



## SNP Administrative Review Findings

## St Rose of Lima School (K117)

### Program Year 2025

#### St Rose of Lima School (K117)

114 Lancelot Drive  
Franklin, IN 46131-9070

#### 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: March 2025

### Commendations

- \* The staff were very friendly and eager to make any corrections and receive technical assistance to help improve the program.
- \* The resource management documents were well-prepared and organized for the review.
- \* The site offers a daily salad bar, encouraging extra vegetables for students.

### Resource Management Comprehensive Review - St Rose of Lima School (K117)

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

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

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

##### Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. **As corrective action, the SFA must complete the 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:

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/1yERVzWRoukH4jghAQ-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>.

### General Program Compliance - St Rose of Lima School (K117)

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

##### Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements. The following elements are missing: nutritional guidelines for sold and non-sold food and beverages and nutrition promotion.

##### Corrective Action:

**As corrective action, the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda, as well as the updated policy, must be provided as corrective action.**

##### Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

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

##### Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy: the review and update of the local school wellness policy did not occur as required.

##### Corrective Action:

**As corrective action, the following must occur:**

- LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and



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progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment and updated wellness policy must be submitted to the State Agency.

-The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy.

-Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.

#### Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1217. SFA's process and frequency for tracking training hours is sufficient

#### Finding 10126: Professional Standards Training Requirements and Documentation

Training for all food service staff is not being routinely conducted or tracked sufficiently. The food service director was unaware of the required annual training hours needed. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017.

#### Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, provide a written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training, such as certificates or agendas of topics covered with attendee names and signatures.**

#### Technical Assistance:

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation. The use of the USDA training tracker tool is encouraged. Professional standards training resources can be found here:

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpypSVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

1400. The written food safety plan contains required elements and a copy is available at each school

#### Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). At the time of the onsite review, the SFA did not have a food safety plan.

#### Corrective Action:

**Submit a completed food safety plan to the state agency as corrective action.**

#### Technical Assistance:

Food safety plan resources can be found here [https://www.in.gov/doe/nutrition/food-safety/#Food\\_Safety\\_Plan\\_General\\_Information](https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information)

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

#### Finding 9009: 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



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sponsors to use to meet this requirement. SFA only notifies families of SUNBucks information and no information on where students can receive a free meal during the summer.

#### **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

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### Program Year 2025

#### St Rose of Lima School (B518)

114 Lancelot Drive  
Franklin, IN 46131-9070

#### Food Service Contact

Mr. Jeff Hewitt  
Cafe Manager  
(317) 738-3451

Month of Review: March 2025

### Preschool/PreK - St Rose of Lima School (B518)

#### 1. St. Rose of Lima Preschool/PreK

##### Technical Assistance: Pre-K Co-Mingling Flexibility

Pre-K students are co-mingled with other grade groups. When pre-K students are co-mingled, meal pattern flexibilities and offering one menu can be used. This means that pre-k students can participate in OVS like the other students, have a choice of meal, receive the same portion sizes as K-8 students, and have a choice of milk.

### Meal Components & Quantities - St Rose of Lima School (B518)

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

##### Technical Assistance: Milk and Water

Milk was placed near water cups on the day of review. Water must not appear in competition with milk and must be placed separately as a visible component of the reimbursable meal on the serving line.

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

##### Technical Assistance: Meal Pattern Signage

It is recommended that more signage be incorporated on the serving line so students are aware of what they can take with their meal.

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

##### Finding 9000: Crediting Documentation Not provided

Crediting information for the week of review menu certification was not properly provided and documented.

##### Corrective Action:

**As corrective action, provide the Child Nutrition (CN) labels and product formulation statements (PFS) for lunch on March 3-7, 2025. In addition, CN labels/ PFS are needed for the following breakfast items: corn dog and sandwich.**

##### Technical Assistance:

Technical assistance was provided on the day of the review, and the director was taught how to obtain crediting from the manufacturer.

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 and did not document the number of planned, prepared, and served. Serving sizes for vegetables documented do not reflect and match component contributions. In addition, vegetables on the salad bar are not listed on the production records. If a salad bar is offered, each vegetable offered on the bar must be listed along with the portion size on the production record. Items such as "steamed vegetables" on the production record must list the actual vegetable.



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#### Corrective Action:

As corrective action, completed breakfast and lunch production records for one week must be submitted to the State Agency. In addition, food service staff must complete production record training in Moodle and submit documentation to the state agency as well. IDOE Moodle <https://moodle.doe.in.gov/>

#### Technical Assistance:

Technical assistance was provided, and it was discussed on the day of review how production records must be recorded going forward.

### 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.

Production 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. Insufficient weekly vegetable subgroup requirements were not met for the following subgroup(s): beans/peas and starchy vegetable subgroups.

#### Corrective Action:

As corrective action, the state agency must receive a menu and one week of production records. The food service director must also complete Moodle meal pattern (lunch) training and submit the training certificate and documentation. IDOE Moodle <https://moodle.doe.in.gov/>

#### 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.

### 500. Day of Review- Offer vs. Serve was properly implemented

#### Finding 9078: School is not properly implementing Offer vs. Serve (OVS).

As observed on the Day of Review, the staff did not demonstrate a clear understanding of OVS and its requirements at breakfast. The food service director was unaware that students needed to take fruit. For OVS requirements, students must take three items at breakfast, one of which is at least 1/2 cup of fruit or vegetable. Multiple students had to be reminded to take fruit at breakfast.

#### Corrective Action:

As corrective action, retrain food service staff in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet of attendees.

#### Technical Assistance:

The school was provided technical assistance during the on-site visit.

### 501. Cafeteria staff have been trained on OVS

#### Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

OVS was not implemented properly prior to review. Student meals were always plated with fruit and vegetables.

#### Corrective Action:

The food service director and staff must complete OVS training as corrective action. Training certificates must be submitted to the state agency as documentation.

#### Technical Assistance:

The school was provided technical assistance during the on-site visit.



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**General Program Compliance - St Rose of Lima School (B518)**

*1408. Temperature logs are available*

**Technical Assistance: Temperature Logs**

Temperature logs must be completed daily. Currently, temperatures are not recorded on logs daily; however, all equipment and food are temped. Ensure that this is conducted daily.

*1409. On-site or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. During the review, it was observed that opened bags of food are not date-marked.

**Corrective Action:**

**As corrective action, the SFA must implement date marking protocols to ensure that all goods, unopened and opened, are date marked. In addition, the food service director must complete the Moodle food safety training and submit it to the state agency as documentation. IDOE Moodle <https://moodle.doe.in.gov/>**

**Technical Assistance:**

Technical assistance was provided on the day of the review.

*1502. Records are retained for 3 years*

**Technical Assistance: Record Retention**

Production records for breakfast on March 3, 2025, could not be found. Please note that all program documents must be retained and kept for 3 years plus the current fiscal year.