed after the first four weeks of operation.

Corrective Action:

Monitoring was completed at the on-site review by someone not involved in the day-to-day operation of the ASSP. **As corrective action, create a detailed timeline for monitoring that includes ASSP. Submit a copy of the timeline to the State Agency.**

Technical Assistance:

Afterschool Snack Program information and resources can be found here: https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.

Meal Components & Quantities - Calvary Christian School (C580)

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

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week

The NSLP and SBP meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned NSLP and SBP menus for the menu certification week, the following insufficiencies were noted:

- The minimum weekly grain requirement for lunch, grades 9-12, was not met.
- The minimum daily grain requirement for breakfast was not met for K-12.
- The minimum daily fruit requirement for breakfast was not met.

Corrective Action:

As corrective action, complete the Meal Pattern training found on the Moodle or ICN website and provide the certificate as proof of completion.

Technical Assistance:

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.



SNP Administrative Review Findings
Program Year 2025

Calvary Christian School (K321)

410. Review Period- planned menu quantities meet the meal pattern requirements

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

Production records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group(s) being served. An insufficient fruit serving was noted at lunch for the 9-12 grade group.

Corrective Action:

As corrective action, meal pattern training through Moodle or ICN website must be completed by the food service director and proof of completion must be sent to the state agency as documentation

Technical Assistance:

The school received technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 10171: Standardized Recipes

Standardized recipes were not available for the following menu items served during the review period and/or day of review: Beef Frito meal and beef stir fry meal.

Corrective Action:

As corrective action, standardized recipes must be developed for the above-mentioned menu items. Submit copies of completed recipes to the State Agency.

Technical Assistance:

A standardized recipe template with instructions can be found here:

<https://docs.google.com/document/d/1VG7MQlssW4ReH48qQqxnuunWQIAqWOQpERLZUIfomel/edit?tab=t.0>.

General Program Compliance - Calvary Christian School (C580)

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance: USDA Buy American Technical Assistance

USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year.

For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>.

To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>.

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.