



SNP Administrative Review Findings

Program Year 2025

St Anthony School (K043)

St Anthony School (K043)

320 North Sherwood Avenue
Clarksville, IN 47129-2724

Food Service Contact

Mr. Dino Evans
Cafeteria Manager
(812) 282-2144
d.evans@stanthonyschool.us

Executive Contact

Mrs. Stephany Tucker
Principal
(812) 282-2144
s.tucker@stanthonyschool.us

No. of Sites / Reviewed: 1 / 1

Month of Review: January 2025

Commendations

- * The principal was prepared and organized for her sections of the Administrative Review. Several entrees were made from scratch. The food service staff was kind and interacted with students during meal service.

Technical Assistance

- * The kitchen manager has recipes, but recipes are needed if two or more ingredients are added. Recipes need to contain more than the ingredients. Standardized recipes would include menu item title, yield, portion size, ingredient list, the quantity of each ingredient, meal component crediting, cooking time, and temperature. The Institute of Child Nutrition has several training modules about standardized recipes.
- * The Food Safety Plan should be reviewed yearly with staff. A signature page with a date for reviewing the food safety plan should be included.
- * The Food Service Director is keeping track of training, but it was not well organized, and certificates were not being kept. The reviewer provided technical assistance with the website for clarification. <https://www.in.gov/doe/nutrition/professional-standards/>.
- * Juice and water are choices for ala carte. When juice is placed in the milk cooler, it appears to compete with milk as a drink choice. The Food Service Director immediately removed the juice from the milk cooler and placed it on ice for purchase.
- * Production records are being kept, except different versions are used during the week. Here is the link to instructions that the State Agency recommends. https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keeping. The cafeteria manager emailed the completed State Agency production records on February 17 to demonstrate that they are now using them.
- * 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>.
- * If an employee bonus is provided, the school should have a locally written procedure that explains the bonus criteria, such as how to earn the bonus, who is eligible, the timeframe of the bonus, and how to meet the bonus and bonus thresholds.

Resource Management Comprehensive Review - St Anthony School (K043)

769. Indirect Cost Rate Agreement

Technical Assistance - Indirect Costs

After reviewing the financial documentation, it was found that the sponsor did not report the indirect costs in the annual financial report within CNPweb. The sponsor revised the AFR during the review process to include this cost.

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.



SNP Administrative Review Findings

St Anthony School (K043)

Program Year 2025

St. Anthony School (A560)

320 North Sherwood Avenue
Clarksville, IN 47129-2724

Food Service Contact

Mr. Steve D Evans
Manager
(812) 282-8144

Month of Review: January 2025

Date of Onsite Review: February 6, 2025

No Findings during Site A560 Review