



## SNP Administrative Review Findings

St Mark School (K168)

### Program Year 2025

#### St Mark School (K168)

541 E Edgewood Avenue  
Indianapolis, IN 46227-2031

#### Food Service Contact

Mrs. Laura S Linder  
Cafeteria Manager  
(317) 781-6468  
stmarkcafeteria@stmarkindy.org

#### Executive Contact

Mrs. Jen Kocher  
Principal  
(317) 786-4013  
jkocher@stmarkindy.org

No. of Sites / Reviewed: 1 / 1

Month of Review: December 2024

### Commendations

- \* The SFA has a great attitude towards learning what can be improved for the program.
- \* The SFA was organized and well prepared for the review and prepared all documentation pertaining to crediting.
- \* The food service staff were very friendly and eager to make any changes if needed.
- \* SFA does a great job providing variety for students at breakfast. Often throughout the week a hot item is served.

### General Program Compliance - St Mark School (K168)

*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: stakeholder participation, evaluation, communication, nutritional guidelines for sold food and beverages, and food and beverage marketing.

#### Corrective Action:

**As corrective action, the local school wellness policy committee must review and update the wellness policy to contain the missing elements. The updated policy must be submitted to the state agency as documentation.**

#### Technical Assistance:

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

*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

#### Finding 9009: SFSP Outreach

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

#### Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. **As corrective action, the director must review the USDA Policy Memo SP 07-2014 referenced in the technical assistance section below. Submit a signed copy of the memo to the state agency as proof that the memo was reviewed.**

#### Technical Assistance:

USDA Policy Memo SP 07-2014, SFSP 07-2014 Expanding Awareness and Access to Summer Meals can be read at the following link: [https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07\\_SFSP07-2014os.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07_SFSP07-2014os.pdf).



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

**St Mark School (K168)**

**IX Special Provision Options - St Mark School (K168)**

2115. CEP most recent approval – documentation support ISP and claiming percentages? Did the School Food Authority send out annual notification to households?

**Finding 10115: Annual notification of CEP participation was not sent to households at the beginning of the school year**

Annual notification to households is required each year for all schools participating in CEP. For SFAs participating in CEP corporation wide, this would include all households.

**Corrective Action:**

**Provide a copy of the notification to the State agency as corrective action and the date it was sent to households.**

**Technical Assistance:**

A sample notification template can be found here: [https://www.in.gov/doe/nutrition/community-eligibility-provision/#CEP\\_Forms](https://www.in.gov/doe/nutrition/community-eligibility-provision/#CEP_Forms).



## SNP Administrative Review Findings

St Mark School (K168)

### Program Year 2025

#### St. Mark Catholic School (C305)

541 E Edgewood Avenue  
Indianapolis, IN 46227-2031

#### Food Service Contact

Mrs. Laura Linder  
Cafeteria Manager  
(317) 781-6468

Month of Review: December 2024

Date of Onsite Review: January 29, 2025

### Meal Counting & Claiming - St. Mark Catholic School (C305)

324. *Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.*

#### **Finding 9073: Questionable patterns in the reported counts of free, reduced, and paid meals for the Review Period.**

There were patterns in the reported counts of free, reduced, and paid meals for the Review Period that appear questionable for the population of students participating in the SBP. Questionable meal count practices: Meals for breakfast are counted using a blank sheet of paper with written tally marks, then transferred into the electronic POS.

#### **Corrective Action:**

Manual meal counts must be used via the CEP meal count sheet. During the review, meal counting documentation was corrected, and breakfast count sheets were used. The SFA agreed to continue using this method for breakfast. **No additional response is required.**

#### **Technical Assistance:**

Technical assistance was provided on the day of the review.

### Meal Components & Quantities - St. Mark Catholic School (C305)

401. *Day of Review- all meals observed and counted for reimbursement contained all of the required meal components*

#### **Technical Assistance: Signage**

More signage is encouraged at breakfast so students know what they need to take for a reimbursable meal versus what the extras for the day include. Since the yogurt parfait and strawberry oats yogurt look similar, there was confusion among staff on whether it was an extra or not.

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

#### **Technical Assistance: Offer vs. Serve**

Employees must check that student trays are fully reimbursable meals meeting the OVS requirements. It is encouraged that the "lunchie munchie meal" is bagged together to ensure that students are taking the correct items for this entree. In addition, staff should note that three components must be taken for OVS at lunch, with one being 1/2 c of fruit or vegetable. Ongoing OVS training is encouraged for all staff to improve skills.