

SNP Administrative Review Findings

St John the Baptist School (K334)

Program Year 2022

St John the Baptist School (K334)

204 Rufus St
New Haven, IN 46774-1251

Food Service Contact

Mrs. Kelly Mouch
Lunch Coordinator
(260) 493-4553

Executive Contact

Mr. Justin Pranger
Principal
(260) 749-9903

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

Commendations

- * Food Service Director has worked diligently to complete all the required training in her first year of employment as Food Service Director.
- * Food Service Director and Business Manager have worked on finding where problems have occurred with previous Annual Financial Reports to accurately reflect what is happening with the Food Service Account.
- * The kitchen and storage areas were clean and organized.

Resource Management Comprehensive Review - St John the Baptist School (K334)

750. Year End Available Balance

Finding 9000: Fund balance not accurately recorded

The beginning and ending balances on the Annual Financial Report do not match the balance sheet financials from the school. It was determined that past procedures by previous business manager included posting all food service balances in the church/school account and starting with a zero balance at the beginning of the year.

Corrective Action:

The Business Manager and Food Service Director are to investigate the past AFR reports from 2017-2021 to determine the correct beginning and ending balances. The corrections are to be made with the assistance of the IDOE School Nutrition Finance Team. Procedures are to be written describing how food service account will be recorded at the end of the year.

Technical Assistance:

Discussed with Food Service Director and Business Manager the importance of accurately reporting fund balance information on the Annual Financial Report.

765. Adult Meals

Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.

Breakfasts and lunches served to teachers, administrators, custodians, and other adults are not priced so that the adult payment in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the meals. The overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) used in the preparation of the meals.

Corrective Action:

The adult meal price must cover the free reimbursement rate plus USDA commodity rates received for the students. The adult meal price is to be raised to a minimum of \$4.60. An email was sent to all staff members notifying them of the price change. This will resolve the pricing issues; however, the food service fund cannot support adult meals that were served at the lower price. Therefore, the total number of adult meals served to date must be calculated and the difference in what was charged (\$3.85) and what should have been charged (\$4.60) must be restored to the food service account using non-federal funds. Provide the number of adult meals served for this school year but charged the lower price and multiply that number times \$0.75 to get the amount of money that must be deposited into the food service account. Provide documentation showing that the deposit was made and how the difference was funded.

Technical Assistance:

Discussed with Food Service Director and Business Manager that the adult meal cost must be higher than what is being received for the free student meals. Please ensure that all of the correspondence sent from our office through the Weekly Update and emails from field staff are read thoroughly to ensure ongoing compliance is maintained.

SNP Administrative Review Findings

St John the Baptist School (K334)

Program Year 2022

St John the Baptist School (A355)

204 Rufus St
New Haven, IN 46774-1251

Food Service Contact

Mrs. Kelly Mouch
Director
(260) 493-4553

Month of Review: November 2021

Date of Onsite Review: December 7, 2021

Meal Counting & Claiming - St John the Baptist School (A355)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Technical Assistance:

Discussed with Food Service Director that the meals served to the Pre-school students are to be recorded at point of service. Currently the count is taken from the pre-order sheet. An updated procedure was completed on day of review.

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State Agency's validated meal counts by category for the school for the Review Period. The problem is considered non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results. Inaccurate addition of numbers transferred to claim.

Corrective Action:

Five meals were overclaimed due to an addition error. A new internal control procedure has been developed and implemented with two persons adding up the meal counts. If the corrective action is implemented as submitted, no further action is necessary. Since the fiscal action because of mathematical errors is less than \$600, the fiscal action will be waived.

Technical Assistance:

Discussed with the Food Service Director and Business Manager the importance of two persons adding up the meal counts to determine if they are accurate.

Meal Components & Quantities - St John the Baptist School (A355)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period November 1-5, 2021, recipes were not accurately written and up to date crediting documentation was not available.

Corrective Action:

Recipes are to be updated to include all of the required components and copies of the spaghetti, sloppy joe and nacho recipes emailed to the Field Specialist. Food Service Director and full time kitchen staff need to complete the Standardized Recipe course in InTeam. Confirmation of completion is to be emailed to Field Specialist.

Technical Assistance:

Discussed with Food Service Director the importance of having a standardized recipe.