



## SNP Administrative Review Findings

## St Michael School (K089)

### Program Year 2025

#### St Michael School (K089)

515 Jefferson Blvd  
Greenfield, IN 46140-1860

#### Food Service Contact

Mrs. Terry Hite  
Cafeteria Manager  
(317) 462-6380  
[cafeteria@stmichaelsgrfld.org](mailto:cafeteria@stmichaelsgrfld.org)  
FSMC: BFFoodsystems

#### Executive Contact

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Principal  
(317) 462-6380  
[rhittel@stmichaelsgrfld.org](mailto:rhittel@stmichaelsgrfld.org)

No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2025

### Commendations

- \* The kitchen and cafeteria were very clean and organized. The kitchen staff were very accommodating.
- \* Administrators were cooperative and had a willingness to want to learn the School Nutrition Program requirements.

### Technical Assistance

- \* Two creditable food items and production records are required to be served together for the After School Snack Program.
- \* OVS signage explaining what constitutes a reimbursable meal must always be near or at the beginning of the meal service line.
- \* The Free and Reduced Application processing, Direct Certification, 30-day carryover, and verification were all reviewed step-by-step with staff.
- \* 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 Michael School (K089)

126. *Certification: selected applications correctly approved.*

#### Finding: Free and Reduced Application

The free and reduced applications were not available at the time of the administrative review, and staff were not very familiar with the free and reduced procedures.

#### Corrective Action:

Due to the lack of free and reduced documentation, the SFA must allow households to apply for meal assistance.

#### For corrective action, please complete the following:

- Submit all supporting documentation sent and received from households for benefits issued since the onsite review to the State Agency. Additionally, please provide a copy of the updated benefit issuance list that includes the effective dates of the determined eligibility.
- The SFA must create a detailed timeline for the free and reduced processes. The timeline must include anticipated training, when direct certification will be completed, when letters and applications will be updated for the school year, and where/how long all documentation will be retained. Submit a copy of the timeline to the State Agency.
- The SFA must determine a process to expire carryover benefits at the designated timeframe annually. The SFA will need to create a written standard operating procedure that details this process, ensuring carryover benefits are only provided to students for the first 30 operating days or when a new benefit is determined for the school year, whichever comes first. Submit a copy of the SOP to the State Agency.

#### Technical Assistance:

Technical assistance was provided on free and reduced applications, direct certifications, effective date waivers, verifications, and 30-day carryovers.



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134. Direct Certification matches were performed according to the required timeframes

#### **Finding 9025: Direct Certification matches not performed according to the required timeframes**

The SFA did not conduct Direct Certification matches according to the required timeframes. Therefore, students who were supposed to be directly certified were not receiving their proper benefits.

#### **Corrective Action:**

During the on-site review, the SFA applied for the effective date waiver. Direct certification must be run monthly to ensure the effective date waiver's ongoing implementation. **For corrective action, the SFA must submit a report to the State agency with the dates this was accomplished for April and May 2025.**

#### **Technical Assistance:**

While onsite, the importance of direct certification was discussed thoroughly with the administrators. DC must be run once a month after the initial first-year run, and DC look-up must be conducted immediately for new students.

### Verification - St Michael School (K089)

215. SFA completed verification by November 15

#### **Finding: Verification**

Verification documentation was unavailable and could not be validated at the time of the review, and the staff was not familiar with the verification procedures.

#### **Corrective Action:**

**For corrective action, complete the following:**

- The SFA must submit all verification documentation for the program year 2025. If verification is unable to be located, the SFA must conduct verification prior to the end of the school year.**
- If changes occur, resubmit the Verification Summary Report providing the results.**
- Develop a standard operating procedure (SOP) for the verification process. Include in the SOP who will be responsible for verification, the verification due dates of October 1, November 15, and January 15, and where documentation will be maintained.**

#### **Technical Assistance:**

The reviewer provided step-by-step technical assistance during the on-site review. Before each major step of the process for Program Year 2026, it is highly recommended that to attend the webinars on verification.

### General Program Compliance - St Michael School (K089)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

#### **Finding 9000: Wellness Assessment**

A wellness assessment was not completed.

#### **Corrective Action:**

An assessment of the school wellness policy must be conducted at least once every three years. **For corrective action, the wellness committee must meet and complete the triennial assessment. Submit a copy of the completed assessment and supporting documentation posted publicly to the State Agency.**

#### **Technical Assistance:**

The wellness assessment was discussed while on site. Sponsors may use the template <https://www.in.gov/doe/files/triennial-assessment-template.pdf> to complete the triennial assessment.



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

#### Finding: 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

## St Michael School (K089)

### Program Year 2025

#### St. Michael School (B265)

515 Jefferson Blvd  
Greenfield, IN 46140-1860

#### Food Service Contact

Mrs. Terry Hite  
Cafeteria Manager  
(317) 462-6380

Month of Review: January 2025

Date of Onsite Review: February 25, 2025

### Other Federal Programs - St. Michael School (B265)

#### 6. Day of review Menu, Meal Patterns, Production records.

##### Finding: After School Snack Documentation

Production records are not being completed. Menus do not have serving sizes or substitutions noted.

##### Corrective Action:

Both the production records and the planned menus must include the serving size of each food item, and any substitutions made with food must be noted. The production record should include how many food items were planned to be served and how many were left over. **For corrective action, submit a week of production records and a month of menus for the ASSP.**

##### Technical Assistance:

Technical assistance was provided directly after the ASSP observation.

#### 9. On-site observation – snacks properly prepared, held, served, and stored?

##### Technical Assistance: ASSP Food Safety Procedures

While the after-school care program is informal, the snack procedure needs to be served in a manner that will help prevent the spread of germs. Therefore, operating procedures specific to the ASSP should be developed, posted, and implemented with staff.

#### 1700. ASSP – areas identified requiring TA, CA?

##### Finding: Serving Two Components for ASSP

During the on-site review, the reviewer observed that the ASSP staff allowed the students to decline one of the two snack food items while still counting as a creditable snack. As a reminder, both components must be served to participants to count as a reimbursable snack.

##### Corrective Action:

The field specialist provided technical assistance, allowing all snacks to be corrected and claimed for reimbursement. **For corrective action, review the ASSP requirements with the applicable staff and have staff sign and date the document demonstrating the completion of training. Submit the signed copy to the State Agency.** The ASSP meal pattern requirements are found at this link [https://docs.google.com/document/d/1vY\\_c40M7-xie7tGay\\_yK0U6\\_1b\\_fxveySBCr8QNNFM/edit?tab=t.0](https://docs.google.com/document/d/1vY_c40M7-xie7tGay_yK0U6_1b_fxveySBCr8QNNFM/edit?tab=t.0).

### General Program Compliance - St. Michael School (B265)

#### 1404. A copy of the written food safety plan is site-specific and available on-site

##### Finding 9145: Food safety plan was not available at the reviewed school

A copy of the written food safety plan was not available at the school.

##### Corrective Action:

**For corrective action, a physical copy of a site-specific food safety plan must be developed and submitted. The plan must include standard operating procedures, temperature logs, cleaning schedules, etc. Submit a copy of the plan to the State Agency.**



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***Program Year 2025***

**Technical Assistance:**

Technical assistance was provided during the onsite visit. Guidance to help with the development of the plan can be found here: <https://www.in.gov/doe/nutrition/food-safety/>.