



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

**St Mary of the Knobs Catholic School (K326)**

**St Mary of the Knobs Catholic School (K326)**

3033 Martin Rd  
Floyds Knobs, IN 47119-9107

**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

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

**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/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%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 Catholic School (K326)**

**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

**No Findings during Site B067 Review**