

**SNP Administrative Review Findings****Holy Rosary School (K274)***Program Year 2022***Holy Rosary School (K274)**1303 Green River Road  
Evansville, IN 47715-5697**Food Service Contact**Mrs. Lora J Schutzius  
Food Service Director/Manager  
(812) 477-3518**Executive Contact**Mrs. Joan Fredrich  
Principal  
(812) 477-2271No. of Sites / Reviewed: 1 / 1  
Month of Review: October 2021**Commendations**

- \* The food service staff was friendly, eager to learn, and open to suggestions.

**Resource Management Comprehensive Review - Holy Rosary School (K274)***750. Year-End Available Balance***Finding 9000: Annual Financial Reporting**

After reviewing the documentation of the revenue and expenses for the nonprofit food service account, it was noted that the sales to children, food expenses, and indirect costs were misreported. This resulted in the ending balance being less than submitted on the Annual Financial Report. The SFA does not track or separate pre-paid funds within the NPFSA.

**Corrective Action:**

Income for sales to children and adults can be complex. Only at the time of the daily purchase can it be determined which program receives the income. Consequently, it is considered income only at the time of the purchase. The cafeteria manager revised the Annual Financial Report submitted for the program year 2021 using the corrected amounts for income, expenses, and year-end balances. In addition, the SFA is creating a sub-category in the line budget to help track the pre-paid dollars. Therefore, additional corrective action is not required.

**General Program Compliance - Holy Rosary School (K274)***1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements***Technical Assistance- Local School Wellness Policy**

The most recent assessment of the LSWP states the school utilizes school newsletters and school messenger as the channel of communication when communicating information regarding the School Wellness Policy. During the review, no documentation was provided to support the outreach of the wellness policy or the ability to participate in the development, review, update, and implementation of the Local School Wellness policy. While the State Agency will not make this a finding at this time, the SFA is reminded that outreach of the LSWP is required and all documentation of outreach (website, social media, newsletters, messengers, etc.) should be retained on file.

**SNP Administrative Review Findings****Holy Rosary School (K274)***Program Year 2022***Holy Rosary School (D565)**1303 Green River Road  
Evansville, IN 47715-5697**Food Service Contact**Mrs. Lora J Schutzius  
Food Service Director/Manager  
(812) 477-3518

Month of Review: October 2021

Date of Onsite Review: November 23, 2021

**Meal Counting & Claiming - Holy Rosary School (D565)***325. Review Period- meal counts by category were correctly used in the claim for reimbursement***Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The meal counts are taken manually using a roster then entered into the point of sale for reporting and tracking for line speed. After reviewing the meal count sheets, it was determined that not all the meal counts were transferred to the POS. As a result, the reimbursement was underclaimed. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

**Corrective Action:**

Claims for reimbursement submitted to the State Agency should be accurate. The SFA has started to double-check all meal counts put into the point of sale by someone other than the cafeteria manager. This procedure allows someone to check that all reimbursable meals, adult meals, all carte servings have been transferred correctly. Therefore, additional corrective action is not required.

**Technical Assistance:**

It was observed during the on-site review the older students have an average of 10 minutes to consume meals. If the meal service times were staggered with classes that come into the cafeteria, it would allow for the cafeteria staff to serve students in a steady flow without having a long service line all at once. These classes can also be dismissed at different times to allow for the proper amount of instructional time required and help with the recommendation by USDA that the last student served should receive 20 minutes to eat before being dismissed.

**Meal Components & Quantities - Holy Rosary School (D565)***403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines***Finding 9054: Milk substitutions on Day of Review not allowable.**

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. The staff is providing juice as a substitute instead of a nutritionally equivalent substitution to cow's milk.

**Corrective Action:**

During the on-site review, the reviewer provided technical assistance about milk substitutes nutritionally equivalent to cow's milk. The cafeteria manager has contacted all households requesting the proper documentation for substitutions that are not nutritionally equivalent to cow's milk. In addition, the manager contacted vendors to order approved substitutions to have on hand. Therefore, additional corrective action is not required.

**Technical Assistance:**

The reviewer provided training on-site about approved milk substitutes and included the milk fact sheet with the milk substitute chart. [https://docs.google.com/document/d/1e2k\\_EzKBSPS843Vgc9cOCModxjpUfEoglwTV4-X0Ik/edit](https://docs.google.com/document/d/1e2k_EzKBSPS843Vgc9cOCModxjpUfEoglwTV4-X0Ik/edit).

*410. Review Period- planned menu quantities meet the meal pattern requirements***Technical Assistance- Grain Based Desserts**

After an in-depth review of the planned menus of one week during the month of review, it was noted that grain-based desserts were offered daily with one option, which is more than 2oz per week. The reviewer provided on-site technical assistance with

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the cafeteria manager regarding menu planning and crediting. Additionally, the menu planner can use perceptions of the product to determine how to menu the item to understand that not all grain-based desserts are the "traditional" definition of desserts. These items carry higher sugars, fat, and sodium, which can be a greater risk of meeting the weekly dietary guidelines. As a result, the cafeteria manager implemented the following menu pattern change:

- Cereal Bars will no longer be offered with the yogurt meal. Instead, the grain has been changed to granola. The granola gives the students the option to make the yogurt and fruit for the day into a parfait. Feedback provided to the manager from the students has been positive with the implemented menu change.

**Dietary Specifications - Holy Rosary School (D565)**

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

**Technical Assistance-Crediting Documentation for Commercially Prepared Products**

During the on-site review, the reviewer discussed the difference between a child nutrition (CN) label, product formulation statement (PFS), and vendor specification sheet. It is best to review labels annually and obtain crediting documentation when product formulation changes. More tips on evaluating labels can be found here:

[https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE\\_6cGIVxdo9bQ3QTWQ--K07ReFk/edit](https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGIVxdo9bQ3QTWQ--K07ReFk/edit).

**General Program Compliance - Holy Rosary School (D565)**

1300. *Potable water is free and available to all students during lunch and breakfast*

**Technical Assistance- Water Availability**

The cafeteria is equipped with a water bottle fill station to fulfill the water availability requirements during meal service. However, it was observed that most children do not bring water bottles with them to the cafeteria during meal service. Therefore, it was recommended that cups be made available for children that want water; in turn, the cafeteria manager implemented November 29, 2021.