

SNP Administrative Review Findings

Holy Spirit School (K275)

Program Year 2022

Holy Spirit School (K275)

1760 S Lodge Ave
Evansville, IN 47714-3532

Food Service Contact

Mrs. Beth A Wolf
Cafeteria Manager
(812) 476-5984

Executive Contact

Mr. David Memmer
Principal
(812) 477-9082

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2021

Commendations

- * The food service director did a great job organizing and preparing for the Administrative Review. In addition, they were available to learn throughout the process while the review was being conducted. This allowed the review to be completed quickly.

Resource Management Comprehensive Review - Holy Spirit School (K275)

750. Year-End Available Balance

Finding 9000: Annual Financial Reporting

After reviewing the documentation of revenue and expenses for the nonprofit food service account, the beginning balance and expenses were misreported, resulting in the ending balance being less than submitted on the Annual Financial Report. Furthermore, the review was expanded to verify balances for PY 2020.

Corrective Action:

The SFA needs to determine accurate revenues and expenses for corrective action to determine the correct balance for program years 2019, 2020, and 2021. Once actual figures are determined, the SFA will need to revise the annual financial report and submit supporting documentation to the State Agency for approval.

Technical Assistance:

The reviewer discussed this finding and its requirements with the food service director. As a result, each month is recommended to be reconciled and sent to the Food Service Director as an added internal control measure. Any changes posted after the reconciled month should also be sent to the Food Service Director.

757. Allowable Costs Test

Technical Assistance- Year-End Net Gain/Loss

During the nonprofit food service account review, it was noted that an entry is made annually for net gain or loss for the cafeteria funds within the expense section. However, since this entry is made in the expense section, it is calculated as part of the overall expenses. The financial system the SFA uses has an ending net gain/loss section, and the net gain/loss should be recorded there instead of the expenses.

General Program Compliance - Holy Spirit School (K275)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 9000: Non-Discrimination Statement

The SFA did not have the full non-discrimination statement on the school website at the time of the review. A USDA required non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, websites, education, or distribution that mention USDA programs.

Corrective Action:

The Principal had the full non-discrimination statement added to the school website and notified the reviewer on February 4, 2022. The reviewer was able to verify the addition of the NDS on the school website. Therefore, additional corrective action is not required.

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1007. *On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

Finding 9000: Outreach of Local School Wellness Policy *Repeat Finding

Households are not made aware of their ability to develop, review, update, and implement the Local School Wellness Policy. Additionally, assessment results have not been made available by social media as the intended means of outreach.

Corrective Action:

At the review, the Principal notified all households of the ability to participate in any measure of the Local School Wellness Policy by email. The future outreach will be conducted on social media, and all outreaches will be maintained on file. Therefore, additional corrective action is not required.

Technical Assistance:

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.

1602. *On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

Technical Assistance- Summer Meals Outreach

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the SFSP. Therefore, please visit <https://www.in.gov/doe/nutrition/meal-site-information/> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability. Furthermore, all outreach (CEP, breakfast, lunch, summer meals, etc.) should be kept on file for 3 years plus the current program year.

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Cafeteria Manager
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Month of Review: December 2021

Date of Onsite Review: January 19, 2022

Dietary Specifications - Holy Spirit School (D570)

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.