



SNP Administrative Review Findings

Nativity School (K164)

Program Year 2025

Nativity School (K164)

3310 S Meadow Dr
Indianapolis, IN 46239-1234

Food Service Contact

Mrs. Carrie McColly
Food Service Director
(317) 357-1459
cmccolly@nativityindy.org

Executive Contact

Mrs. Mary Beth Keiser
Principal
(317) 357-1459
mbKeiser@nativityindy.org

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

Commendations

- * The SFA has a great attitude and displays positivity, and is willing to make changes and improve the program.
- * The SFA is very organized and prepared for the review.
- * A very nice variety of fresh fruits and vegetables is offered daily for students at this site.

Certification and Benefit Issuance - Nativity School (K164)

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

Technical Assistance: 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. Conversion factors are converted to annual when multiple income frequencies are listed; however, they are then divided back to get biweekly. When multiple frequencies are listed, income should always be converted to annual.

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system. One student was determined to be eligible for Medicaid but was issued a lesser benefit.

Corrective Action:

As corrective action, documentation was submitted showing student benefit has been changed. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review.

Resource Management Comprehensive Review - Nativity School (K164)

769. Indirect Cost Rate Agreement

Technical Assistance: Indirect Costs

Recently provided guidance states that the 10% de minimis indirect cost rate for unrestricted grants is not applicable for school corporations, public or non-public. Since non-public schools do not have a data source reported to the Office of School Finance, the unrestricted indirect cost rate cannot be calculated. Therefore, indirect cost rates for non-public schools are no longer able to be approved or applied to the food service fund.

General Program Compliance - Nativity School (K164)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 10152: Civil Rights Training

One or more non-food service employees have not completed civil rights training within the last 12 months.

Corrective Action:

As corrective action, documentation has been submitted for the employees needing to complete civil rights training. **No additional response is required.**



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Technical Assistance:

All staff members or volunteers completing tasks for the school food service program must complete civil rights training annually.

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

Technical Assistance: Reviewing Food Safety Plans

The SFA is reminded to review and update the food safety plan as changes occur within the foodservice operation. The last update was 2019.



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3310 S Meadow Dr
Indianapolis, IN 46239-1234

Food Service Contact

Mrs. Carrie McColly
Food Service Director
(317) 357-1459

Month of Review: January 2025

Date of Onsite Review: February 12, 2025

Other Federal Programs - Nativity School (C265)

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

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

Afterschool Snack Program (ASSP) monitoring has not been completed at this site.

Corrective Action:

Monitoring must be completed by someone not involved in the ASSP's day-to-day operation. As corrective action, SFA monitored the ASSP, and a copy of the completed monitoring form was included in the corrective action submission. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review.

11. DOR and Review Period Snacks missing components.

Finding 9000: Review Period snack insufficiencies

Insufficiencies are consistent throughout the month of review. A 3/4 cup of fruit/vegetable serving portion size is required for the after school snack meal pattern. The SFA is only serving 1/2 cup of fruit/vegetable.

Corrective Action:

As corrective action, food service director (FSD) completed ASSP training and submitted it to the state agency. In addition, an updated ASSP menu with portion sizes included on the production record was submitted to the state agency as documentation. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review, and it was discussed that apple crisps served only credit as 1/2 cup.

11. DOR and Review Period Snacks missing components.

Finding 9233: Snacks missing meal components on Day of Review and Review Period disallowed.

The total number of snacks missing meal components counted for reimbursement on the Day of Review and the total number of snacks missing meal components claimed for reimbursement for the Review Period are disallowed. Ineligible days in February should not be claimed. Fruit gummy snacks are served, and smart snack items do not meet the after-school snack component requirements. Snacks are disallowed for January 13, 2025, January 24, 2025, January 31, 2025, and February 6, 2025.

Corrective Action:

As corrective action, documentation was provided that the February snack dates for non-compliant items were not submitted for claiming. In addition, an updated after-school snack menu was provided. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review.



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1700. ASSP – areas identified requiring TA, CA?

Technical Assistance: ASSP Low Participation

Some days during the review period have high student attendance; however, a low number of students actually take snacks. Re-evaluate days with low participation, as it can indicate that the snack for the day needs to be changed, as the planned menu items are not performing well. For example, days with low participation include the whole grain cracker snack, pita chips, and pretzels with a banana.

Meal Components & Quantities - Nativity School (C265)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Insufficient quantities of meal components may result in a disallowance of meals. Insufficient portion sizes observed on the Day of Review: Some of the peach cups prepared were not a 1/2 cup.

Corrective Action:

This was discussed on the day of the review, and staff immediately corrected all cups that were less than the required planned portion size. **No response required.**

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of fruit before the meal service started. Staff scooped with a 4-oz scoop and got a larger cup for fruit.

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

Technical Assistance: Special Dietary Needs

Students who need dietary accommodation, such as lactose-free milk, should be offered lactose-free milk. More information can be found at <https://www.in.gov/doe/nutrition/special-dietary-needs/>.

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. Weekly vegetable subgroup requirements were not met for the following subgroup(s): starchy. Only 1/4 cup starch for the week is planned since SFA is only scooping four tater tots for the serving size.

Corrective Action:

As corrective action, production records for a starchy vegetable meal were submitted to ensure that the correct portion sizes are updated and used. **No additional response is required.**

Technical Assistance:

The school was provided 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.



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General Program Compliance - Nativity School (C265)

1407. SFA written food safety plan is implemented

Technical Assistance: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles were not observed: The food preparation and service areas were unclean, the coolers had not been wiped, the inside of the cooler was soiled, and food debris was on the plexiglass in the serving line. Ensure that the HACCP plan is followed.

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>.