



SNP Administrative Review Findings

Program Year 2025

St Nicholas School (K048)

St Nicholas School (K048)

6459 East St Nicholas Drive
Sunman, IN 47041-8008

Food Service Contact

Mrs. Wakenda Doles
Cafeteria Director
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Executive Contact

Mr. Eric Feller
Principal
(812) 623-2348
principal@stnicholas-sunman.org

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

Commendations

- * The food service and office staff work very well together. The production records were completed correctly. The food on the day of the on-site review smelled great. The chicken was very tender, and the vegetables tasted terrific. The kitchen and dining area were sparkling clean.

Technical Assistance

- * The reviewer suggested that food service staff should consider purchasing Healthy Request Campbell soups instead of the regular high sodium Campbell soup.
- * As a reminder, all recipes should include the contribution amounts for the different components. Please make certain all recipes have crediting information available.
- * The reviewer emailed the food measure for scoop numbers from the American School Food Service Association.

Certification and Benefit Issuance - St Nicholas School (K048)

128. *Correct conversion factors used for applications with more than one income frequency*

Finding 9019: Incorrect conversion factors used when processing applications

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12

Corrective Action:

Two denied applications were not determined by annual income even though more than one income frequency was entered on the applications. The reviewer showed the procedure to the office manager who processed the applications. The household applications remained denied, so no further action was required. The office manager was able to recite the correct procedure for determining annual income when more than one income frequency is posted. **No further action is needed.**

Technical Assistance:

Technical assistance was provided during the onsite review.



SNP Administrative Review Findings

St Nicholas School (K048)

Program Year 2025

St. Nicholas School (A680)

6459 East St Nicholas Drive
Sunman, IN 47041-8008

Food Service Contact

Mrs. Lauren Lonaker
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Month of Review: October 2024

No Findings during Site A680 Review