

**SNP Administrative Review Findings**

**Saint Matthew School (K232)**

*Program Year 2019*

**Saint Matthew School (K232)**

401 Mulberry  
Mt. Vernon, IN 47620-1937

**Food Service Contact**

Mrs. Cindy Nurrenbern  
Cafeteria Manager  
(812) 838-3621

**Executive Contact**

Vickie Wannemuehler  
Principal  
(812) 838-3621

No. of Sites / Reviewed: 1 / 1  
Month of Review: November 2018

**Commendations**

- \* The foodservice staff was friendly, eager to learn, and open to suggestions.

**Certification and Benefit Issuance - Saint Matthew School (K232)**

*126. Certification Benefits/Issuance Review Method, applications correctly approved?*

**Finding 9901: Multiple applications were certified incorrectly or utilized incomplete information.**

One application was certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.

- Missing income source on application

**Corrective Action:**

The Determining Official sent out a letter for adverse action for lesser benefits. Corrections have been made to certification errors. No further action required.

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

**Finding 9019: Incorrect conversion factors used when processing applications. \*Repeat Finding**

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

**Corrective Action:**

At the time of the review, all applications were corrected. The Determining Official will convert to annual income when more than one frequency is reported. No further action required.

**Verification - Saint Matthew School (K232)**

*207. Verified applications on file match FNS-742 and Off Site question #200?*

**Finding 9000: Technical Assistance- Verification Summary Report**

**Technical Assistance:**

Originally, when the VSR was completed the SFA counted the application that was selected for verification twice in the reporting. During the onsite review, the reviewer had the Cafeteria Manager update the Verification Summary Report to show direct verification was not completed nor was verification for cause.

**Meal Counting & Claiming - Saint Matthew School (K232)**

*314. SFA following approved SFA-SA agreement?*

**Finding 9000: Technical Assistance- CNPweb Site Applications**

**Technical Assistance:**

During the onsite review, the reviewer had the Cafeteria Manager update the site application to reflect the accurate meal counting method and adult meal price. The SFA is charging \$3.50 for adult meals, which is higher than what is listed in the site application. In addition, 'name checklists' was added for the meal counting method.

**SNP Administrative Review Findings**  
*Program Year 2019*

**Saint Matthew School (K232)**

**Resource Management Comprehensive Review - Saint Matthew School (K232)**

*750. Year End Available Balance*

**Finding 9000: Annual Financial Reporting**

Documentation supporting the income, expenses, and year-end balances does not match the most recent Annual Financial Report on file with the State Agency.

**Corrective Action:**

Please revise the Annual Financial Report that was submitted for program year 2018 using the corrected amounts for income, expenses, and year-end balances.

**General Program Compliance - Saint Matthew School (K232)**

*810. Non-discrimination on appropriate Program materials?*

**Finding 9000: Full Non-Discrimination Statement \*Repeat Finding**

The USDA full non-discrimination statement is not on the school website.

**Corrective Action:**

Please update the school website to include full non-discrimination statement. Please provide the web address once the school website has been updated.

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

**Finding 9000: Technical Assistance- Results of Assessment with Public**

**Technical Assistance:**

The Local School Wellness Policy has been assessed since the implementation. Once the assessment has been completed, it should be made available to the public. How the assessment is made available is at local discretion.

*1110. Did on-site observation validate responses to Smart Snacks Questions #1100-1103 on the Off-Site Assessment Tool?*

**Finding 9000: Technical Assistance- Smart Snacks**

**Technical Assistance:**

The reviewer demonstrated how to use the smart snack calculator to determine compliance of a la carte items with the cafeteria manager. The reviewer also showed the cafeteria manager where to locate the smart snack calculator.

*1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

**Finding 9000: Technical Assistance- SFSP Outreach**

**Technical Assistance:**

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the SFSP. Please visit <https://www.doe.in.gov/nutrition/summer-food-service-program> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability.

**SNP Administrative Review Findings****Saint Matthew School (K232)***Program Year 2019***St. Matthew School (D095)**401 Mulberry  
Mt. Vernon, IN 47620-1937**Food Service Contact**Mrs. Cindy Nurrenbern  
Cafeteria Manager  
(812) 838-3621

Month of Review: November 2018

Date of Onsite Review: December 11, 2018

**Meal Counting & Claiming - St. Matthew School (D095)***325. Review Period meal counts by category correctly used in the claim? Enter data.***Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement. \*Repeat Finding**

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed

- Edit check is not being completed
- Mathematical errors are occurring
- Students being counted in wrong categories
- Not using the highest eligible student count in benefit categories resulting in error when submitting claim
- SFA does not contact SA to override correct number of meals in category

**Corrective Action:**

During the onsite review, the cafeteria manager revised the November claim (underclaimed) once it was validated to no longer show students counted in the wrong category or contain mathematical errors.

The current process will need to be changed to provide accurate monthly counts when submitting a claim for reimbursement to the State Agency. Please explain how each of the areas above will be corrected.

**Technical Assistance:**

It is highly recommended that the POS is utilized. Please reach out to software company on how to run daily and monthly reports.

**Meal Components & Quantities - St. Matthew School (D095)***401. DOR - meals selected by students contain all required components/quantities? Enter data.***Finding 9000: Insufficient Quantities**

One meal was disallowed due to an insufficient portion of fruit and vegetable during the onsite review. Each reimbursable meal that is claimed must include a minimum of 3 components, one of which is at least ½ cup of fruit or vegetable.

**Corrective Action:**

The school was provided technical assistance during the review and corrected portion sizes of fruit and vegetables during the rest of the meal service. No further action required.

**Technical Assistance:**

It is recommended that OVS be retrained and then completed annually with all staff.

**Dietary Specifications - St. Matthew School (D095)***603. On-site portion of Dietary Specifications Tool completed, TA, CA required?***Finding 9000: Standardized Recipes**

Standardized recipes do not include all elements required.

---

**SNP Administrative Review Findings**

**Saint Matthew School (K232)**

***Program Year 2019***

**Corrective Action:**

Please complete the webinar located in inTEAM on standardization of a recipe. The reviewer also provided the USDA website for standardized recipes. Please submit documentation of training completion.

**Technical Assistance:**

Reviewer demonstrated difference on weight vs volume for components. It is recommended that the school purchase a digital scale to assist with weight of product.