



SNP Administrative Review Findings

St Joan of Arc School (K195)

Program Year 2025

St Joan of Arc School (K195)

500 E 42nd Street
Indianapolis, IN 46205-1802

Food Service Contact

Mrs. Leticia Aguilar
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Executive Contact

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Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: February 2025

Commendations

- * The variety of fresh fruits and vegetables available to students was very nice. They were very well put together and visually appealing.
- * The staff were very friendly and eager to learn. The food service director was very attentive during the review process.
- * All income applications were accurately processed.

Technical Assistance

- * After applications are pulled for verification and the confirmation review has been conducted, the SFA should attempt to directly verify the application using the Direct Verification feature within CNPweb. If the application can be directly verified for the benefit approved on the application, save the printout or take a screen shot and retain it with the verification documents. This process eliminates the need to contact the household for additional information. If the application cannot be directly verified, then follow the normal process of verification by sending the notification letter.
- * It is recommended to improve OVS signage for breakfast so students know what they need to take to make a reimbursable meal. The signage should be close to the serving area and clearly explain what makes a meal.
- * Some areas of the menu could be improved:
 - a) A whole apple is probably too difficult for preschoolers to eat. Consider offering a banana or apple slices instead.
 - b) The milk is offered on the bottom of the cart but it is recommended to look into getting a milk cooler for better access.
 - c) The amount of food offered that students can take seems excessive and can negatively effect the nutritional content of the meal as well as the balance of the foodservice account. There was a lot of waste noticed on day of review as well.
 - d) At breakfast multiple dessert grain options are offered with only one protein option offered (yogurt). Consider reducing grains to one serving and offering a protein serving with each grain to provide a better balance of nutrients and reduce added sugars.
- * The reason for eligibility is not always correct on the roster (i.e., application vs direct certification). This does not affect the eligibility status but does not correctly correspond to documentation on file. When conducting a direct certification lookup click on the add results button to add students to the list of approved direct certification matches.
- * Professional Standards training hours are not tracked. It is recommended to use the state agency tracking tool. It is also recommended that trainings take place at the beginning of the school year and then throughout the school year as well. A copy of the tracking tool is linked below. <https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>.
- * Since there is a cart being used for after-school snacks that moves throughout the building, an "And Justice For All" poster should be visible on the cart.
- * While the SFA did make multiple efforts to communicate the availability of summer meals, it is required to retain documentation of all outreach to parents for summer meal programs and for it to be readily accessible.
- * It is highly recommended that an electronic point of sale system is purchased and utilized during meal service as soon as possible to avoid the errors in the counting and claiming procedures. This will also alleviate a lot of stress on the food service director and allow them to use more time for other job duties.



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Certification and Benefit Issuance - St Joan of Arc School (K195)

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were denied free meals incorrectly.

Corrective Action:

For corrective action review the following resource on how to properly identify a direct cert match.

<https://docs.google.com/document/d/12FFoT1PL9Ss1jBiMbr0AA4RtUkM6Q3D3rrwyqB3DTWM/edit?tab=t.0>.

Proved the state agency with a signed copy of the resource stating it was read and understood.

Verification - St Joan of Arc School (K195)

215. SFA completed verification by November 15

Finding 9048: Verification not completed by November 15.

For the current school year the SFA did not complete its verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its verification process by December 15. The notification letter was sent to selected households on November 15, 2024.

Corrective Action:

As corrective action please explain the process that will be used to ensure verification is completed in a timely manner (i.e., timeline, calendar reminders, written procedures, etc.).

Meal Counting & Claiming - St Joan of Arc School (K195)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 10153: Edit Checks

Edit checks were not conducted and/or documented.

Corrective Action:

As corrective action please provide a copy of the most recently completed edit check. Going forward edit checks must be completed each month prior to submitting each claim for reimbursement.

Technical Assistance:

Edit check resources can be found under the recordkeeping section of the following website:

<https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

Resource Management Comprehensive Review - St Joan of Arc School (K195)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.



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Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link:

<https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: <https://www.in.gov/doe/nutrition/financial-management/#Revenue from Non Program Foods>.

General Program Compliance - St Joan of Arc School (K195)

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

Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements. The following elements are missing: a committee is not formed and therefore there are no scheduled meetings to re-evaluate the policy.

Corrective Action:

As corrective action the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be provided as corrective action.

Technical Assistance:

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

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained. Annual training for all staff with food service responsibilities is a program requirement.

Corrective Action:

As corrective action, explain how the SFA will ensure requirements will be met each year. For the employees identified as needing training during the review, provide proof of training such as certificates, or agenda of topics covered with attendee names and signatures.



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Program Year 2025

St. Joan of Arc School (C645)

500 E 42nd Street
Indianapolis, IN 46205-1802

Food Service Contact

Mrs. Leticia Aguilar
Food Service Director
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Month of Review: February 2025

Date of Onsite Review: March 11, 2025

Other Federal Programs After School Snack Program - St. Joan of Arc School (C645)

6. Day of review Menu, Meal Patterns, Production records.

Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.

Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements.

Corrective Action:

For corrective action please submit one month of corrected and completed ASSP production logs and include all serving sizes.

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

Finding 9228: Afterschool Snack Program Monitoring

The SFA has not monitored this site's Afterschool Snack Program. Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP.

Corrective Action:

As corrective action, the SFA must monitor the ASSP, and a copy of the completed monitoring form must be included in the submission of the corrective action. A timeline must also be submitted explaining when monitoring visits for the year will be conducted.

Technical Assistance:

Afterschool Snack Program information and resources can be found here: https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.

Meal Counting & Claiming - St. Joan of Arc School (C645)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

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 and the day of review.

Corrective Action:

As corrective action a double-check procedure must be developed and submitted to the state agency. The procedure must be implemented prior to submitting each claim for reimbursement. Each person checking the meal counts must sign and date the consolidation sheet to indicate the counts have been checked and are accurate.



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Meal Components & Quantities - St. Joan of Arc School (C645)

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

Finding 10139: Production Records

The following issues were noted with production records: The production record format did not include all required information and are incomplete. The following was incorrect or missing:

- a) Total purchase units
- b) Serving sizes (some items had crediting but not serving size)
- c) Portion served
- d) Total reimbursable meals at breakfast not recorded
- e) Some temps were not listed and there are no other temp logs

Corrective Action:

As corrective action completed breakfast and lunch production records for one week from the reviewed sites must be submitted to the State Agency.

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, meals were counted as reimbursable under OVS when a meal was incomplete due to missing the minimum number of required meal components. Three students were observed without the required components at breakfast but were counted as a reimbursable meal.

Corrective Action:

As corrective action, retrain in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign in sheet of attendees. Link to training is listed below.

<https://moodle.doe.in.gov/course/view.php?id=407>

General Program Compliance - St. Joan of Arc School (C645)

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:

For corrective action please move the most current inspection to a location that is publicly visible to all. The wall outside the kitchen would be a good location.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Potentially hazardous foods that were refrigerated, prepared, or opened, and held for more than 24 hours were not date marked. The First In, First Out (FIFO) inventory management method is not being used. There were no date marking on any opened cases of food in the cooler, freezer or dry storage.

Corrective Action:

For corrective action provide training for staff on proper date marking and FIFO. Submit a completed training agenda and sign in sheet to the state agency. Moving forward date mark all prepared foods and open cases.