

**SNP Administrative Review Findings**

**Queen of Angels Catholic School (K415)**

*Program Year 2024*

**Queen of Angels Catholic School (K415)**

1600 W. State Blvd  
Fort Wayne, IN 46808-3197

**Food Service Contact**

Mrs. Kathy H Hazelet  
Cafeteria Manager  
(260) 483-8214  
cafemanager@queenofangelsschool.com  
FSMC: Classic Cafe

**Executive Contact**

Mr. Dennis G Wiegmann  
Principal  
(260) 483-8214  
dennis.wiegmann@queenofangelsschool.com

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2023

**Commendations**

- \* Kitchen surfaces, equipment, and cooler were well maintained and clean. Nice job cleaning tables and serving lines in between serving groups.
- \* Staff were willing to work with reviewers to immediately correct some issues when noted during the on-site review.
- \* Temperature logs were maintained.

**Technical Assistance**

- \* It is recommended that the staff include the link for all summer meal locations and not just those available by Ft. Wayne Community Schools.
- \* The meal benefit notification letter listed the Hearing Official as the only contact person. The person who approves the application should be listed along with their contact as the first person to reach out for assistance. The hearing official then should be listed as the person to contact if they do not agree with the approver's decision.
- \* It is recommended that all staff and volunteers working in the cafeteria review the Food Safety Plan Standard Operating Procedures (SOP) for the following items: Handwashing, Personnel Hygiene, Storing Chemicals, Cleaning and Sanitizing Food Contact Surfaces, Holding Hot and Cold Food, Serving Food, and Proper Utensils.

**Certification and Benefit Issuance - Queen of Angels Catholic School (K415)**

140. *Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates*

**Technical Assistance: Direct Certification – updates to Benefits Issuance documents not made accurately and/or timely upon receipt of DC updates**

Two students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPWeb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite on how to identify the new changes. The school food service director implemented the new changes on January 24, 2024, and provided the effective date documentation to the reviewer.

**Verification - Queen of Angels Catholic School (K415)**

207. *SFA completed verification and verified applications on file match FNS-742. Reviewer: Enter VSR for SBOA on Finding*

**Finding 9036: Verified applications on file do not match number reported on FNS-742.**

The SFA's response to question #200 of the Off-site Assessment Tool and the number of Verified applications reported on the FNS-742 are inconsistent with the number of Verified applications on file. The verification report listed student applications in section 4 and these students were DC students listed in section 3.

**Corrective Action:**

The SFA updated the report on-site. Staff members are to complete verification training in Moodle and copy of the Certificate emailed to the Field Specialist. The State Agency received documentation on 2/2/2024; therefore, if implemented as shown, no further action is required.

**Technical Assistance:**

The reviewer discussed with the administrative assistance the importance of completing training before working on the verification process.

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208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

**Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

**Corrective Action:**

The SFA is to write a Procedure on how verification process will be completed in the future. A copy of the procedure is to be emailed to the Field Specialist.

**Technical Assistance:**

The reviewer discussed with the office assistant and principal the importance of following verification procedures.

**Meal Counting & Claiming - Queen of Angels Catholic School (K415)**

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The pre-school meals are delivered to the classroom and meal counts are taken based on meals ordered.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool: A procedure is to be written on how pre-school meals will be recorded at the point of service. **Received corrective action on 2/27/2024, if implemented as shown, no further action is required.**

**Technical Assistance:**

Technical Assistance provided to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool: The reviewer discussed with the food service director, administrative assistant, business manager and principal that all meals are to be recorded at the point of service.

314. *SFA is following the approved SFA-SA agreement*

**Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.**

The SFA is not following their approved SFA-State agency Application, including the Point-of-Service procedures. Discrepancies between approved documentation and observations on site: The site information sheet did not indicate that pre-school meals are taken to the classroom.

**Corrective Action:**

The SFA updated the site information sheet while reviewer was on-site. Staff completing the site information sheet must ensure all serving methods are clearly communicated via the information sheet. **If implemented as discussed, no further action is required.**

**Technical Assistance:**

The reviewer discussed with the administrative assistant the importance of describing how meal service will be conducted and ensuring staff are always following that process.

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Resource Management Comprehensive Review - Queen of Angels Catholic School (K415)

757. Allowable Costs Test

**Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.**

The State Agency reviewed a sample representing 10% of expenses for the most recently completed program year. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: Snacks for the pre-school program totaling \$184.96.

**Corrective Action:**

**Provide a copy of written procedures outlining internal controls for all food service revenue and expenditures, including a process for acquiring approval for equipment purchases. The amount \$184.96 must be restored to the food service account. Additionally, the food service director must take the Institute of Child Nutrition (ICN) course on Financial Management found here: <https://theicn.org/icn-resources-a-z/financial-management-a-course-for-school-nutrition-directors/>.**

**Technical Assistance:**

The reviewer discussed with the Business Manager, Principal and Administrative Assistant that unallowable expenditures must be covered by non-federal funds.

General Program Compliance - Queen of Angels Catholic School (K415)

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

**Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually**

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained on the verification process.

**Corrective Action:**

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide written procedures for outlining training requirement to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training such as certificates, or agenda of topics covered with attendee names and signatures. **Reviewed received documentation 2/23/2024, if implemented as shown, no further action required.**

1400. The written food safety plan contains required elements, and a copy is available at each school

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: A correct list of staff and volunteers, and a list of equipment.

**Corrective Action:**

**The SFA is to update the Food Safety Plan and email the list of staff and volunteers as well as the equipment list to the Field Specialist.**

**Technical Assistance:**

The reviewer discussed with the food service director the importance of updating the food safety plan annually with the correct list of staff and volunteers. The staff and volunteers are to be trained on the Standard Operating Procedures found in the food safety plan.

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Cafeteria Manager  
(260) 483-8215

Month of Review: December 2023

Date of Onsite Review: January 24, 2024

Pre-School Meal Pattern - Queen of Angels Catholic School (A135)

1. SFA Name

**Finding 9000: Chocolate milk served to Pre-school students**

Unflavored milk (1% or fat-free) are the only milk varieties that may be offered to preschool students. Flavored milk is not permitted in the preschool meal pattern.

**Corrective Action:**

A procedure is to be put into place describing milk service for the pre-school students. **Reviewer received procedures on 2/26/2024, if implemented as shown, no further action is required.**

**Technical Assistance:**

The reviewer discussed with the food service director, administrative assistant, and principal that since preschool students receive meals that are not co-mingled with other grades, the preschool meal pattern must be followed. A copy of the preschool meal pattern was given to everyone. Further instruction may be found on our website at [https://docs.google.com/document/d/1OBoC3U2jmtePskh-\\_iZt5CmzTO0NQ29D8FBoC1blhgg/edit](https://docs.google.com/document/d/1OBoC3U2jmtePskh-_iZt5CmzTO0NQ29D8FBoC1blhgg/edit).

Meal Counting & Claiming - Queen of Angels Catholic School (A135)

317. Day of Review- meal counting system prevents overt identification and eligible students are not treated differently than other students

**Finding 9062: Overt identification of students receiving F/R benefits.**

As observed on the day of review, the meal counting system as implemented does not prevent overt identification of students receiving free and reduced-price benefits. Student benefit information is written on the roster and able to be seen by students.

**Corrective Action:**

As corrective action an updated benefit issuance roster containing adequate meal eligibility coding is to be provided to the Field Specialist. Corrections were made to the roster and uploaded into the review tool on 2/1/2024. **If implemented as shown, no further action is required.**

**Technical Assistance:**

The reviewer spoke with the food service director and assistant administrator about the need for required confidentiality of the meal benefit documents.

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

**Finding 9066: Inaccurate meal counts by eligibility category at the POS. \*Repeat Finding**

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. The meal counts were taken after students sat down to eat. They were not taken at the point-of-service. The pre-school meals were documented based on the meals ordered.

**Corrective Action:**

A procedure is to be written describing how meal counts will be taken at the point-of-service. **The State Agency received**

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the procedure on 2/26/2024; therefore, if implemented as shown, no further action is required.

**Technical Assistance:**

The reviewer discussed with the food service director, principal, and administrative assistant that all meals are to be recorded at the point-of-service.

323. Review Period- daily lunch counts by category do not exceed the number of attendance-adjusted eligible students by category

**Finding 9072: Meal counts exceeded number of attendances adjusted eligible students on 50% or more of the Review Period serving days.**

The number of free lunch counts reported by the school on 50% or more of the serving days in the review period exceeded the number of attendance-adjusted free, eligible students. It was determined that meals are pre-ordered for all students with a free benefit and this contributed to the excess attendance eligible students.

**Corrective Action:**

Procedure is to be put in place allowing all parents, regardless of a student's eligibility status, to order meals weekly.

**Reviewer received procedure on 2/26/2024, if implemented as shown, no further action is required.**

**Technical Assistance:**

The reviewer discussed with the principal, administrative assistant, and food service director that meals cannot be ordered for only students with free eligibility. Parents need to pre-order meals for their students regardless of their meal status.

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 SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category 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:**

The difference between the SFA Count and the State agency validated count, by category, has been corrected in CNPWeb. A procedure is to be developed to assist in calculating the correct meal counts. **Reviewer received procedure on 2/26/2024, if implemented as shown, no further action required.**

**Technical Assistance:**

The reviewer discussed with the administrative assistant, business manager and principal the problem with mathematical errors will likely continue if manually add up daily meal counts.