



SNP Administrative Review Findings

St Monica School (K177)

Program Year 2025

St Monica School (K177)

6131 N Michigan Rd
Indianapolis, IN 46228-1201

Food Service Contact

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Executive Contact

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Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: October 2024

Commendations

- * The director is using the USDA professional standard template provided to track training, which is an excellent tool for tracking progress towards professional standards requirements.
- * There was a nice display of food safety posters throughout the kitchen.
- * FSD had materials ready and well organized for us, which was very much appreciated.

Technical Assistance

- * During our observation it was noted that several staff members were wearing visibly dirty aprons/chef jackets while handling food. Dirty aprons and chef jackets can pose a serious food safety risk, as they may harbor bacteria or contaminants that could transfer to food, or prep surfaces. Implement a system for checking apron cleanliness before each shift. Provide additional training for staff on hygiene standards and ensure that there is sufficient availability of clean aprons/jackets.
- * Daycare students are fed but not claimed for reimbursement (these are children of staff). Per the school's financial contact, the school reimburses the non-profit foodservice account for these meals twice per year. As a reminder, this would not be an allowable cost; therefore, the procedure to ensure funds are restored to the non-profit foodservice account (and in a timely manner) should be outlined in writing. The SFA must also ensure the pricing of these meals is sufficient to cover all costs.
- * The director may want to consider implementing OVS to help with food cost. Adding more variety to the menu could also prove to be beneficial to the overall success of the program.

Meal Counting & Claiming - St Monica School (K177)

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

Finding 10153: Edit Checks

Edit checks were not conducted and/or documented.

Corrective Action:

As corrective action please provide a copy of the most recently completed edit check. Going forward edit checks must be completed each month prior to submitting each claim for reimbursement.

Technical Assistance:

Edit check resources can be found under the recordkeeping section of the following website:

<https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

314. SFA is following the approved SFA-SA agreement

Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.

The SFA is not following their approved SFA-State agency permanent Agreement. Discrepancies between approved documentation and observations on site: Meals are not counted at the point of service for pre-k breakfast meals served in the classroom.

Corrective Action:

As corrective action, the following must occur:

- a) Teachers taking the breakfast in the classroom meal count must be trained on point-of-service counting procedures utilizing supplied rosters, etc.
- b) Cashiers inputting classroom counts must be trained to enter breakfast counts as served rather than total



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meals provided to the classroom.

c) All trainings must be documented with a dated agenda and sign-in sheet.

d) Additionally, the SFA must submit to the state agency 30 days of accurate meal counts for the pre-k breakfast meals served in the classroom. Rosters and corresponding software reports must be submitted.

Technical Assistance:

Please update the site information sheet in CNPweb to reflect that some meals are served in the classroom for breakfast.

Resource Management - St Monica School (K177)

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

Finding 9000: Bad Debt

The school has indicated that there is negative meal debt going into their second year of community eligibility program (CEP) operations. The sponsor has not clarified as to which accounts are recoverable and non-recoverable.

Corrective Action:

As corrective action, the SFA must indicate how much of the meal debt is recoverable versus unrecoverable. For unrecoverable debt, the funds must be restored to the non-profit school foodservice account using non-federal funds. Provide proof that this has occurred.

Technical Assistance:

Debt for households actively paying on their negative balance is considered recoverable. Accounts that are not being paid on are considered unrecoverable and therefore bad debt. Bad debt must be restored to the non-profit school foodservice account using non-federal funds.

Resource Management Comprehensive Review - St Monica School (K177)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA assessed its compliance with the revenue from non-program foods requirements but much of the data was inaccurate.

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods using accurate data. **As corrective action, the SFA must provide an updated 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.**

Technical Assistance:

Incorrect reimbursement rate was listed on the non-program food revenue tool. Additionally, food cost for entrees seemed incorrect. The non-program food revenue tool to utilize for a reference period can be found at the following link:

<https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods.



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Program Year 2025

St. Monica School (C445)

6131 N Michigan Rd
Indianapolis, IN 46228-1201

Food Service Contact

Ms. Tesha Sims
School Lunch Program Director
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Month of Review: October 2024

Date of Onsite Review: November 14, 2024

Other Federal Programs - St. Monica School (C445)

5. On-site observation – Snack counts reasonable, Meal Service operation compliant?

Finding 9223: As observed on the Day of Review, the snack meal service operation was not in compliance with all program requirements.

Program requirements were not met as students were observed not taking both components (milk in particular).

Corrective Action:

An after-school snack program training will be required for all staff that are involved in operating the after-school snack program. A copy of the agenda and sign-off sheet is required.

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

Finding 9000: Snack Production Records

Production records for the review period were missing number of servings prepared or served; therefore, it could not be determined if snacks met the two component per student requirements.

Corrective Action:

For corrective action the FSD will provide the state agency with copies of completed production records that include number of servings prepared and served.

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.

The SFA has not monitored this site's Afterschool Snack Program.

Corrective Action:

Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. As corrective action, the SFA must monitor the ASSP, and a copy of the completed monitoring form must be included in the submission of the corrective action. A timeline must also be submitted explaining when the second monitoring visit of the year will be conducted.

Technical Assistance:

For future program years the first ASSP monitoring visit must be completed within the first four weeks of operation.

Meal Counting & Claiming - St. Monica School (C445)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. Students are entering their pin number into the point of service system for breakfast without oversight of an adult to ensure the number goes through without error and to ensure all meal components, especially milk, are taken.

Corrective Action:

Explain how the breakfast counting procedure will be updated to ensure students are monitored as they enter their pin numbers at the point of service.



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Meal Components & Quantities - St. Monica School (C445)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10139: Production Records

The following issues were noted with production records: production records were incomplete, the portion size reported on the production record utilized incorrect units, milk component not recorded on some lunch production records, and only one milk type was recorded for breakfast.

Corrective Action:

As corrective action completed (breakfast and lunch) production records for one week from the reviewed sites must be submitted to the State Agency.

Technical Assistance:

The production record issues and required corrections were reviewed with the director on the day of review.

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.

Productions records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group(s) being served.

An insufficient vegetable serving was noted at the K-8 grade group for lunch and an insufficient fruit portion was noted daily for breakfast as only 1/2 cup of fruit was served.

Corrective Action:

As corrective action, please explain how the menu will be corrected to meet portion size requirements. A corrected menu must be submitted to the State Agency.

Technical Assistance:

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. Insufficient fruit portion was noted on the day of review as well and was corrected prior to service.