



## SNP Administrative Review Findings

### Program Year 2025

#### Holy Spirit School (K172)

7241 East 10th Street  
Indianapolis, IN 46219-4991

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

#### Food Service Contact

Mr. Joel Weinzierl  
Food Service Director  
(317) 352-1243  
[jweinzierl@holyspirit-indy.org](mailto:jweinzierl@holyspirit-indy.org)

## Holy Spirit School (K172)

#### Executive Contact

Mrs. Gina Flemming  
Principal  
(317) 352-1243  
[gflemming@holyspirit-indy.org](mailto:gflemming@holyspirit-indy.org)

### Commendations

- \* The staff did a great job organizing and preparing for the 2025 Administrative Review.

### Technical Assistance

- \* It is recommended to provide households with Indianapolis SFSP sites and/or the phone and text numbers to get SFSP site information all summer long. This can improve SFSP outreach and possibly help feed hungry children.
- \* Offer Versus Serve (OvS) is a meal service method designed to reduce food waste and food costs in the National School Lunch Program and School Breakfast Program without jeopardizing the nutritional integrity of the meals served. At lunch, schools must offer all five components (fruit, vegetables, grains, meat/meat alternates, fluid milk) and students must select at least three components, one of which is a 1/2 cup of fruit and/or vegetable.
- \* A standardized recipe checklist and an accurate standardized recipe were provided as examples about the specific requirements for a standardized recipe.
- \* Every time staff members receive training on food safety, thermometers are calibrated, and a cleaning plan is followed, etc., make sure to record this with staff signatures and dates. This procedure demonstrates that your food safety plan has been carried out.
- \* 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>.

### General Program Compliance - Holy Spirit School (K172)

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: Wellness Assessment

The wellness assessment has not been conducted within the last three years.

#### Corrective Action:

An assessment of your school wellness policy must be conducted at a minimum of once every three years, per federal regulations. **For corrective action, the wellness committee must assess the local school wellness policy and post it publicly. Submit a copy of the assessment to the State Agency and documentation demonstrating public posting of the assessment.**

#### Technical Assistance:

Technical assistance was conducted on the wellness assessment. Sponsors may use the template <https://www.in.gov/doe/files/triennial-assessment-template.pdf> to organize the assessment and post it publicly.



## SNP Administrative Review Findings

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### Program Year 2025

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

#### **Finding 10137: Wellness Policy Requirements**

The local school wellness policy does not contain the minimum required elements.

#### **Corrective Action:**

**As corrective action, the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda, as well as the updated policy, must be provided as corrective action.**

#### **Technical Assistance:**

When revising the wellness policy, reference the list of minimal requirements at this link:

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



## SNP Administrative Review Findings

## Holy Spirit School (K172)

### Program Year 2025

#### Holy Spirit School (C390)

7241 East 10th Street  
Indianapolis, IN 46219-4991

#### Food Service Contact

Mr. Joel Weinzierl  
Food Service Director  
(317) 351-1705

Month of Review: February 2025

Date of Onsite Review: March 12, 2025

### Preschool/PreK - Holy Spirit School (C390)

#### 1. Holy Spirit Preschool/PreK

##### **Finding 9000: Serving Cereal to Preschoolers**

Some of the cereals served to Pre-K do not meet the Pre-K meal requirements.

##### **Corrective Action:**

Cereals served to Pre-K children must have no more than 6 grams of sugar per dry ounce. **For corrective action, submit nutrition facts labels of the new cereals purchased with no more than 6 grams of sugar per dry ounce, along with planned menus demonstrating compliance with the Pre-K meal pattern.**

##### **Technical Assistance:**

Technical assistance was immediately provided on-site regarding this finding.

### Other Federal Programs - Holy Spirit School (C390)

#### 4. Validate snack counts – snacks properly counted and claimed?

##### **Finding 9000: Delivery of After School Snacks**

For the after-school snack program (ASSP), the group of oldest students has a disorganized delivery method. Due to the onsite observation of delivery, it is unknown if some did or did not get counted in the ASSP meal counts for the day.

##### **Corrective Action:**

A standard operating procedure (SOP) must be developed and implemented immediately for After School Snack Program meal service and counting method procedures. The SOP must include how the employees will be trained on the ASSP process, including distributing the reimbursable snack in an orderly manner to students, and then recorded on the meal count sheet as each student receives a snack. Post this SOP in the snack service area for staff reference after annually training staff on the proper procedure. **For corrective action, develop a full written SOP including all of the described elements and submit a copy to the State Agency.**

##### **Technical Assistance:**

Technical assistance was conducted directly after the snack was reviewed.

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

##### **Finding 9000: After School Snack Production Records**

Production records are not being completed for the ASSP.

##### **Corrective Action:**

Both the production records and the menus must include the serving size of each food item, and any substitutions made with food must be noted. The production record should include how many food items were planned to be served and how many were left over. Once the food service director was notified about this discrepancy, the production record was implemented immediately. **For corrective action, submit a week of production records and the written process for planning and recording ASSP menus and the daily completion of production records for the ASSP.**

##### **Technical Assistance:**

Technical assistance was provided directly after the ASSP observation.



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

**Holy Spirit School (K172)**

*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 must be completed by someone not involved in the day-to-day operation of the ASSP. **As corrective action, a timeline must be submitted explaining when monitoring visits for the next school year will be conducted. This will help ensure monitoring will take place within the first four weeks of operation.**

**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](https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program).

*1700. ASSP – areas identified requiring TA, CA?*

**Finding 9000: Serving Two Components for ASSP**

During the on-site review, the reviewer observed that the ASSP staff allowed the students to decline one of the two snack food items while still counting as a creditable snack.

**Corrective Action:**

The field specialist provided technical assistance, allowing all snacks to be corrected and claimed for reimbursement. **For corrective action, review the ASSP requirements with the applicable staff and have staff sign and date the document demonstrating the completion of training. Submit the signed copy to the State Agency.**

**Technical Assistance:**

The ASSP meal pattern requirements are found here: [https://docs.google.com/document/d/1vY\\_c40M7-xie7tGay\\_yK0U6\\_1b\\_fxveySBCr8QNNFM/edit?tab=t.0](https://docs.google.com/document/d/1vY_c40M7-xie7tGay_yK0U6_1b_fxveySBCr8QNNFM/edit?tab=t.0).

**Meal Components & Quantities - Holy Spirit School (C390)**

*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 9000: Incorrect Kind of Milk Served**

At the time of the onsite review and during the menu certification week, the school could only receive 2% milk and 1% chocolate. No other milk vendors would provide milk because due to the steps leading to the cafeteria. Therefore, two varieties of milk meeting meal patterns requirements were not offered.

**Corrective Action:**

The school is required to follow the meal pattern guidelines for the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). **For corrective action, explain the changes for ordering milk to ensure the milk requirement is met. Submit copies of milk receipts validating that the correct milk has been purchased.**

**Technical Assistance:**

Technical assistance was conducted immediately on this requirement while on-site. It is recommended that a milk cooler be placed on the ground level of the school, and students pick up milk prior to walking downstairs to the serving/eating area to receive breakfast and lunch.

The appropriate milk types of unflavored whole milk for children that are one year old; Unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children 2-5 years of age is required. Allowable options for the older students include flavored, low-fat milk (1%); unflavored, low-fat milk; and flavored or unflavored fat-free (skim) milk. Unflavored milk must be one of the options offered at each meal service.



## SNP Administrative Review Findings

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

#### **Finding 10133: Insufficient servings of Grains were planned or served during the Menu Certification week**

The NSLP meal pattern has requirements for all components that must be met both daily and weekly. During the review of planned NSLP menus for the menu certification week, the minimum weekly grain ounces requirement was not met.

#### **Corrective Action:**

**As corrective action, provide revised menus showing that the meal pattern is met for the daily and weekly requirements for the K-8 grade group being served. Additionally, for the submitted menu, complete and submit the Lunch Menu Planning Template for Grades K-8 for the grain section of the template.**

#### **Technical Assistance:**

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

Lunch Menu Planning Template can be found here:

[https://docs.google.com/spreadsheets/d/1X1AKDB2kCx0th7T\\_TJ2FWKLuEtQ39oM35T7t4N\\_oF9E/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1X1AKDB2kCx0th7T_TJ2FWKLuEtQ39oM35T7t4N_oF9E/edit?usp=sharing).

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

#### **Finding 10139: Production Records**

The following issue was noted with production records: production records were incomplete, and incorrect serving size/crediting information was being recorded on the production record.

#### **Corrective Action:**

**As corrective action, please provide production records for one week of both a breakfast and lunch service showing that all required data is included.**

#### **Technical Assistance:**

While onsite technical assistance was provided. Production record reference documents, including a completed example, can be found here: [https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record\\_Keeping](https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keeping).

## Dietary Specifications - Holy Spirit School (C390)

603. Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool

#### **Finding 9000: Standardized Recipe**

The SFA did not have standardized recipes for all foods served. Standardized recipes are required for all foods served containing two or more ingredients.

#### **Corrective Action:**

**The SFA must develop a process for using standardized recipes for all foods containing two ingredients or more and submit two recipes as evidence of corrective action.**

#### **Technical Assistance:**

The importance of using standardized recipes was reviewed with the food service director. The standardized recipe tools can be found on the IDOE website:

<https://docs.google.com/document/d/1VG7MQlssW4ReH48qQqxnuunWQIAqWQOpERLZUIfomel/edit?tab=t.0>

## General Program Compliance - Holy Spirit School (C390)

1407. SFA written food safety plan is implemented

#### **Finding 9000: Food Safety Plan**

The school food safety plan is not fully completed. The plan was missing the following, specific to this site: a cleaning schedule for all food surfaces, proper storage for leftover food, and a thermometer in the freezer.

#### **Corrective Action:**

During the onsite review, a thermometer was placed in the freezer and the applicable food items were placed in airtight containers. **For corrective action, please complete the following:**

- The food safety plan must be updated and submitted to the State agency.**



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**SNP Administrative Review Findings**

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- b) Confirm that food safety plans will be used and referenced on a regular basis in the future.
- c) Develop a standard operating procedure (SOP) for each of these two findings. Add these two SOPs to the current food safety plan. Confirm these SOPs will be implemented and submit a copy of the SOPs to the State Agency.

**Technical Assistance:**

Technical assistance was conducted on food safety.