



SNP Administrative Review Findings
Program Year 2025

Huntington Catholic School (K102)

Huntington Catholic School (K102)

960 Warren Street
Huntington, IN 46750-8118

Food Service Contact

Mrs. April Rosen
Kitchen Manager
(260) 356-2320
arosen@huntingtoncatholic.org

Executive Contact

Mr. Derek Boone
Principal
(260) 356-2320
dboone@huntingtoncatholic.org

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2024

Commendations

- * The FSD has worked diligently throughout the review process to meet all deadlines and ensured all required documentation was available during the on-site review.
- * It's a challenging task to satellite foods to another location for meal service, but the staff does it flawlessly, making the best of difficult situations. Snow didn't keep them from serving hot foods to students on a very cold day. The meal was fresh and colorful.

Technical Assistance

- * While no issues were noted regarding food safety, it is a best practice to train staff on food safety annually. Regulations change from year to year and annual training ensures staff do not miss out on updates. Utilize the school food safety plan as a training tool.
- * The State Agency discussed the benefits of operating a breakfast program and the impact it can have on students' ability to concentrate and learn. If the school is interested in further discussing school breakfast, they should contact their field specialist.

Certification and Benefit Issuance - Huntington Catholic School (K102)

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

Technical Assistance - Income Applications

When processing income applications, be sure to thoroughly review all areas of the application where income is listed so that the total household income is used to determine the correct benefit.

Verification - Huntington Catholic School (K102)

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

Finding 9043: Requirements for directly verifying applications not met.

The SFA did not follow requirements for directly verifying selected applications.

Corrective Action:

After applications are pulled for verification and the confirmation review has been conducted, the SFA should attempt to directly verify the application using the Direct Verification feature within CNPweb. If the application can be directly verified for the benefit approved on the application, save the printout or take a screen shot and retain it with the verification documents. This process eliminates the need to contact the household for additional information. If the application cannot be directly verified, then follow the normal process of verification by sending the notification letter.

The staff member completing verification must complete verification training. Submit the training certificate as corrective action.



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Meal Counting & Claiming - Huntington Catholic School (K102)

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Finding 9000: Charge Policy / Bad Debt Policy

School does not have a charge policy nor written procedures for handling bad debt and donated funds.

Corrective Action:

The school must develop a written charge policy to ensure all students are treated equally. Additionally, the school must develop procedures for handling bad debt and donated funds. The charge policy and standard operating procedures for bad debt and donated funds must be submitted as corrective action.

General Program Compliance - Huntington Catholic School (K102)

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 Triennial Assessment

The SFA is reminded to fully complete the Wellness Policy Triennial Assessment.

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide written procedures for outlining training requirements to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training such as certificates, or agenda of topics covered with attendee names and signatures.

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

USDA Buy American Provision Updated Policy Guidance

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>



SNP Administrative Review Findings
Program Year 2025

Huntington Catholic School (K102)

**Huntington Catholic Primary School
(Z103)**

960 Warren Street
Huntington, IN 46750-8118

Food Service Contact

Mrs. April Rosen
Manager/Cook
(260) 356-2320

Month of Review: December 2024

Date of Onsite Review: January 14, 2025

Meal Components & Quantities - Huntington Catholic Primary School (Z103)

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

Technical Assistance - Combination foods on Production Records

To simplify production records, combination foods that credit towards more than one component can be recorded on the same line (i.e. breaded chicken patty can be credited on the same line as a meat/meat alternate and a grain).

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

Technical Assistance - Vegetable Sub-groups on Production Records

The SFA is reminded to track all vegetables correctly on production records, specifically the vegetable sub-groups. The vegetable sub-groups chart can be referenced at the following link:

<https://drive.google.com/file/d/1OE9d5gb6UdD5PhHMmUUguHGUzRIImZT27/view>.