



## SNP Administrative Review Findings

### Program Year 2025

## Sacred Heart School (K123)

### Sacred Heart School (K123)

135 N. Harrison St.  
Warsaw, IN 46580-3728

### Food Service Contact

Mrs. Shaza Katrib  
Food Service Director  
(574) 267-5874  
skatrib@shswarsaw.org  
FSMC: Classic Cafe

### Executive Contact

Mr. Mike McClain  
Principal  
(574) 267-5874  
mmclain@shswarsaw.org

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

### Commendations

- \* The documentation for free and reduced benefits was well organized and maintained. All income applications were accurately processed. All student benefits that were extended from a household member were well documented. Additionally, direct certification reports were run numerous times for the current program year to capture all students eligible for benefits as soon as possible. The SFA should be commended on a job well done.

### Technical Assistance

- \* The SA noted meal participation was slightly lower than previous years and discussed options for self-op as opposed to vended meals. Also discussed was the option to offer choices within each meal component.
- \* The SFA is reminded that all students must be able to select items from the share table.
- \* If food is left over after meal service and the SFA prefers to donate to a non-profit food bank, they must keep documentation of the donated foods and the quantity that is donated.

### General Program Compliance - Sacred Heart School (K123)

*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: the incorrect assessment tool was used to evaluate the Wellness Policy. Additionally, outdated wording was found in the policy regarding the 'Food Pyramid'.

#### **Corrective Action:**

**The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements. Please provide an updated Wellness Policy and completed Triennial Assessment 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>



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

**Sacred Heart School (K123)**

**Sacred Heart School (B605)**

135 N. Harrison St.  
Warsaw, IN 46580-3728

**Food Service Contact**

Mrs. Shaza Katrib  
Food Service Director  
(574) 267-5874

Month of Review: November 2024

Date of Onsite Review: December 17, 2024

**Meal Components & Quantities - Sacred Heart School (B605)**

*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 - Milk Substitute**

The SFA is reminded that students with milk allergies/intolerances must be provided with an approved milk substitute. A listing of approved milk substitutes can be found here:

[https://education.mn.gov/mdeprod/idcplg?IdcService=GET\\_FILE&dDocName=MDE071230&RevisionSelectionMethod=latestReleased&Rendition=primary](https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=MDE071230&RevisionSelectionMethod=latestReleased&Rendition=primary).

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

**Technical Assistance - Crediting Documentation**

The SFA must ensure the menu crediting documentation, standardized recipes, and actual product received from their vended meal supplier match. The documentation provided for the 'Walking Taco' beef was not consistent.