



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

**St John Paul II Catholic School (K041)**

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105 St Paul Street  
Sellersburg, IN 47172-1226

**Food Service Contact**

Mrs. Amanda M Lewis  
Cafeteria Director  
(812) 246-3266  
alewis@stjohnpaulschool.org

**Executive Contact**

Mrs. Karen Haas  
Principal  
(812) 246-3266  
khaas@stjohnpaulschool.org

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

**Commendations**

- \* The foodservice and office staff were organized and prepared for the Administrative Review. The kitchen and serving areas were clean and the staff constantly wiped things as spills were made. Four entree choices and vegetables are provided daily. The foodservice staff have a good rapport with the students.

**Technical Assistance**

- \* The cream of mushroom soup and cream of tomato soup were not low sodium soups. Request low sodium soup options, where possible or consider making homemade soups with lower sodium.
- \* 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>.
- \* A flyer with the information for the SFSP was handed out to students at the end of the school year, but the administration could not find a copy. Be sure to keep a copy in the NSLP file and/or website.

**Certification and Benefit Issuance - St John Paul II Catholic School (K041)**

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

**Finding 9019: Incorrect conversion factors used when processing applications**

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:**

During the on-site review, the reviewer demonstrated how to complete the conversion calculation. As a result, the cafeteria manager calculated the annual income when households reported two or more income frequency rates. The students' benefits did not change. For further corrective measures, the cafeteria manager will review the state agency training for applications annually. **No further action is required.**

**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. One student was certified for free meals instead of reduced meals, which was on the direct certification list.

**Corrective Action:**

There is to be a second check in the POS to make sure that the benefit was entered correctly. The cafeteria manager and the assistant principal will begin completing the second check. A copy of the notification of adverse action was provided to the reviewer indicating the benefit change. **No further action is required.**

**Technical Assistance:**

Technical assistance was provided during the review.



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

**St John Paul II Catholic School (K041)**

**St. John Paul II Catholic School (A550) Food Service Contact**

105 St Paul Street  
Sellersburg, IN 47172-1226

Mrs. Amanda M Lewis  
Cafeteria Director  
(812) 246-3266

Month of Review: December 2024

Date of Onsite Review: January 22, 2025

**Meal Components & Quantities - St. John Paul II Catholic School (A550)**

**410. Review Period- planned menu quantities meet the meal pattern requirements**

**Finding 9076: Planned menus served during the review month do not meet portion size/quantity requirements.**

Production records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group being served. An insufficient grain component serving was noted in the K-8 grade group for lunch. The entree choice was the Uncrustable sandwich with a cheese stick. This was a daily offer that required an additional grain to be included as well.

**Corrective Action:**

The cafeteria manager immediately updated the menu plan to add a package of goldfish crackers, which counted as one grain serving. The crackers were added on the day of the site visit, and the future production records reflect this, which were provided to the reviewer. **No further action is required.**

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.