



## SNP Administrative Review Findings Program Year 2025

## St Therese Little Flower School (K200)

### St Therese Little Flower School (K200)

4720 E 13th St  
Indianapolis, IN 46201-1704

### Food Service Contact

Mr. Tim Kegley  
Food Manager  
(317) 902-3582  
timothykegley@att.net

### Executive Contact

Mr. Kevin Gawrys  
Principal  
(317) 353-2282  
KGawrys@littleflowerparish.org

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

### Commendations

- \* The SFA organized all files and documents for the review in neat, labeled folders.
- \* A variety of fruit and vegetables is offered and arranged in a nice display daily for students.
- \* The staff did a great job implementing Offer vs. serve at meal services.
- \* The state agency recommended adjusting the nacho line, so younger students had the opportunity to see the toppings (meat, cheese) for the chips as they were on a high table in a warmer. The FSD and staff adjusted the table to a shorter height for the next service, and students were able to see/access the items much better.

### Resource Management Comprehensive Review - St Therese Little Flower School (K200)

#### 773. Proper Classification of Costs (Direct/Indirect)

##### Finding 9138: Costs not consistently classified as direct or indirect

The school food service accounts are charged directly for expenses that are included in the indirect cost pool (double dipping). Costs charged as direct expenses that are also included in the indirect cost pool:

- a) SFA includes the indirect cost from the prior year in the modified total direct cost base calculation for the current year.

Additionally, the SFA is charging indirect costs from the prior program year outside of the 90 allowed days. Program year 2022 indirect costs were charged on June 30, 2024.

##### Corrective Action:

The \$12,743 that was charged will be the rate for the allowable amount for the program year 2024. The sponsor worked with SCN finance and received onsite technical assistance from the AFR specialist. Together, the MTDC tool was completed. **No additional corrective action is required.**

##### Technical Assistance:

IDOE's Office of School Finance recently provided guidance stating that the 10% de minimis indirect cost rate for unrestricted grants is not applicable for school corporations, public or non-public. Since non-public schools do not have a data source reported to the Office of School Finance, the unrestricted indirect cost rate cannot be calculated.

### General Program Compliance - St Therese Little Flower School (K200)

*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: Members include only food service administrators and classroom teachers. Stakeholders should consist of parents, health professionals, other school administrators, and students.

##### Corrective Action:

**As corrective action, the local school wellness policy committee must review and update the wellness policy to include all stakeholder participation and submit it to the State agency. 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/>.



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

**St Therese Little Flower School (K200)**

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

**Technical Assistance: Professional Standards**

Currently, the tracking method for professional standard hours is handwritten notes, then transferring to a Microsoft Word document. Using the USDA professional tracking online tool is recommended for tracking hours and training. It is suggested that this method be used as it is easier to read and interpret. USDA FNS Professional Standards Resources can be found here: <https://www.fns.usda.gov/tn/professional-standards/resources>.

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

**Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually**

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained for the after-school snack program (ASSP).

**Corrective Action:**

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, employees administering the ASSP must be trained in Civil Rights and complete the ASSP training in Moodle. Provide proof of training certificates to the State agency.** IDOE Moodle website: <https://moodle.doe.in.gov/>.

**Technical Assistance:**

Technical assistance was provided on the day of review.

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). Missing elements: The food safety plan is a general policy from 2005. The policy is also not site-specific.

**Corrective Action:**

**For corrective action, provide the State agency with an updated and site-specific food safety plan.**

**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 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**  
**Program Year 2025**

**St Therese Little Flower School (K200)**

**St. Therese Little Flower (C670)**

4720 E 13th St  
Indianapolis, IN 46201-1704

**Food Service Contact**

Mr. Nash Kegley  
Food Manager  
(317) 270-2071

Month of Review: November 2024

**Preschool/Pre-K - St. Therese Little Flower (C670)**

*1. St Therese Little Flower Preschool/Pre-K Program*

**Technical Assistance: Pre-K Menus**

A planned menu for Pre-K listing all food components that students will receive must be implemented.

*1. St Therese Little Flower Preschool/Pre-K Program*

**Technical Assistance: Pre-K Meal Delivery**

Meals for Pre-K were delivered at 11:30 am, but students did not eat until 12:00 pm. Meals sat at each student's desk for 30 minutes allowing food to get cold. In the future, meals delivered for pre-k should follow food safety protocol and be delivered closer to when students will be consuming the meals.

*1. St Therese Little Flower Preschool/Pre-K Program*

**Finding 9000: Meal Counting & Claiming Not Properly Implemented**

Pre-K meals are not counted at the point of service (POS) for breakfast and lunch. A meal order sheet is used to claim meals prior to the meals being served to the students.

**Corrective Action:**

As corrective action, a "received" column must be added to the order sheet for teachers to mark that the student has actually received the meal. Once the received column is completed, meals can then be entered into the POS. **Please submit an updated sheet to the State agency.**

**Other Federal Programs - St. Therese Little Flower (C670)**

*11. DOR and Review Period Snacks missing components.*

**Finding 9000: After School Snack Program Meal Pattern Insufficiencies**

The breakfast pouch planned for ASSP on 11/11/2024 was insufficient for the fruit/vegetable component. The pouch contains 4oz of juice instead of 6oz.

**Corrective Action:**

The breakfast pouch must be updated to include a 6 oz juice or an additional 1/4 cup fruit/vegetable serving. **As corrective action, please submit the revised ASSP menu. In addition, ASSP program Moodle training must be completed by the director and food service staff and submitted to the State agency.** IDOE Moodle website: <https://moodle.doe.in.gov/>.



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

**St Therese Little Flower School (K200)**

**Meal Components & Quantities - St. Therese Little Flower (C670)**

*400. Day of Review- all required meal components were available to all students during the entire meal service*

**Technical Assistance: Breakfast**

Appropriate breakfast items are encouraged to be served to students. There are days that a Bosco stick and soft pretzel are served to students as a breakfast entree. In addition, the breakfast currently has a one-week cycle. Implementing a 2-week cycle to promote variety among entrees is encouraged.

*400. Day of Review- all required meal components were available to all students during the entire meal service*

**Technical Assistance: Meal Service**

A better system for students going through the lunch line is encouraged. The current method of students going through the line does not have an orderly flow and promotes opportunities for meals to be missed for counting. The serving line is arranged where students can go behind the POS to grab desired items. It's recommended that all hot entrees be kept in the wells on the kitchen serving lines. Another option would be to move the location of the POS.

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

**Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week**

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned NSLP menus for the menu certification week, the following insufficiencies were noted: The minimum weekly starchy vegetable subgroup and Meat/meat alternate requirement were not met.

**Corrective Action:**

**As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, staff must complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.** IDOE Moodle website: <https://moodle.doe.in.gov/>.

**Technical Assistance:**

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

*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: The number served and serving sizes were not always recorded, and items were not always in the correct spot on the production records.

**Corrective Action:**

**As corrective action, submit one month of completed production records, including all required elements, to the State agency, as well as completion of the production record training in Moodle.** IDOE Moodle website: <https://moodle.doe.in.gov/>.

**Technical Assistance:**

Technical assistance was provided on the day of the 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.**

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)



## SNP Administrative Review Findings

## St Therese Little Flower School (K200)

### Program Year 2025

being served. An insufficient grain serving was noted at lunch for the chicken leg served on 11/26/2024. In addition, tater tots were served at a 1/4 c portion on 11/13/2024 for the French toast meal.

#### **Corrective Action:**

**As corrective action, submit one month of production records to the State agency as well as completion of the meal pattern training in Moodle.** IDOE Moodle website: <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 to meet all components in both the daily and weekly serving sizes. It was advised to serve the tater tots in a 1/2 c portion and serve a dinner roll with the chicken leg meal.

*411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions*

#### **Finding 9000: Menus**

The printed menus do not provide enough detail and are different from the menus posted on the school website. Additionally, the ASSP menu template is used for lunch and breakfast, and the November breakfast menu was not provided or retained. The menu must always document all items served each day.

#### **Corrective Action:**

**As corrective action, completed breakfast and lunch menus for January must be submitted to the State agency.**

#### **Technical Assistance:**

This was discussed with the SFA, and technical assistance was provided on the day of the review.

### General Program Compliance - St. Therese Little Flower (C670)

*1405. Two food safety inspections are received each school year from the local health department*

#### **Technical Assistance: Health Inspection**

Please ensure that the inspection request letter is sent at the beginning of the school year. A template can be found here: <https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit?usp=sharing&oid=114777818646702198090&rtpof=true&sd=true>

*1406. The most recent food safety inspection report is posted in a publicly visible location*

#### **Finding 9147: Food Safety Inspection Report**

The most recent food safety inspection report is not posted in a publicly visible location.

#### **Corrective Action:**

The current food safety inspection must be visible to the public in the cafeteria. **For corrective action, submit documentation to the State agency showing the current inspection is posted.**

#### **Technical Assistance:**

Technical assistance was provided on the day of the review.

*1408. Temperature logs are available*

#### **Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs are unavailable for milk coolers. In addition, reach-ins and freezers were taken and put on the breakfast production sheet. There were no times listed for these as well.

#### **Corrective Action:**

Temperatures must be monitored and logged daily for all refrigeration and freezer equipment as well as the storeroom.

**Submit one week of temperature logs for all equipment to the State Agency as corrective action.**



## SNP Administrative Review Findings

## St Therese Little Flower School (K200)

### Program Year 2025

#### Technical Assistance:

Sample food safety logs can be found at the following website: <https://theicn.org/icn-resources-a-z/food-safety/>.

#### 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. Date marking on individual items opened from original cases were not date marked in dry storage or freezer.

##### **Corrective Action:**

Use month and year for easy identification for date marking. **For corrective action, provide a standard operating procedure (SOP) for date marking individual items when they are taken out of original boxes and submit to the State agency.**

##### **Technical Assistance:**

Resources for creating SOPs can be found here: [https://docs.google.com/document/d/1Myu0CMzd-3sTvPFGHPr-ATCkYx4Sfi1y6lFqn9\\_EnCQ/edit?tab=t.0](https://docs.google.com/document/d/1Myu0CMzd-3sTvPFGHPr-ATCkYx4Sfi1y6lFqn9_EnCQ/edit?tab=t.0)