



SNP Administrative Review Findings

Program Year 2025

St Mary of the Knobs Catholic School (K326)

3033 Martin Rd
Floyds Knobs, IN 47119-9107

No. of Sites / Reviewed: 1 / 1

Month of Review: November 2024

St Mary of the Knobs Catholic School (K326)

Food Service Contact

Mrs. Jan Jennings
Cafeteria Manager
(812) 923-2483
jjennings@yoursmk.org

Executive Contact

Mrs. Tracy Jansen
Principal
(812) 923-1630
tjansen@yoursmk.org

Commendations

- * The principal and kitchen manager work well together and double-check all applications. Both are conscientious of the program requirements. The food storage areas are very clean and tidy. Food service employees interact well with students. Students have a selection of six choices of entrees and at least three choices of fruit daily.

Technical Assistance

- * 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/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%2Fres>.
- * The kitchen manager has recipes, but standardized recipes are needed if two or more ingredients are added.
- * The Food Safety Plan is reviewed annually, but there should be a signature page with the date when it is reviewed.
- * The State Agency's templates that are sent to notify the households of benefits and verification should be on file.

General Program Compliance - St Mary of the Knobs Catholic School (K326)

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

The principal assists with the approval process for meal benefits and did not complete the civil rights training.

Corrective Action:

As corrective action, the principal completed the civil rights training and quiz during the Administrative Review. **While no further action is needed, add this task to the start of the year activities in order to complete it prior to a new school year.**

Technical Assistance:

All staff members or volunteers completing tasks for the school food service program must complete civil rights training annually.



SNP Administrative Review Findings

Program Year 2025

St Mary of the Knobs (B067)

3033 Martin Rd
Floyds Knobs, IN 47119-9107

Food Service Contact

Mrs. Jan Jennings
Cafeteria Manager
(812) 923-2483

Month of Review: November 2024

Date of Onsite Review: December 17, 2024

St Mary of the Knobs Catholic School (K326)

No Findings during Site B067 Review