



## SNP Administrative Review Findings

## Cardinal Ritter High School (K206)

### Program Year 2025

#### Cardinal Ritter High School (K206)

3360 W 30th St  
Indianapolis, IN 46222-2139

#### Food Service Contact

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#### Executive Contact

Mr. Mark Robinson  
Director of Business and Finance  
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No. of Sites / Reviewed: 3 / 1  
Month of Review: December 2024

### Commendations

- \* The director uses the state provided professional tracking tool to track all training hours and it is very well organized.
- \* The breakfast menu includes a hot option along with the cold option. This is a nice option for the students.
- \* The director had all review materials very well organized and was eager to learn.
- \* The menu provides a nice variety of different fresh fruits and vegetables daily for the students to choose from.

### Technical Assistance

- \* USDA food usage has been minimal during the last three operating years. The SFA had a total remaining balance of \$32,198 in unused USDA food entitlement. Usage of these USDA foods would have significantly helped in preventing a negative balance in the school foodservice account. The SFA should work with the IDOE USDA Foods specialist for tips in utilizing inventory. Food distribution contacts and resources can be found at the following link: <https://www.in.gov/doe/nutrition/foods-distribution-program/>.

### Resource Management Comprehensive Review - Cardinal Ritter High School (K206)

#### 753. Internal Controls

##### Finding 10184: Internal Controls

Internal controls must be developed and implemented to ensure effective oversight.

##### Corrective Action:

Internal controls need to be established for cash handling, invoice approval for allowable costs, prohibiting the use of nonprofit school food service account funds from being used to cover bad debt, a check of revenue and expenditure entries in non-profit foodservice accounting system, and others as applicable. Provide written controls and proof of staff training as corrective action.

##### Technical Assistance:

Reference the following resource for bad debt policy topics:  
<https://www.fns.usda.gov/sites/default/files/cn/DelinquentBadDebtPolicies.docx>

#### 750. Nonprofit School Food Service Account and Year End Available Balance

##### Finding 9000: Non-profit school foodservice account validation

The non-profit school foodservice account could not be validated. An explanation for the difference in account balances between the annual financial report and the accounting reports provided during the review could not be determined during the onsite review.

##### Corrective Action:

As corrective action, documentation explaining the difference in the non-profit school foodservice account starting and ending balances must be provided to the state agency.



**SNP Administrative Review Findings**  
**Program Year 2025**

**Cardinal Ritter High School (K206)**

**General Program Compliance - Cardinal Ritter High School (K206)**

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

**Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Committee members for the wellness policy had not been and some required members were not included (i.e., parents, community members, etc.) established. 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) The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements including required committee members. Please provide an updated wellness policy, including required committee members, as corrective action.**

**Technical Assistance:**

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

Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>.

Evaluation Checklist: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>.

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

**Finding 9143: A copy of the written food safety plan is not available at each school.**

Only a template was provided for all schools.

**Corrective Action:**

**Create an individualized food safety plan for each school and have a standard operating procedure in place to update it yearly. Submit the plan(s) and confirm that the plan(s) have been made available in each site's kitchen.**

*1501. Records are retained for 3 years*

**Finding 9152: SFA does not retain Program records for a minimum of 3 years.**

The SFA is not retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits. All previous records were taken by the previous director in February.

**Corrective Action:**

**Create and submit a standard operating procedure to the state agency regarding record retention procedures for all sites under sponsorship. The procedure must explain how records will be maintained securely while also remaining within the buildings.**

**Technical Assistance:**

Record retention not only is a USDA requirement but is also a requirement of the permanent agreement signed as a condition of Program operation.



## SNP Administrative Review Findings

## Cardinal Ritter High School (K206)

### Program Year 2025

#### St Anthony School (C615)

3360 W 30th St  
Indianapolis, IN 46222-2139  
Month of Review: December 2024

#### Food Service Contact

Mrs. Candace Ralph  
Director of Food Services  
(317) 924-4333

### Meal Counting & Claiming - St Anthony School (C615)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

#### Finding 9000: Point-of-Service meal count not taken correctly

A point-of-service meal count is not accurately taken to ensure the correct student is charged for the meal received. For Pre-K, teachers give student ID cards to the cashier. The cashier then scans all Student ID cards at the same time. The cashier does not check to ensure they have the correct Student ID card for the student receiving the meal.

#### Corrective Action:

The cashiers must confirm that each student is charged accurately for the meal received by scanning the student's ID card at the point-of-service. As corrective action, the FSD will submit their standard operating procedures that ensure each student's meal is accurately charged.

### Meal Components & Quantities - St Anthony School (C615)

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 was not met for breakfast and lunch.

Lunch did not meet minimal weekly grain requirement due to the PB&J only crediting as one grain serving. Also, the fried rice portion served is ½ cup and only credits as one grain serving (portion needs to be one cup to credit as two grains).

Breakfast did not meet the weekly grain requirement due to the one grain equivalent pop tart offered daily.

#### Corrective Action:

As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, complete the meal pattern training found on the Moodle 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/>.

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 record documentation:

- Items were on the menu but not recorded on the production record.
- Juice and yogurt are incorrectly documented in the PR under the milk component. The only item that should be documented under the milk component is fluid milk. Juice contributes toward the fruit component and yogurt contributes towards the meat component (entrée).
- Breakfast production records do not show milk variety recorded. Only 1% is recorded.
- PBJ is offered daily but not on PRs daily. Also, PBJ is served with go-gurt, but this is not documented. The SFA must create a PBJ meal recipe or document each item on the production record.

#### Corrective Action:

As corrective action complete the following:



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- a) Provide the state agency with one week of completed breakfast and lunch production records.
- b) Provide proof of production record training for staff.

#### Technical Assistance:

Production record resources including instructions, a sample completed record, and templates can be found at the following webpage: [https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record\\_Keeping](https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keeping).

### General Program Compliance - St Anthony School (C615)

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.

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school. The director stated the previous director may not have completed them in the past as they could not be located.

#### Corrective Action:

Upload or send completed monitoring for the current program year to the state agency as corrective action.

#### Technical Assistance:

Monitoring resources can be found at the following webpage: <https://www.in.gov/doe/nutrition/site-reviews/>.

1406. The most recent food safety inspection report is posted in a publicly visible location

#### Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location.

#### Corrective Action:

FSD moved most recent inspection to outside door of kitchen. **No further corrective action is needed.**

1408. Temperature logs are 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 unavailable for: milk coolers.

#### Corrective Action:

Temperatures must be monitored and logged daily for all refrigeration and freezer equipment as well as the storeroom.

**Submit logs with at least one week of monitored temperatures to the State Agency as corrective action.**

#### Technical Assistance:

Sample food safety logs can be found at the following website: <https://theicn.org/icn-resources-a-z/food-safety/>.

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. Opened products or cases present in the storeroom, cooler or freezer were not date-marked.

#### Corrective Action:

**Train staff in proper date marking procedures. Submit training documentation including a dated sign-in sheet and agenda to the state agency.**