



## SNP Administrative Review Findings

**St Thomas, Elkhart (K380)**

### Program Year 2025

#### St Thomas, Elkhart (K380)

1331 N. Main Street  
Elkhart, IN 46514-3298

#### Food Service Contact

Mrs. Lisa L Dykes  
Food Service Director  
(574) 264-4855  
ldykes@stselkhart.com

#### Executive Contact

Mr. Chris Adamo  
Principal  
(574) 264-4855  
cadamo@stselkhart.com

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

### Commendations

- \* The Food Service Director's documentation was organized and ready upon the arrival of the State Agency. The reviewer could tell how much work they had applied to arranging their documents.
- \* The kitchen was very clean and tidy. The reach in coolers and freezers were well organized and kept orderly. It was apparent to the reviewer that the staff took pride in where they worked and wanted a pristine work area.
- \* The staff, teachers and volunteers were friendly and open to answering questions about their processes. It helped the State Agency understand their procedures more accurately.
- \* The Food Service Director has prioritized the professional development of staff to ensure they have received their training requirements. This includes all staff in the building for Civil Rights as well as offer versus serve (OVS) for meal counting staff at lunch.

### Technical Assistance

- 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/buyamerican-provisions/webinar>. To download a copy of the USDA, Buy American tracking tool, go here: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffnsprod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.
- \* The School Food Authority must update the school year listed on the annual CEP notification to families.
  - \* The USDA non-discrimination statement was missing or used incorrectly on program materials. USDA has recently updated the non-discrimination statement, and it can be found at the following link: <https://www.usda.gov/non-discrimination-statement>.
  - \* The reviewer witnessed some confusion at breakfast with OVS in that at least one student did not receive a reimbursable meal. The reviewer had to help prompt the SFA at certain times during meal service that students were not taking a full meal due to where the POS was established. Move POS counting to the end of the serving line.
  - \* Consider offering simple choices daily within the menu. A second entree and/or fruit choice can increase student satisfaction and participation. This is also a way to reduce food waste. Offering choices like a "fun lunch" could be a cold menu choice of string cheese and yogurt which takes minimal labor and can be offered at breakfast as well.
  - \* CEP was established so more students, households, and schools could experience benefits, such as increasing access to school meals at no cost, eliminating unpaid meal charges, minimizing stigma, and streamlining meal service operations. The State Agency suggests updating website marketing and pre-order policy to ease the burden of extended advanced "ordering" for parents. This would help to increase the School Food Authority's (SFA) participation in school meals for children. The SFA may consider using a CEP count sheet vs. electronic point of sale currently used. The current electronic point of service system requires a pre-order to count the meal as served. For forecasting consider taking a daily count of students selecting the school lunch by a homeroom and as well as utilizing historical data from production records. Many schools pre-order with student information systems or by providing a count to the Food Services by a certain cut-off time in the day. While an extremely advanced pre-order system is not recommended, if the practice does continue while on the CEP Provision the state agency suggests updating language for the lunch menu to note that if a student does not pre-order, a fully reimbursable meal and not only an "entree" (cheese sandwich) will be provided as an alternate meal.



## SNP Administrative Review Findings

St Thomas, Elkhart (K380)

### Program Year 2025

- \* The state agency suggests the director take the Institute of Child Nutrition 1-hour crediting course on calculating food cost. This training can assist in implementing budget practices to reduce costs and increase revenue.

<https://ilearn.theicn.org/learn/courses/114/basic-culinary-math-calculating-food-cost>.

- \* If the School Food Authority plans to discontinue CEP the following must occur:  
At the start of each year, complete training on the free and reduced process including directly certified (DC) each year. Then follow this order of operations for the free and reduced process:
  - 1.) Run the DC match
  - 2.) Notify families of the DC approval
  - 3.) Distribute and process free and reduced applications to households not approved for DC
  - 4.) Continue Monthly DC Checks, informing households and updating benefits as matches are found. During the current school year the SFA distributed applications first, then the DC letters.

Keep in mind, when a student is DC for free meals, the student's family does not need to complete a meal application. DC decreases the administrative burden for school staff and families while improving the integrity of the certification process, as it establishes eligibility without the completion of an application.

- \* The purpose of edit checks was discussed with the director. Edit check resources can be found under the recordkeeping section of the following website: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.
- \* Health Department Notification: The School Food Authority has not had two inspections for this school year, the director emailed the BOH for their second inspection and provided documentation. The state agency is providing TA for next school year. <https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>.

### Meal Counting & Claiming - St Thomas, Elkhart (K380)

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

#### **Finding 9051: SFA's Review Period claim not validated.**

There are differences between the SFA's Review Period claim and the state agency's validated counts for lunch and/or breakfast by category for one or more schools for the review period, as documented on S-1.

During the review it was noted that the meal count was obtained by means other than the point-of-service meal count. All students entering the serving line were marked as receiving a reimbursable meal regardless of food items selected. The director then utilized production record data to determine the number of reimbursable meals to claim. As a result, reviewers could not validate an accurate meal count for the review period.

#### **Corrective Action:**

The point of service meal count is meant to count the number of reimbursable meals and is not meant for all students to enter the service line. Students entering the line for the purpose of purchasing a la carte should not be marked as having taken a reimbursable meal. Furthermore, sponsors cannot give out food items for free if a student does not select a reimbursable meal just because they are on CEP provision. In these situations, items must be charged a la carte, or the student must be made to select a reimbursable meal. In the instance CEP losses occur, the SFA is encouraged to sell items a la carte to assist in making up lost funds. A recalculation of meals must be performed to determine a reasonable validated meal count.

**For corrective action, submit 30 days of accurate point-of-service meal counts for breakfast and completed production records. Additionally, submit an updated written procedure as agreed upon by your reviewer to ensure only reimbursable meals are claimed and documented.**

#### **Technical Assistance:**

The State Agency suggested that the School Food Authority stop taking orders for breakfast from parents (since continental menu served daily), move POS meal counting to the end of the service line for more accurate counting of reimbursable meals, and utilize CEP count sheet/edit sheets provided via email for ease of counting.



## SNP Administrative Review Findings

St Thomas, Elkhart (K380)

*Program Year 2025*

### Resource Management Comprehensive Review - St Thomas, Elkhart (K380)

#### 750. Nonprofit School Foodservice Account and Year End Available Balance

##### **Finding 10187: Non-profit school foodservice account validation**

The non-profit school foodservice account could not be validated. An explanation for the difference in account balances between the annual financial report and the accounting reports provided during the review could not be determined during the onsite review. Additionally, it could not be determined whether a negative balance exists.

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

**As corrective action, documentation explaining the difference in the non-profit school foodservice account starting and ending balances must be provided to the state agency.**



## SNP Administrative Review Findings

St Thomas, Elkhart (K380)

### Program Year 2025

#### St. Thomas the Apostle School (A975) Food Service Contact

1331 N. Main Street  
Elkhart, IN 46514-3298

Mrs. Lisa Dykes  
Food Service Director  
(574) 264-4855

Month of Review: February 2025

Date of Onsite Review: March 26, 2025

### Meal Components & Quantities - St. Thomas the Apostle School (A975)

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

#### Finding 9000: Signage promoting water

There is signage in cafeteria and online promoting water as an alternative to milk with a reimbursable meal. The School Food Authority must ensure that the program does not promote or offer water or any other beverage as an alternative selection to fluid milk throughout the food service area. The SFA has signage in the cafeteria and verbiage online promoting water.

#### Corrective Action:

As corrective action, a) the sign in the cafeteria must be replaced or taken down and documentation must be provided and uploaded to the review tool b) The verbiage "All hot lunches come with milk or water" on the food service tab of the school website must be updated to reflect this policy (that the program does not promote or offer water or any other beverage as an alternative selection to fluid milk). The SFA must upload documentation of the updated change in language for state agency review.

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: condiments that were used were included on the production record; however, the number of servings prepared, served, and leftover were not recorded.

#### Corrective Action:

As corrective action completed (lunch) production records for one week from the reviewed sites must be submitted to the state agency.

### General Program Compliance - St. Thomas the Apostle School (A975)

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. Temperature is not appropriately maintained for equipment. Foods in storage were missing "use-by", "preparation" and received dates. (For example, frozen chicken in the freezer and canned goods in dry storage were not date-marked with original received date when taken out of original case.)

#### Corrective Action:

As corrective action, a) review the date marking standard operating procedure from the food safety plan, b) train all staff and upload training document containing agenda and date, c) document all temperatures d) review the standard operating procedure pertaining to temperature documentation (dish machine and all freezers), e) train all staff on previously mentioned procedures, upload training documents with the agenda and date, and e) establish and implement internal controls to maintain inventory security for foods purchased with school nutrition program funds.