

SNP Administrative Review Findings

Holy Trinity Catholic School (K386)

Program Year 2023

Holy Trinity Catholic School (K386)

1385 W 6th Street
Jasper, IN 47546-2510

Food Service Contact

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No. of Sites / Reviewed: 2 / 1
Month of Review: October 2022

Commendations

- * The outreach on the school website for the nutrition program is easy to find and well planned. In addition, the sponsor has a monthly family challenge to help create lasting healthy habits!
- * It was nice to see different offerings such as plums, pumpkin pie parfait, and Mexican street corn for fruits and vegetables. Additionally, the school participated in NSLW and offered new entrees daily!

Technical Assistance

- * While the Administrative Review for School Nutrition programs has been conducted, the 2022 Annual Financial Report will be reviewed and approved separately. This report could be amended if corrective action is required for the AFR.

Certification and Benefit Issuance - Holy Trinity Catholic School (K386)

123. Onsite observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9000: Effective Date of Benefit Issuance

The sponsor issued meal assistance benefits from the date received instead of processed. The online free and reduced software was selected to utilize the process of the effective date waiver. Prior to the onsite review, the sponsor has not applied or been approved for the effective date waiver.

Corrective Action:

During the onsite review, the reviewer allowed the sponsor to apply for the effective date waiver. The food service director completed the waiver request and submitted it to the State Agency for approval. Therefore, additional corrective action is not required.

123. Onsite observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9000: Free and Reduced Application Processing Time Frame(s)

Online household applications submitted through free and reduced software were processed after ten operation days from being received.

Corrective Action:

The sponsor was told the online portal was turned off and was unaware it was available to households. Once the sponsor realized the online portion was available to households, they immediately processed all applications. It is recommended the sponsor check the online portal, at a minimum, weekly to ensure all applications submitted are processed timely. Therefore, additional corrective action is not required.

126. Certification: selected applications correctly approved

Finding 9901: Selected applications correctly approved

Multiple applications were certified incorrectly or utilized incomplete information. This contributed toward fiscal action calculations.

- One application had an income frequency that was reported but was not included in the calculation, resulting in the application being reduced instead of free.
- One application was missing SSN, and the income source states retired. However, the sponsor did not follow up to see if the retirement, pension, or SS income was received. Instead, the sponsor processed the application with zero income.
- One application included an incorrect case format for SNAP or TANF. Additionally, the income section was not completed.

SNP Administrative Review Findings
*Program Year 2023***Holy Trinity Catholic School (K386)****Corrective Action:**

During the onsite review, the sponsor sent adverse letters to households after discussing application changes. The sponsor completed free and reduced training in Moodle on November 21, 2022. It is recommended for training be completed with the free and reduced software. Therefore, additional corrective action is not required.

Verification - Holy Trinity Catholic School (K386)

214. Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility

Finding 9047: Change in benefit levels due to Verification results not changed within required timelines.

When the student's eligibility status changed due to verification, benefits were not decreased within ten calendar days from the final verification decision.

Corrective Action:

During the onsite review, the FSD submitted a help ticket to the free and reduced software system to update the date of eligibility change to correspond with the notification of the change letter to the household. The sponsor had to manually adjust student benefit levels to reflect the correct effective date. Therefore, additional corrective action is not required.

Resource Management - Holy Trinity Catholic School (K386)

705. Does SFA have internal controls to ensure only allowable costs are charged?

Finding 9000: Internal Controls/Separation of Duties

Each step in the cash flow (at the school level) from receipt to deposit did not have a clear separation of duty. The site manager accepting and inputting cash into student accounts also closes the point-of-sale without another person verifying. Additionally, the amount received is not always noted when money is received. This provides a potential opportunity for theft.

Corrective Action:

The school has developed a log sheet for cafeteria lunch payments from households. One person will pick up payments from the cafeteria mailbox and enter them into the log sheet. Then a separate person will take the payments and enter them into Titan. The school finance manager will have access to both POS and the lunch payment log for review. Additionally, reminders will be sent out to parents to enclose payments in an envelope with the student's name/ payment type/ payment amount written on the outside. Therefore, additional corrective action is not required.

Technical Assistance:

It was recommended to request from households that lunch money is provided in a sealed envelope and labeled with the student's name and amount. A receipt to the household would also be a best practice.

Resource Management Comprehensive Review - Holy Trinity Catholic School (K386)

766. Assessing Compliance with the Non-program Foods Revenue/Cost Ratio

Technical Assistance- Non-Program Revenue

During the onsite review, the reviewer provided a non-program revenue interactive tool to help the sponsor accurately determine the revenue/cost ratio. Once the new tool was completed, it was determined the review/cost ratio was sufficient.

General Program Compliance - Holy Trinity Catholic School (K386)

808. Onsite observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9000: Civil Rights Training- Staff and Volunteers

There was no documentation that Civil Rights training had been conducted for volunteers. The volunteer's job duties provide direct access to children through the serving line, which falls into the requirement for training to be completed.

SNP Administrative Review Findings

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Corrective Action:

The food service director completed Civil Rights training with volunteers and submitted sign-in sheets to the reviewer. Therefore, additional corrective action is not required.

Technical Assistance:

As a reminder, Civil Rights should be completed annually with all staff and volunteers with direct access to the students during meal service.

808. Onsite observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Technical Assistance-Racial/Ethnic Data Categories

After a review of the racial/ethnic categories, it was determined the sponsor needs to add the unknown option for the ethnic section to align with the requirements for FNS 113.1. The school collects the R/E data during enrollment. However, the categories used for DOE state reporting differ from those required for USDA FNS requirements. If the data collection is unable to be aligned, an option would be to have food services have their own collection based on USDA requirements.

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

Technical Assistance- Nutritional Guidelines for All Food and Beverages Sold

After a review of the local school wellness policy, it was determined the language is outdated for Smart Snacks High School 9-12. The sponsor does not have 9-12 grade, so an option to customize the template only to include grades apply. Additionally, the link for Smarter Lunchroom techniques is broken. The principal contacted the Administrator of School Support Operations to report the wellness policy will need to be updated.

SNP Administrative Review Findings

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Program Year 2023

Central Campus (A870)

1385 W 6th Street
Jasper, IN 47546-2510

Food Service Contact

Mrs. Gail Flannagan
Food Service Director
(812) 482-4461

Month of Review: October 2022

Date of Onsite Review: November 16, 2022

Dietary Specifications - Central Campus (A870)

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 Dry Noodles

The reviewer and food service director discussed how to credit dry noodles vs. cooked noodles, including a review of the Exhibit A Grain Chart.