



SNP Administrative Review Findings

Providence Cristo Rey High School (K354)

Program Year 2024

Providence Cristo Rey High School (K354)
2717 S East Street
Indianapolis, IN 46225-2104

Food Service Contact
Mr. Andrew Dishman
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FSMC: SSD Management

Executive Contact
Mrs. Leslie Napora
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: December 2023

Commendations

- * The documents were prepared in an organized manner for the review.
- * The director is working diligently towards making improvements at this site.
- * The meal service line was conducted well and organized.

Resource Management - Providence Cristo Rey High School (K354)

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

Technical Assistance: Internal Controls

Technical Assistance: As a reminder, procedures must be maintained to document all of the following:

The sponsor must create a procedure to document the process for filing a monthly reimbursement claim. The procedure should include a checks and balance system to ensure claims are not missed and filed within the allowed 60-day time period.

The sponsor must create a procedure to ensure adult meal funds are tracked and deposited correctly. Any funds received from the sale of adult meals must be maintained in the Nonprofit School Food Service Account and reported under sales to adults in the Annual Financial Report.

The sponsor must create a procedure for tracking student labor. Please ensure the procedure tracks student hours worked and calculates the rate they are paid for their time. Please ensure all child labor laws requirements are followed.

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

Finding 9000: Non-profit Food Service Account

The sponsor does not maintain a non-profit food service account. A Nonprofit School Food Service account is required to track all revenue and expenses using federal funds.

Corrective Action:

As corrective action, the sponsor must ensure a Nonprofit School Food Service Account is set up to track all revenue and expenses using federal funds. The Nonprofit School Food Service should include all federal and state reimbursements received, any student or adult revenue received that is spent on qualifying meals and additional income received to cover a negative ending balance. All expenditures must be reasonable, allowable, and allocable. In addition, please submit a screenshot of QuickBooks of the nonprofit food service account to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.



Program Year 2024

General Program Compliance - Providence Cristo Rey High School (K354)

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

Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements.

Corrective Action:

As corrective action, the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be provided as corrective action. Please submit updated wellness policy to state agency

Technical Assistance:

Technical assistance was provided on the day of the review. Wellness policy requirements resource was shared.

<https://www.in.gov/doe/files/minimum-requirements.pdf>

1214. School Nutrition Programs Director met/will meet annual training requirements

Technical Assistance: Annual Training Requirements

Technical Assistance: As a reminder, SNP employees must have annual professional standards training hours. As the school nutrition program director, 12 hours of training must be obtained annually. In addition, the manager must receive 10 hours.

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

Finding 10126: Professional Standards Training Requirements and Documentation

Training for all food service staff is not being routinely conducted or tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide a written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met.

Technical Assistance:

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>



SNP Administrative Review Findings

Providence Cristo Rey High School (K354)

Program Year 2024

**Providence Cristo Rey High School
(C623)**
2717 S East Street
Indianapolis, IN 46225-2104

Food Service Contact
Mr. Dennis Wheaton
Director of Food Service
(317) 829-1902

Month of Review: December 2023
Date of Onsite Review: January 30, 2024

Meal Counting & Claiming - Providence Cristo Rey High School (C623)

324. *Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.*

Technical Assistance: Meal Counts

Technical Assistance: When using the CEP daily meal count sheet to record reimbursable meals, the form must be completed in full including a signature and date. This form should be collected and reviewed for completeness every day.

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 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:

As corrective action, the SFA must begin using an edit check to review daily meal counts before submitting valid claims. Please submit a completed edit check to the state agency, and if manual meal counts are continued, a second person must check numbers for validity and reducing clerical errors.

Technical Assistance:

Technical assistance was provided on the day of the review.

Meal Components & Quantities - Providence Cristo Rey High School (C623)

401. *Day of Review- all meals observed and counted for reimbursement contained all of the required meal components*

Technical Assistance: Breakfast Offer vs. Serve (OVS)

Technical Assistance: As an OVS requirement at breakfast, students must take 3 items, one being at least 1/2 c of fruit for the meal to be recorded as reimbursable. Do not confuse the full meal pattern components requirements with the minimum requirements for a meal to be reimbursable through Offer Versus Serve.

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Finding 9052: Day of Review portion sizes insufficient.

As observed on the day of review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the day of review: To-go bag lunch needs to have the full cup of vegetable. Only 1/2 c of carrots is planned in the bags.



Program Year 2024

Corrective Action:

While no meals will be disallowed, as corrective action, to-go lunches must contain the full cup of vegetable requirement. This was discussed thoroughly on the day of the review. **In addition, the SFA made corrections for future lunches therefore, no additional response is required.**

Technical Assistance:

This was discussed, and technical assistance was provided on the day of the review.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance: Production Records

Technical Assistance: The following issues were noted with production records: The production record format did not include all the required information. Production records must include everything that is offered. This includes vegetable options such as jalapenos, banana peppers, and cucumbers, otherwise it appears that full servings of components were not offered.

410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.

Productions records were reviewed for the review period to determine whether the portion sizes of meal components from the planned menu and served during the review period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. While no meals will be disallowed, the menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes, as there were not enough croutons with the chef salad to meet the full grain requirement.

Corrective Action:

As corrective action, please update the salad recipe to contain the required amount of grain. In addition, please submit documentation to the state agency.

Technical Assistance:

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

502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line

Technical Assistance: OVS Meal Signage

Technical Assistance: Signage for OVS breakfast must be implemented. The menus do not need to be planned to group the grains together, however, signage should be implemented displaying that the students can take 2 grain options if they are 1 oz grains.



Program Year 2024

General Program Compliance - Providence Cristo Rey High School (C623)

1405. *Two food safety inspections are received each school year from the local health department*

Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested.

The school did not provide two food safety inspection reports for the current school year and no documentation was available to substantiate the SFA has requested two food safety inspections for the current year.

Corrective Action:

As corrective action, please explain what procedures will be in place to ensure two inspections will be requested at the beginning of each school year.

Technical Assistance:

Resources were shared with the SFA on the day of the review and technical assistance was provided. A reminder to send a letter to the health department is included in the Calendar of Due Dates.

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: Refrigerator

Corrective Action:

As corrective action, the SFA must begin using a temp log for refrigeration. This was corrected onsite. **No further response is required.**

Technical Assistance:

This was discussed on the day of review.