

**SNP Administrative Review Findings****Corpus Christi School (K271)****Program Year 2019****Corpus Christi School (K271)**

5530 Hogue Road  
Evansville, IN 47712-3218

**Food Service Contact**

Mrs. Jennifer M Elfreich  
Manager  
(812) 422-1208

**Executive Contact**

Mrs. Martha A Craig  
Principal  
(812) 422-1208

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2018

**Commendations**

- \* The staff was inviting and friendly during both offsite and onsite portions of the review. The kitchen is very clean and well organized. Great Work!

**Certification and Benefit Issuance - Corpus Christi School (K271)****128. Correct conversion factors used for applications with more than one income frequency?****Finding 9019: Incorrect conversion factors used when processing applications. \*Repeat Finding**

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:**

At the time of the onsite review, the determining official updated all applications to reflect the correct conversion factors. The Determining Official will begin converting only to an annual figure when needed. No further action required.

**139. Manual Systems – Update student eligibility/enrollment on paper sheets/rosters?****Finding 9000: Technical Assistance- Benefit Effective Dates****Technical Assistance:**

The reviewer provided onsite technical assistance on the electronic Benefit Issuance Document (BID). Effective dates should be included on all student benefits; this information needs to be added manually to BID.

**Resource Management Comprehensive Review - Corpus Christi School (K271)****767. Nonprogram Revenue and Food Cost Ratio****Finding 9000: Non-Program Foods****Technical Assistance:**

The reviewer provided onsite technical assistance on how to track both program and non-program revenues and costs. After completion of the non-program tool, the cost and revenue ratios are close to breakeven. It is suggested that a slight price increase occur on some of the non-program foods being sold.

**General Program Compliance - Corpus Christi School (K271)****810. Non-discrimination on appropriate Program materials?****Finding 9000: Non-Discrimination Statement \*Repeat Finding**

Program Materials include an outdated Non-Discrimination statement. The school website does not have the Non-Discrimination statement posted.

**Corrective Action:**

At the review, the Principal had the technology department update the school website to include the Full Non-Discrimination

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statement from USDA. The Food Service Director updated program materials to the most current statement from USDA. The reviewer validated the website and program materials during the onsite review. No further action required.

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

**Finding 9000: Outreach Documentation of Wellness Policy**

**Technical Assistance:**

The reviewer and Principal discussed ways to document community outreach and/or involvement of the Local School Wellness Policy.

*1400. Food safety plan – contain required elements, copy available at each school?*

**Finding 9000: Food Safety Plan**

**Technical Assistance:**

The Food Safety Plan should be reviewed yearly. The current Food Safety plan has been implemented, however, has not been reviewed since 2014. The reviewer did observe proper food storage and safe food handling practices including taking/recording of temperatures.

*1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

**Finding 9000: SFSP Outreach**

**Technical Assistance:**

The Food Service Director and reviewer discussed how the SFA will provide information/resources to all households prior to the end of each school year informing them of local sites that provide meals under the Summer Food Service Program.



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Food Service Manager  
(812) 422-1208

Month of Review: December 2018

Date of Onsite Review: January 28, 2019

**General Program Compliance - Corpus Christi School (D550)**

1409. *Storage violations observed, on-site, off-site?*

**Finding 9000: Commodity Usage**

**Technical Assistance:**

Brown box commodities should be used within the program year allocations. If the allocations include items that are no longer needed contact the commodity specialist at the State Agency to remove the products from inventory. The reviewer and food service director discussed best by dates, menuing and inventory stock levels.

<https://www.doe.in.gov/sites/default/files/nutrition/fd-0102best-if-used-bydates.doc>