

SNP Administrative Review Findings**Saint Patrick School (K287)****Program Year 2019****Saint Patrick School (K287)**

449 S 19th ST
Terre Haute, IN 47803-2199

Food Service Contact

Mrs. Michelle R Smith
Cafeteria Director
(812) 232-2157

Executive Contact

Mrs. Patty Mauer
Principal
(812) 232-2157

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2019

Commendations

- * All certification determinations and benefit issuance assignments were correct.
- * Staff were friendly and eager to learn.

Verification - Saint Patrick School (K287)**206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?****Finding 9000: Other Finding**

The verification summary report was submitted after December 15th.

Corrective Action:

The SFA ensures the verification summary report will be submitted by the deadline each year. Additional response is not required.

Technical Assistance:

Verification requirements were reviewed with the foodservice assistant the day of review. The SFA is advised to mark deadlines on the calendar each year.

208. Confirmation Review – documentation on file, required procedures 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 will ensure the application(s) selected for verification are double-checked by the confirming official before starting the verification process. The double-check will be documented using the verification documentation box on the back of each verified application. No further action necessary.

Technical Assistance:

The verification process was reviewed with the foodservice assistant the day of review.

209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?**Finding 9000: Other Finding**

Tax records were used to verify income for household members who were not self-employed.

Corrective Action:

The SFA will use the correct income documentation going forward. Tax records will only be used to verify income for self-employment. The verifying official will also complete verification training. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Verification details can be found in the Eligibility Guidance Manual: https://fns-prod.azureedge.net/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf. The reviewer went over appropriate income documentation the day of review.

Resource Management Comprehensive Review - Saint Patrick School (K287)

SNP Administrative Review Findings**Saint Patrick School (K287)****Program Year 2019****767. Non-program Revenue and Food Cost Ratio****Finding 9000: Other Finding**

The SFA's revenue ratio was less than its food cost ratio.

Corrective Action:

The food service director will implement price increases for some a la carte items. The director will re-evaluate non-program food revenue using a five day reference period once new pricing is established to determine if increased prices are sufficient. An updated price list was provided. Additional response is not required.

Technical Assistance:

Non-program food pricing requirements were discussed the day of review. Ideas for correction were provided to the food service director.

General Program Compliance - Saint Patrick School (K287)**808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?****Finding 9008: Civil Rights 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 Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Incorrect non-discrimination statement used on parent letter.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The SFA will update program materials to ensure the most current non-discrimination statement is used on program materials. The sponsor agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: The most current statement can be found on the following website:
<https://www.doe.in.gov/nutrition/scn-civil-rights-requirements>.

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?**Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site:

- Policy does not address food and beverage marketing.
- Marketing is not compliant in school (vending machine with soft drink advertised.).
- Wellness committee does not include all required members.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: It is understood that the wellness policy is in the process of review; however, corrections are needed. As corrective action, the sponsor must provide a timeline for compliance.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Wellness policy requirements were discussed with the food service director and principal the day of review. Resources were also emailed (i.e., wellness checklist).

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?**Finding 9000: Other Finding**



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Technical Assistance:

The SFA is reminded of the requirement to notify households of the availability of free summer meals for children. An interactive map will be available May 2019. <https://www.doe.in.gov/nutrition/summer-food-service-program>



SNP Administrative Review Findings

Saint Patrick School (K287)

Program Year 2019

Saint Patrick School (D720)

449 S 19th ST
Terre Haute, IN 47803-2199

Food Service Contact

Mrs. Michelle R Smith
Cafeteria Director
(812) 232-2157

Month of Review: January 2019

Date of Onsite Review: February 21, 2019

Meal Counting & Claiming - Saint Patrick School (D720)

320. DOR - meal counts combined and recorded correctly? Enter Data.

Finding 9000: Other Finding

Technical Assistance:

Slow students down to allow for accurate counting of meals and a la carte items at the point of sale.