

SNP Administrative Review Findings

St Barnabas School (K166)

Program Year 2022

St Barnabas School (K166)

8300 S Rahke Rd  
Indianapolis, IN 46217-4951

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2021

Commendations

- \* The variety of food items offered to students was outstanding. St. Barnabas is especially setting the bar for the number of fresh fruits and vegetables offered.
- \* Foodservice staff was cooperative, friendly, and eager to learn.

Technical Assistance

- \* As a reminder, fundraisers involving the sale of food to students for consumption during the school day are subject to Smart Snacks standards. The State Agency has provided an exception allowing non-compliant food items to be sold to students only two days per school year.
- \* The SFA is reminded that only leftover entrees sold a la carte are exempt from Smart Snacks Standards. Extra fruits and vegetables such as French fries are subject to Smart Snacks Standards.
- \* Many students walked through the point-of-service and had to be chased down to ensure their meal was reimbursable and counted for reimbursement. It is recommended to procure and use stanchions during meal service to ensure students stay in line until their meal is checked and counted. Additional support from another adult to help students stay in line would be helpful as well.
- \* The SFA is reminded to re-evaluate items sold to students for Smart Snacks compliance as product formulation for items often change. Many of the printouts from the Smart Snacks Calculator are nearly 7 years old.
- \* The SFA needs a new "And Justice for All Poster." To order a poster: [order.pdf \(in.gov\)](#)
- \* Students with negative balances should not be permitted to charge a la carte. Please send reminders to parents that extras should be purchased with cash in hand or deposited into the student account.

Resource Management Comprehensive Review - St Barnabas School (K166)

752. Limitation on Net Cash Resources

**Finding 9000: Non-profit foodservice account**

It could not be determined if the SFA's non-profit foodservice account balances were reported accurately as the 2020-2021 annual financial report has yet to be filed for comparison to the revenue and expenditure report from the SFA. Please note that payments for reimbursement claims are on hold as of January 18, 2022, and will remain so until the annual financial report is submitted to and approved by the State Agency.

**Corrective Action:**

As corrective action the SFA must submit the annual financial report and the supporting revenue and expenditure report for the SFA. Please also explain what internal controls the SFA has implemented to maintain effective oversight over federal funds and ensure charges to the nonprofit school food service are allowable.

**Technical Assistance:**

The SFA has been notified of the requirement.

774. Verification of Indirect Cost Documentation

**Finding 9139: Insufficient documentation for Indirect Cost billing.**

Documentation was not provided to support actual indirect costs charged to the school food service account. The calculation method was provided but proof of the transaction was not.

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**Corrective Action:**

As corrective action, documentation of the indirect cost transaction must be provided to the State Agency.

**Technical Assistance:**

The requirement was explained to the sponsor the day of review.

General Program Compliance - St Barnabas School (K166)

810. The USDA non-discrimination statement is on appropriate Program materials

**Finding 9000: Non-Discrimination Statement**

The non-discrimination statement was not included in the student handbook where school meal information was provided.

**Corrective Action:**

As corrective action the SFA will update the documents mentioned to include the non-discrimination statement. The SFA agrees to the corrective action as written. Additional response is not required.

**Technical Assistance:**

Non-discrimination statement requirements were discussed with the food service director the day of review.

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

**Finding 9000: Other Finding \*Repeat Finding**

The local school wellness policy has not been updated to reflect the most updated requirements per USDA regulations. The policy contains outdated language regarding nutritional guidelines for food and beverages sold to students and does not address food and beverage marketing. Since this issue is a repeat violation, corrective action must be submitted to the State Agency.

**Corrective Action:**

As corrective action the SFA must provide the State Agency with a timeline for the update of the school wellness policy. Once the wellness policy is updated it can be submitted to the reviewer as documentation.

**Technical Assistance:**

Technical assistance has been provided for the SFA with a reminder to update the wellness policy as soon as possible to ensure sufficient wellness standards are set for your students. Wellness policy resources can be found here: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

**Finding 9009: SFSP & SBP Outreach**

Summer Food Service Program (SFSP) outreach to households was not conducted and/or documented by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

**Corrective Action:**

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP & SBP Outreach procedures.

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Indianapolis, IN 46217-4951**Food Service Contact**Mrs. Jennifer M Barrett  
Cafe Manager  
(317) 881-7422

Month of Review: December 2021

Date of Onsite Review: January 26, 2022

**Meal Components & Quantities - St. Barnabas School (C295)***402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served***Finding 9000: Other Finding \*Repeat Finding**

On the day of review it was observed that the hot vegetable choice was only offered to students who selected one of the hot entrée choices. A starchy vegetable was not available on the vegetable bar to all students. It was only available to students selecting the baked potato bar as an entrée.

**Corrective Action:**

To meet the weekly vegetable subgroup requirement for the starchy vegetable, the hot vegetable choice must be offered to all students unless a different starchy vegetable will be offered to all students on the vegetable bar. As corrective action please explain how the vegetable subgroup requirements will be met for all students.

**Technical Assistance:**

It was suggested to cup up the hot vegetable (i.e., mashed potatoes) and keep it under the warmer near the chicken nugget meal. You could also offer 1/2 of a baked potato as a vegetable rather than part of an entrée.

*402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served***Finding 9000: Pre-K Meals \*Repeat Finding**

Pre-K students were plated smaller portions of some food items including the fruit; however, this was corrected prior to service.

**Corrective Action:**

Pre-K students must receive the same portions as K-8 students since the co-mingling flexibility is utilized. If smaller portions are given to pre-k students, the CACFP meal pattern must be followed including only offering unflavored milk to pre-k students. This is a repeat finding. As corrective action please explain how this will be corrected. Please also provide proof that foodservice staff have been trained on the meal pattern requirements for pre-K students when co-mingling occurs.

**Technical Assistance:**

The director was also provided technical assistance regarding the pre-k meal pattern with a reminder that the same portion must be provided to pre-k as kindergarteners when the waiver for co-mingling is used.

*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. Portion sizes for fruits and vegetables were insufficient in some instances as many were portioned less than a full 1/2 cup serving. Additionally, the entrée salad offered daily contained only one grain serving.

**Corrective Action:**

Although students can access numerous vegetable and fruit choices on the fruit and vegetable bar, many only choose to take one serving. It is a best practice to portion all fruits and vegetables in half-cup portions to ensure meals are reimbursable under OVS rules when only one fruit or vegetable is selected. The director has discussed this situation with staff and going forward all fruits and vegetables will be portioned in half-cup portions. Additional response is not required.

**SNP Administrative Review Findings****St Barnabas School (K166)****Program Year 2022****Technical Assistance:**

The school was advised and given the opportunity to correct the insufficient quantity of fruit and vegetable meal components before the meal service started.

*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. \*Repeat Finding**

The weekly requirement for meat/meat alternate was not met. Some products used (i.e., tortellini) did not have a product formulation statement to establish component crediting and therefore could not be counted toward the meal pattern.

**Corrective Action:**

USDA is providing flexibility to assist with product shortages during the public health emergency. However, if such items are normally planned the SFA must work toward obtaining crediting information or switch to a different product that does offer crediting information. As corrective action please explain how the weekly meat minimum will be met for this menu.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. Please note that all documents provided were vendor specification sheets and not documentation for crediting. Acceptable crediting documentation for meat alternate products are a product formulation statement or a Child Nutrition Label. More tips on evaluating labels can be found here:

[https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE\\_6cGIVxdo9bQ3QTWQ--K07ReFk/edit](https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGIVxdo9bQ3QTWQ--K07ReFk/edit). The reviewer was able to confirm crediting for some items based on the item number. The example of the documentation was shared with the director.

**General Program Compliance - St. Barnabas School (C295)***1404. A copy of the written food safety plan is site-specific and available on-site***Finding 9000: Food Safety Plan**

The food safety plan was provided to the reviewer, but a copy was not accessible to kitchen staff. Additionally, the plan did not contain standard operating procedures applicable to the operation of the school foodservice program.

**Corrective Action:**

As corrective action the SFA must complete the school food safety plan by adding the applicable standard operating procedures. A copy of the completed plan must then be accessible to kitchen staff for reference. Please also provide a copy of the completed plan as corrective action.

**Technical Assistance:**

The link to the ICN standard operating procedures for school food safety plans was provided to the director the day of review.