

**SNP Administrative Review Findings**  
*Program Year 2023*

**Aquinas Catholic Community School (K132)**

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801 W. 73rd Avenue  
Merrillville, IN 46410-3897

**Food Service Contact**  
Ms. Lisa Gutierrez  
Principal  
(219) 769-2049  
lgutierrez@aquinas.school  
FSMC: Dash Catering

**Executive Contact**  
Ms. Lisa M Gutierrez  
Principal  
(219) 769-2049  
lgutierrez@aquinas.school

No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2023

**Commendations**

- \* There is a nice quantity of fresh fruits being provided to students.

**Technical Assistance**

- \* The FSMC has provided tall three shelve racks for meal service. The younger students cannot reach or see what items are being served on the top shelf. Additionally, this creates congestion in the meal service line since students must stop and look at three levels instead of moving along in a line. The State Agency highly recommends using a table to display items instead of the wire rack.

**Resource Management Comprehensive Review - Aquinas Catholic Community School (K132)**

*757. Allowable Costs Test*

**Finding 9000: Allowable Costs**

During the on site review, there was a staff member that grabbed a milk carton off of the breakfast cart for themselves. Any items consumed by non-program adults must be paid for with non-federal funds.

**Corrective Action:**

Child nutrition programs are for children; adults must pay the cost of the milk or meals. Additionally, provide a memo to staff members that no breakfast or lunch items may be taken without first paying for them. This has been completed and no further action is necessary.

**Technical Assistance:**

TA was provide on-site to the FSMC staff and SFA staff.

**General Program Compliance - Aquinas Catholic Community School (K132)**

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

**Finding 9000: Other Finding**

The SFA is not currently tracking their professional standards training hours. The SFA is required to create a tracking tool and update it with their employee information and training hours.

**Corrective Action:**

On 4/26/2023, the SFA and SA have worked together to complete a tracking tool with their employees' information and training hours. This is sufficient and no further action is necessary.

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 & SBP 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 toward the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures.

**SNP Administrative Review Findings****Aquinas Catholic Community School (K132)***Program Year 2023***Aquinas Catholic Community School  
(B755)**801 W. 73rd Avenue  
Merrillville, IN 46410-3897**Food Service Contact**Mrs. Marie Wilson  
Office Manager  
(219) 769-2049

Month of Review: March 2023

**Meal Counting & Claiming - Aquinas Catholic Community School (B755)***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. The breakfast service line uses a clicker and/or a daily meal count sheet. Due to the large amount of students getting breakfast at one time and only one employee to pass out meals and also take the meal count, the State Agency is withdrawing prior approval of the use of a clicker and requiring that a daily meal count sheet be used in order to get an accurate meal count.

**Corrective Action:**

The SFA understands they must use a daily meal count sheet and no further action is necessary.

**Meal Components & Quantities - Aquinas Catholic Community School (B755)***500. Day of Review- Offer vs. Serve was properly implemented***Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements.

**Corrective Action:**

The employees that serve meals are required to take the OVS Moodle training. Please provide the State Agency with the certificate when it has been completed.

**Technical Assistance:**

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

**General Program Compliance - Aquinas Catholic Community School (B755)***1406. The most recent food safety inspection report is posted in a publicly visible location***Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

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

**Corrective Action:**

The SFA was instructed to post their latest health inspection on the day of review. It was completed and no further action is necessary.