

SNP Administrative Review Findings**Seton Catholic Schools (K399)***Program Year 2023***Seton Catholic Schools (K399)**

233 S. 5th Street
Richmond, IN 47374-5411

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: January 2023

Commendations

- * The Field Specialist appreciated the immediate attention taken to prepare for the Administrative Review. The AR was scheduled for March, but preparation began directly after attending the Fall 2022 AR Training. Therefore, staff were extremely organized and prepared for their onsite Administrative Review. This allowed the onsite review to be completed in a timely manner. In addition, the food service director's goal is to fully learn the program requirements and to serve the students a variety of healthy meals that meet the requirements. Lastly, it cannot be overlooked that the kitchen was extremely clean.

Resource Management Comprehensive Review - Seton Catholic Schools (K399)*767. Nonprogram Revenue and Food Cost Ratio***Finding 9000: Nonprogram Foods Revenue**

The revenue ratio for nonprogram foods (a la carte sales) was found to be less than the food cost ratio of program to nonprogram foods.

Corrective Action:

Describe the steps your SFA has decided to take to sufficiently increase a la carte food prices.

Technical Assistance:

During the exit meeting this finding was thoroughly discussed.

General Program Compliance - Seton Catholic Schools (K399)*1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements***Finding: Charge Policy Requirements**

The charge policy did not have all the required information.

Corrective Action:

The National School Lunch Program (NSLP) requires school food authorities to show written administrative guidelines and procedures for meal charges. The specifics for the charge policy can be found on the state agency's "Charging Procedure Template" letter discussed during the onsite review. This letter can be found at the below link.

https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.in.gov%2Fdoe%2Ffiles%2Fcharging-procedure-template_0.docx&wdOrigin=BROWSELINK

Technical Assistance:

During the exit meeting this finding was discussed extensively along with the state agency's "Charging Procedure Template" letter which has the specific requirements.

SNP Administrative Review Findings

Seton Catholic Schools (K399)

Program Year 2023

Seton Elementary West Building
(D840)

233 S. 5th Street
Richmond, IN 47374-5411

Food Service Contact

Mrs. Cathy McDaniel
Cafe Manager
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Month of Review: January 2023

Date of Onsite Review: March 8, 2023

Meal Components & Quantities - Seton Elementary West Building (D840)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding: Offering Two Varieties of Milk

During the lunch service, the milk is placed on the student's tray. Therefore, the students at the end of the serving line are not always given the choice of at least two varieties of milk.

Corrective Action:

All students must always be offered at least two varieties of milk. Food servers must be trained in this requirement. Upload this training documentation (including what exactly was discussed, date of the training, and who attended) into the CNPweb review tool.

Technical Assistance:

The importance of offering at least two kinds of milk was discussed during the exit meeting.

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

Finding: Meal Pattern Requirements

The daily minimum amount of vegetable and meat/meat alternate were not served each day for the menu certification week. It is important that the menus are planned to meet all meal pattern daily and weekly requirements.

Corrective Action:

Grades K-8 are to receive at least 3/4 cup vegetable each and one ounce of meat/meat alternate daily for lunch. The weekly vegetable subgroups are: Dark Green 1/2 cup, Red/Orange 3/4 cup, Beans/Peas 1/2 cup, Starchy 1/2 cup, Other 1/2 cup and Additional 1 cup. Submit training documentation from IDOE Moodle that training has been completed by the menu planner on all the menu findings. The link to the IDOE Moodle website is found here: <https://moodle.doe.in.gov/>. Each person is encouraged to create their own username and password to access the School and Community Nutrition (SCN) training. After the training has been completed, then upload two weeks of lunch daily production records into the CNPweb review tool.

Technical Assistance:

While onsite, these findings were thoroughly discussed with the food service director.

General Program Compliance - Seton Elementary West Building (D840)

904. Corrective action in the general areas of review that are readily observable was required as a result of on-site monitoring

Finding: On-Site Monitoring Checklists

At the time of the onsite review, all three schools had not been monitored using the On-Site Monitoring Review form.

Corrective Action:

Every school year, prior to February 1, each School Food Authority (SFA) with more than one school must conduct no less than one on-site review of the meal counting and claiming system and 50% of schools operating the School Breakfast Program. Going forward, confirm this will always be completed each school year using the USDA On-Site Monitoring Review Checklist found at https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit.

Technical Assistance:

Completion of the On-Site Monitoring Checklist was discussed during the onsite review.

