

SNP Administrative Review Findings**St James School (K076)***Program Year 2022***St James School (K076)**12394 S 40 W
Haubstadt, IN 47639-8718**Food Service Contact**Mrs. Tamrun Sokeland
Cook/Manager
(812) 867-2661
tsokeland@evdio.org**Executive Contact**Mrs. Angie Johnson
Principal
(812) 867-2661
ajohnson@evdio.org

No. of Sites / Reviewed: 1 / 1

Month of Review: April 2022

Commendations

- * The cafeteria manager, principal, and parish bookkeeper did a great job organizing and preparing for the Administrative Review. In addition, they were available to learn throughout the process while the review was being conducted. This allowed the review to be completed quickly.
- * The food service staff goes the extra mile to produce presentations by arranging items in a bright, colorful display or adding garnishes. Additionally, the staff involves students in activities throughout the year where they can create a meal option that meets meal pattern requirements.

Resource Management Comprehensive Review - St James School (K076)*750. Year-End Available Balance***Finding 9000: Annual Financial Reporting**

After reviewing the documentation of revenue and expenses for the nonprofit food service account, it was noted the beginning balance, income, and expenses were misreported. This resulted in the ending balance being less than submitted on the Annual Financial Report. The SFA does not track or separate pre-paid funds within the NPFSA.

Corrective Action:

Income for sales to children and adults can be complex. Only at the time of the daily purchase can it be determined which program receives the income. Consequently, it is considered income only at the time of the purchase. The cafeteria manager revised the Annual Financial Report submitted for the program year 2021 using the corrected amounts for income, expenses, and year-end balances. In addition, the SFA is creating a sub-category in the line budget to help track the pre-paid dollars. Therefore, additional corrective action is not required.

General Program Compliance - St James School (K076)*810. The USDA non-discrimination statement is on appropriate Program materials***Finding 9000: Non-Discrimination Statement**

At the time of the review, the SFA did not have the full non-discrimination statement on the school website. A USDA required non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, websites, education, or distribution that mention USDA programs.

Corrective Action:

The principal had the full non-discrimination statement added to the school website and notified the reviewer on June 2, 2022. The reviewer was able to verify the addition of the NDS on the school website. Therefore, additional corrective action is not needed.

SNP Administrative Review Findings

St James School (K076)

Program Year 2022

St. James School (B120)

12394 S 40 W
Haubstadt, IN 47639-8718

Food Service Contact

Mrs. Tamrun Sokeland
Manager
(812) 867-2661

Month of Review: April 2022

Date of Onsite Review: May 10, 2022

General Program Compliance - St. James School (B120)

1409. On-site 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 appropriately safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor. Boxes were stored directly on the floor in the freezer.

Corrective Action:

At the time of the review, the cafeteria manager reorganized the freezer to add pallets to the bottom of the floor to ensure no boxes could be stored on the floor. Therefore, additional corrective action is not required.