

SNP Administrative Review Findings

St Benedict Cathedral School (K277)

Program Year 2023

St Benedict Cathedral School (K277)

530 South Harlan Avenue  
Evansville, IN 47714-1572

Food Service Contact

Mrs. Chrissy Creech  
Food Service Director  
(812) 425-3369  
ccreech@evdio.org

Executive Contact

Kari Ford  
Principal  
(812) 425-4596  
kford@evdio.org

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2022

Commendations

- \* The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. The staff was very professional and conscientious about meeting the School Nutrition Program Requirements.

Certification and Benefit Issuance - St Benedict Cathedral School (K277)

123. Onsite observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Internal Controls and Safeguards

An employee submitted a free and reduced application which was processed in the software system. The person who processed the application used the login access of the person who applied. If an employee is working in the POS, they should always be logged in under their account access, not someone else. This added internal control allows the SFA to see who is completing different processes in the system.

126. Certification: selected applications correctly approved

Finding 9901: Selected applications correctly approved

Multiple applications were certified incorrectly or utilized incomplete information. Since the error rate did not exceed 3%, the State Agency has flexibility to not assess fiscal action at the SFA and site level.

- One application had one income frequency that was reported but was not included in the calculation, resulting in the application being paid instead of reduced.
- Two applications were processed that were missing household members resulting in free instead of reduced.

Corrective Action:

During the onsite review, the sponsor sent adverse letters to households after discussing application changes with the households verbally. The food service director will have an additional employee verify that the applications have been determined correctly before benefit issuance. The reviewer confirmed that both employees have recently completed free and reduced process training through Moodle. Therefore, additional corrective action is not required.

129. Household notification of eligibility is consistent with Off-Site Assessment responses

Technical Assistance- Reduced Income Notification Letters

The notification letter for households approved for reduced meals includes denial reasons misleading that benefits might be denied. During the onsite review, the reviewer provided technical assistance to the food service director on notification letters.

Verification - St Benedict Cathedral School (K277)

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

Finding 9037: Confirmation review not conducted as required.

There was no documentation demonstrating that a confirmation review was on file at the SFA.

Corrective Action:

The application was reviewed during the onsite review and was initially determined to be approved correctly. Additionally, the reviewer verified that another food service employee had been trained in the free and reduced process that will serve as the confirmation review official moving forward. The school will use the "office use" section on the free and reduced application to document the confirmation review has been completed. Therefore, additional corrective action is not required.

**SNP Administrative Review Findings****St Benedict Cathedral School (K277)****Program Year 2023****Resource Management - St Benedict Cathedral School (K277)**

704. SFA have any financial findings on previous reviews?

**Resource Management Follow-up from Prior AR**

The reviewer validated the restoration required from the prior Administrative Review. It was determined that the restoration had an overpayment of \$60,150.65. However, in the review of the financial reports, it was determined the ending balance was short by \$6,188.92. The principal and parish accountant reviewed the spreadsheets used by the reviewer and agreed with the revenues and expenses recorded. Then, the principal updated the past three AFRs submitted to the IDOE with accurate figures. The resource management specialist approved all revisions on January 18, 2023.

Additionally, the reviewer discussed the following with the principal, food service director, and parish accountant:

- Documentation of the separate transfers was provided for the balance difference and restoration overpayment to the reviewer.
- A prepaid account will need to be created because revenue cannot be counted until it is spent by the student/adult for Child Nutrition programs.
- Clear procedures must be developed and written to document all revenue and expenses for the cafeteria.

**Resource Management Comprehensive Review - St Benedict Cathedral School (K277)**

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

**Technical Assistance- Nonprogram Revenue**

During the onsite review, the reviewer provided a nonprogram revenue interactive tool to help the sponsor accurately determine the revenue/cost ratio. Once the new tool was completed, it was determined the review/cost ratio was sufficient.

**General Program Compliance - St Benedict Cathedral School (K277)**

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

**Technical Assistance- Nutritional Guidelines for All Food and Beverages Sold**

After a review of the local school wellness policy, it was determined the language is outdated for Smart Snacks High School 9-12. The sponsor does not have 9-12 grade, so an option to customize the template only to include grades apply. Additionally, the link for Smarter Lunchroom techniques is broken. The administrator of school support operations has initialized an update for the LSWP for schools to adopt.

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

**Finding 9000: Professional Standards Tracking**

At the time of the review, the tracking for professional standards was not completed.

**Corrective Action:**

During the onsite review, the reviewer assisted the food service director in tracking professional standard hours using the IDOE professional standards tool using the supporting documentation certificates, sign-in sheets, and completed training agendas. The food service director will complete the IDOE professional standards tool in the future. Therefore, additional corrective action is not required.

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

**Technical Assistance- Food Safety Plan Review**

The current food safety plan is detailed and well laid out. The food service director should review the food safety plan annually or as changes occur within the food service operation. The last update was in 2019.

**SNP Administrative Review Findings**

**St Benedict Cathedral School (K277)**

**Program Year 2023**

**St. Benedict Cathedral School (D590)**

530 South Harlan Avenue  
Evansville, IN 47714-1572

**Food Service Contact**

Chrissy Creech  
Cafeteria Manager  
(812) 499-1668

Month of Review: December 2022

Date of Onsite Review: January 18, 2023

**Dietary Specifications - St. Benedict Cathedral School (D590)**

*603. Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

**Technical Assistance- Standardized Recipes**

The food service director has not implemented the use of standardized recipes. Instead, the FSD weighs out each item daily to determine accurate yield for menu contribution. While double-checking yields is essential, the FSD has cycle menus in place. The current method causes extra work each time the cycle repeats without using a verified, standardized recipe. A standardized recipe is a recipe that has been tested for use in a specific kitchen to ensure that it will produce the same yield, serving size, and number of servings every time the recipe is followed as written. Every item on the menu with two ingredients or more needs a recipe, and every recipe needs to be standardized.

**General Program Compliance - St. Benedict Cathedral School (D590)**

*1105. Foods and beverages sold to students during the school day meet Smart Snacks standards*

**Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards. \*Repeat Finding**

Some foods and beverages sold to students during the school day, including a la carte foods and beverages sold during meal services, do not meet Smart Snacks standards.

- Several chips offered on the day of the review were not compliant with smart snacks.

**Corrective Action:**

The food service director will verify each item sold as an extra item (a la carte) using the current nutrition food labels and smart snack calculator. All items that are not compliant will be discontinued as an option to be purchased. Furthermore, the FSD has contacted the vendor to ensure that product substitutions do not occur with smart snack-related items. Additionally, the FSD has trained the food service employees to review items during delivery to verify that only smart snack items related to a la carte have been received. Therefore, additional corrective action is not required.

*1409. Onsite or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for handling, storing, and distributing purchased and donated foods are safeguarded against theft, spoilage, and other losses. On the day of review, food was directly stored under ice buildup on pipes, leading to debris contaminating food.

**Corrective Action:**

Proper food safety handling procedures must occur. The food service director immediately reported the freezer ice buildup to the onsite maintenance staff. They removed the ice buildup, inspected the food for use, and placed a pan to catch all the dripping. In addition, the FSD has started the process of replacing the freezer due to multiple breakdowns in the past couple of years requiring additional repairs. Therefore, additional corrective action is not required.