



SNP Administrative Review Findings

**St John the Baptist School, Ft
Wayne (K418)**

Program Year 2024

St John the Baptist School, Ft Wayne (K418)
4500 Fairfield Avenue
Fort Wayne, IN 46807-2719

Food Service Contact
Mrs. Jeanne Hohenstein
Secretary
(260) 456-3321
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FSMC: Classic Cafe

Executive Contact
Mrs. Maggie Javins
Principal
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mjavins@stjohnsfw.org

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

Commendations

- * Staff were willing to work with reviewers to immediately correct any issues noted when possible.

Technical Assistance

- * It is recommended to record the temperature for hot food right before the last group is served to ensure that the temperature is being held properly.

Certification and Benefit Issuance - St John the Baptist School, Ft Wayne (K418)

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility was not found for one student on the roster.

Corrective Action:

The SFA notified the family that no documentation was on file for the current year supporting free benefits. It was determined when the benefits expired due to the 30-day rollover, this household was not terminated from receiving benefits. The family was sent notification of this correction and has 10 days to appeal. The student did not order meals for the month of on-site review thus no fiscal action is to be assessed. **The SFA is to write a procedure on how they will determine the cut-off date for roll over benefits for next school year.**

Technical Assistance:

The reviewer discussed with the food service director and principal that a procedure needs to be in place to be sure student benefits rolled over from the previous school year is not extended beyond the allowed 30 operating days without a new application.

208. Documentation demonstrates a confirmation review was conducted and required procedures were followed

Finding 9037: Confirmation review not conducted as required.

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

Corrective Action:

A second person is to confirm the initial approval of all applications selected for verification. A procedure is to be written identifying how verification process will be completed next year. The second person is to complete verification training. Documentation of completion of verification training is to be sent to the State Agency.

Technical Assistance:

The reviewer discussed with the food service director and principal the requirements of having a second person confirm that the original determination was correct before proceeding with contacting the family for verification documents.



Program Year 2024

Resource Management Comprehensive Review - St John the Baptist School, Ft Wayne (K418)

751. Expenses Exceeded Revenues

Finding 9114: Expenses Exceed Revenue

Based on the SFA's Statement of Revenues and Expenses for the most recently completed fiscal year, the SFA had total Nonprofit Food Service Expenses greater than its Total Nonprofit Food Service Revenues. Sufficient funds were not transferred into the nonprofit school food service account from allowable non-Federal sources to make up the difference.

Corrective Action:

The SFA is to write a procedure on how a transfer of funds will take place at the end of the year to cover the negative food service account.

Technical Assistance:

The reviewer discussed with the food service director and principal that when the school or church is covering food service expenses, they need to record that as income. They may set up a loan with a repayment plan if the food service account has funds in the future to repay the loan.

General Program Compliance - St John the Baptist School, Ft Wayne (K418)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 10152: Civil Rights Training

Employees who enter the meal counts have not completed civil rights within the last 12 months.

Corrective Action:

As corrective action, please submit documentation of the employee's completed Civil Rights training.

Technical Assistance:

The reviewer discussed with the food service director and principal that all persons taking meal counts for food service must complete civil rights training.

1213. New School Nutrition Programs Director met food safety certification training requirements

Finding 9000: Food Safety Certificate Training not completed

The State of Indiana requires that all Food Service Directors complete a Food Safety Training Course within 30 days of hire. No documentation was provided showing this has been completed.

Corrective Action:

The Food Service Director is to complete an 8-hour food safety training. Documentation of the completion of the training is to be emailed to the Field Specialist.

1217. SFA's process and frequency for tracking training hours is sufficient

Finding 10126: Professional Standards Training Requirements and Documentation

Training for all food service staff is not being routinely conducted or tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017. Several certificates of completion for the Food Service Director and kitchen staff were provided, but no tracking on a spreadsheet.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide a tracking log for employees.

Technical Assistance:

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during



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the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpypSVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>



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Program Year 2024

St John the Baptist School, Ft Wayne (A150)
4500 Fairfield Avenue
Fort Wayne, IN 46807-2719

Food Service Contact
Jeanne Hohenstein
Secretary
(260) 456-3321

Month of Review: March 2024
Date of Onsite Review: April 9, 2024

General Program Compliance - St John the Baptist School, Ft Wayne (A150)

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:

Corrected on-site. **No further action is needed.**

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. Lettuce was left out on the counter throughout the meal service.

Corrective Action:

The SFA is to review Standard Operating Procedures for holding cold food during meal service. Documentation of the training is to be emailed to the Field Specialist.

Technical Assistance:

The reviewer discussed with the kitchen staff the importance of holding cold food under 41 degrees.