



SNP Administrative Review Findings

St Charles Borromeo School (K009)

Program Year 2025

St Charles Borromeo School (K009)

4910 Trier Road
Fort Wayne, IN 46815-5019

Food Service Contact

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Executive Contact

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Principal
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No. of Sites / Reviewed: 1 / 1

Month of Review: November 2024

Commendations

- * Menus were planned to be compliant for both the K-5 and 6-8 grade groups.
- * The staff did a great job organizing and preparing for the Administrative Review.
- * The Wellness Policy was updated, reviewed and assessed within 3 years per USDA requirements.
- * The kitchen was extremely clean.
- * Staff were willing to work with reviewers to immediately correct some issues when noted during the on site review.

Technical Assistance

- * A child who is a member of a household that receives Assistance Program benefits (SNAP, TANF, FDPIR) is categorically eligible for free meals or milk. If one child or adult in the household receives Assistance Program benefits, categorical eligibility for free meal benefits through the CNPs is extended to all children in that household [7 CFR 245.6(b)(7)]. Categorical eligibility may be established through the application process via case number or through the direct certification process.
- * Income for three meal applications was calculated incorrectly due to clerical error; however, the miscalculation did not affect eligibility. Consider implementing a double-check of a sample of applications beyond the minimum required for the verification confirmation review.
- * 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 tracking 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>
- * Consider offering simple choices daily within the menu. A second entree and/or fruit choice can increase student satisfaction and participation and reduce food waste.
- * Recipes should be updated to reflect critical control points for each menu item as well as the correct serving utensil for each item. The correct units should be utilized to ensure the proper measurement is used (i.e., ounces for meat instead of a volume). Cooked vegetables taste more desirable if seasoned. Seasoning should be included as an ingredient in the cooked vegetable recipes. Consider taking weights and measures training to better understand volume versus weight.
- * School Nutrition Program Sponsors must obtain a minimum of two food safety inspections during each school year conducted by a State or local governmental agency responsible for food safety inspections or retain proof that two inspections were requested. Additionally, program sponsors must provide a copy of the inspection report to a member of the public upon request. Since no inspections have taken place yet for 2024-2025, please provide the following letter to the Health Department in order to maintain program compliance.
<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>
- * Record trainings on the Professional Standards Training Tracking tool to better keep track of hours for each team member. Determining official needs Civil Rights training for this school year but has completed training on his job duties.
<https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>
- * Custodial staff were observed breaking down tables at the end of the lunch period, which clearly made the last lunch group feel rushed. The last group also received significantly less time to finish their meal. Adhere to your Wellness Policy Standards regarding school meal environment. As school enrollment increases consider expanding the school schedule to add



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additional lunch period(s) or add additional time to existing lunch periods. USDA regulations expectations are that students will be served in a clean, safe, and pleasant environment and will be provided with an adequate amount of time to eat. With that in mind, lunch periods should be long enough to give all students adequate time to be served and eat their lunches. Several organizations, including the American Academy of Pediatrics (AAP), and Centers for Disease Control and Prevention (CDC), recommend at least 20 minutes of time for students to eat after they receive a meal.

Certification and Benefit Issuance - St Charles Borromeo School (K009)

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

Finding 9901: Selected applications correctly approved *Repeat Finding

One application was certified incorrectly or utilizing incomplete information.

Corrective Action:

Corrections have been made to certification errors and the household was sent a letter notifying of the change in eligibility. As additional corrective action, develop written procedures for conducting a second check of randomly selected meal applications. Submit the established procedure and implementation date to the state agency. Additionally, provide documentation that corrected benefits have been updated at point of sale.

Technical Assistance:

Errors were reviewed with the determining official and a random check procedure was discussed.

131. *Applications denied correctly*

Finding 9022: Applications incorrectly denied

The SFA denied one application incorrectly.

Corrective Action:

Corrections have been made to certification errors and the household was sent a letter notifying of the change in eligibility. As additional corrective action, include the process of conducting a second check of denied applications in the written procedures for spot checking applications as required for the other application finding. Upload proof that the denied household has been reimbursed for meals purchased.

Technical Assistance:

Errors were reviewed with the determining official and a random check procedure was discussed.

Resource Management Comprehensive Review - St Charles Borromeo School (K009)

753. *Internal Controls*

Finding 9000: Internal Controls

Bad Debt has been well managed, internal controls are not in writing. Additional internal and physical controls need to be developed and implemented to ensure effective oversight.

Corrective Action:

A Bad debt policy must be outlined fully in writing. The policy must be clear that the non-profit school foodservice account cannot just absorb a loss and that the bad debt will be restored using non-federal funds. Specify which general fund source will be used for the transfer and retain documentation of the transfer out of the account and into the food service account.

Additionally, provide documentation that the policy has been written and communicated with stakeholders.

Additional internal controls for safeguarding federally funded inventory is also necessary for the following:

Physical controls need to be established and implemented for inventory (locked storeroom in gymnasium).

Provide documentation that this has occurred.



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Internal controls need to be established for cash handling, invoice approval for allowable costs, and a check of revenue and expenditure entries in non-profit foodservice accounting system provide documentation. Provide controls and proof of staff training as corrective action.

Technical Assistance:

Reference the following resource for bad debt policy topics:

<https://www.fns.usda.gov/sites/default/files/cn/DelinquentBadDebtPolicies.docx>

General Program Compliance - St Charles Borromeo School (K009)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 10140: Wellness Policy Review and Update

The result of the most recent assessment of the local school wellness policy is not available to the public.

Corrective Action:

As corrective action provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies>.

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

Finding 9000: Resale of Food

The SFA is reselling meal components without first meeting the minimum requirements set forth in the IDOE Resale of Food Policy.

Corrective Action:

As corrective action the following must occur:

The SFA must immediately cease the resale of foods until the requirements are met as listed in the IDOE policy. At that point, the SFA can revisit the option to resell foods with their field specialist. The director and kitchen manager must review and sign the IDOE Resale of Foods Policy.

Upload a signed copy of the policy as corrective action.

Technical Assistance:

The IDOE Resale of Food Policy can be found at the following link:

<https://docs.google.com/document/d/1tRY680Otw6oWJsKUKLDghpxMGILLGf4V7goNw8JEPQo/edit?tab=t.0>

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 9009: SFSP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

For corrective action, the SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated near the end of May each school year with a link to a map of SFSP open sites. Additionally, be



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alert to a reminder to notify households is sent through the Weekly Nutrition Newsletter in late April or early May. Additionally, the End of School Year Reminders and Updates Moodle Training must be completed. The training certificate must be provided to the State Agency as proof of corrective action.

Technical Assistance:

USDA Policy Memo SP 07-2014, SFSP 07-2014 Expanding Awareness and Access to Summer Meals can be read at the following link: https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07_SFSP07-2014os.pdf.



SNP Administrative Review Findings
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St. Charles Borromeo School (A145)

4910 Trier Road
Fort Wayne, IN 46815-5019

Food Service Contact

Mrs. Ann Gabet
Cafeteria Manager
(260) 969-4028

Month of Review: November 2024

Date of Onsite Review: December 11, 2024

General Program Compliance - St. Charles Borromeo School (A145)

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

A health inspection was publicly posted on the day of review, but it was not the most current inspection. Please provide a copy of the most recent Health Inspection.

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: missing hair nets and improper thawing of food.

Corrective Action:

Any personnel entering the kitchen area are required to wear a hair net. For corrective action, provide documentation that this communication has been provided to all staff. Additionally, update the Food Safety Plan to include procedures for proper thawing of food and upload the updated safety plan. Provide documentation that staff have been trained on food thawing procedures, including a dated agenda and sign-in sheet.

Technical Assistance:

Sample thawing procedures can be found at the following link: https://theicn.org/wpfd_file/thawing-foods/.