



SNP Administrative Review Findings

Program Year 2025

St Joseph School (K092)

St Joseph School (K092)

512 N. Mulberry
Corydon, IN 47112-1431

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

Food Service Contact

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Executive Contact

Mrs. Mary Martin
Principal
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Commendations

- * The foodservice and clerical staff want to run a compliant program and are eager to learn. There are several food safety posters in the kitchen. Recipes are complete and used in the kitchen.

Technical Assistance

- * A Food Safety Plan and a HACCP Validation Checklist from the Institute of Child Nutrition were completed, but the food safety plan is missing some sections. Please make these updates to the plan as soon as possible. The Food Safety Link from IDOE is <https://www.in.gov/doe/nutrition/policies-and-regulations>, which will provide more instructions.
- * Only 3% of applications should be pulled for verification unless you are verifying additionally applications for cause.
- * To reduce the sodium content in soup, Campbell's does offer healthy request for tomato soup and cream of mushroom. Beef base provides flavor to some vegetables, but it contains a lot of sodium. Ordering a low-sodium beef base can reduce sodium while still providing the desired flavor profile.
- * There was no copy of the Notice of Direct Certification letter that was sent to households. Keep this with your notice of approval/denial of meal benefits letter.
- * 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>.

Certification and Benefit Issuance - St Joseph School (K092)

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 annual household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12

Corrective Action:

After receiving technical assistance from the reviewer, the cafeteria manager demonstrated the procedure for adding each income frequency together to obtain the annual income. The manager immediately corrected the applications with the guidance provided by the reviewer, and none of the changes resulted in a benefit change. **Therefore, an additional response is not required.**

Technical Assistance:

The reviewer provided technical assistance by pulling an application with two frequency rates and demonstrating how to obtain the annual income for verification.



SNP Administrative Review Findings

St Joseph School (K092)

Program Year 2025

St Joseph School (B280)

512 N. Mulberry
Corydon, IN 47112-1431

Food Service Contact

Mrs. Whitney Korte
Food Service Manager
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Month of Review: November 2024

No Findings during Site B280 Review