



## SNP Administrative Review Findings

### Program Year 2025

## St Louis Academy (K025)

### St Louis Academy (K025)

15529 Lincoln Hwy East  
New Haven, IN 46774-9679

### Food Service Contact

Mrs. Jennie Van Horn  
Cafeteria Director  
(260) 749-5815  
cafeteria@stlouisacademy.org

### Executive Contact

Fr. Tyrell Alles,  
Pastor  
(260) 749-4525  
frtyrell@stlouisb.org

No. of Sites / Reviewed: 1 / 1

Month of Review: December 2024

### Commendations

- \* The SFA has a great selection of fresh fruits and vegetable items on the menu. The state agency appreciates the choices and color variety.
- \* Great documentation for applications with incomplete information. SFA has utilized their internal controls and extra checks of 25% of applications fantastically.
- \* The SFA was organized and cooperative, everything was easily found which made the review very smooth. Thank you!
- \* The state agency noted during the review that the school food service operation could serve as a training site for other FSD's. The reviewer commended the SFA on cleanliness, food safety logs, and documentation.
- \* The food service staff interacted with the children and took pride in serving their students and teachers.

### Technical Assistance

- \* SFA must update their wellness assessment on their website to match the most recent wellness assessment documentation.
- \* USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year. For additional information, visit the following website: <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>.
- \* SA recommends adding a second menu item such as entrée salads, fun lunch (cheese stick/yogurt) or PB jelly that kids can easily grab and go. Many second entrees can be made without greatly increasing labor. This can add variety and help reduce waste.

Consider adding School Breakfast Program, even testing it just a couple days a week.

- \* The SFA calls the Board of Health if they have not had two inspections by May. The SFA will email the two health inspection request from this point forward.  
<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>.

SA instructed the SFA to hang a copy of BOH inspection and menu on door of kitchen to be easily seen by public. The SFA's kitchen is located outside of the gymnasium and has a hard time keeping items hung regularly. They did have the BOH inspection hanging in the kitchen but was hard to read from the serving area.

### Meal Counting & Claiming - St Louis Academy (K025)

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

#### Finding 10168: Edit Check Attendance Factor

The attendance factor was missing or incorrect in the daily edit check.

#### Corrective Action:

The free, reduced price, and paid lunch counts must be compared to the number of attendance adjusted eligible students as part of conducting the daily edit check. As corrective action submit the most recently completed edit check showing the correct attendance factor has been used.



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SFA submitted a new form with correct edit check form for January. **This was corrected on site; therefore, no further action necessary.**

#### Technical Assistance:

There must be an acceptable explanation for each day the free/reduced price/paid lunch count was greater than the number of attendance free/reduced price/paid eligible students, respectively.

### Resource Management - St Louis Academy (K025)

705. SFA have internal controls to ensure only allowable costs charged?

#### Finding 10151: Internal Controls/Separation of Duties

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

#### Corrective Action:

**Bad debt policy must be fully in writing. The policy must state that the loss will not be absorbed by the non-profit school foodservice account and will be restored using non-federal funds. Please specify which fund source will be used for the transfer and retain documentation of the transfer out of the account and into the food service account. Provide documentation that the policy has been written and communicated with stakeholders.**

**Additional internal controls to develop and submit may include but are not limited to cash handling, allowable costs, financial management training, physical controls, etc.**

#### Technical Assistance:

Reference the following resource for bad debt policy topics:

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



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New Haven, IN 46774-9679

#### Food Service Contact

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Cafeteria Director  
(260) 749-5815

Month of Review: December 2024

Date of Onsite Review: January 9, 2025

### General Program Compliance - St. Louis Catholic (A360)

*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. Items were found out of their original package and were not date-marked.

#### **Corrective Action:**

The SFA must date-mark all items when removing them from original boxes. For example, frozen chicken in the freezer must be date-marked when taken out of original case.

**As corrective action, train all school foodservice team members on date marking and food safety. Submit training documentation including a dated agenda and sign-in sheet.**