

SNP Administrative Review Findings

St John the Baptist School (K293)

Program Year 2023

**St John the Baptist School (K293)**

725 Frame Road  
Newburgh, IN 47630-1604

**Food Service Contact**

Mrs. Melissa Brown  
Cafeteria Manager  
(812) 490-2000  
mbrown@evdio.org

**Executive Contact**

Mrs. Elizabeth Flatt  
Principal  
(812) 490-2000  
eflatt@evdio.org

No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2023

**Commendations**

- \* The kitchen was extremely clean.
- \* The staff was friendly and eager to learn.
- \* The review documents were well organized.

**Technical Assistance**

- \* While the Administrative Review for School Nutrition programs has been conducted, the 2022 Annual Financial Report will be reviewed and approved separately. This report could be amended if corrective action is required for the AFR.

**Verification - St John the Baptist School (K293)**

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

**Technical Assistance- Documentation of Verification Efforts**

The school does not document the confirmation review or verification efforts but retains supporting information to support verification occurred. During the onsite review, the determining and confirmation review officials completed the "office use section" for verification to include all signatures, dates, and results to show the process was completed fully.

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

**Finding 9042: Selected applications not verified correctly.**

Based on the verified applications selected for review, one application's post-verification determination was incorrect based on income statements. One application did not include gross pay totals. The determining official decreased amount based on expected work weeks instead of actual work week hours, then converted to annual figures. This method does not have documentation to support the changes in gross income.

**Corrective Action:**

For corrective action, the SFA must contact the household for additional income statements to determine the bi-weekly gross pay. Once the documentation is received, the SFA should send a results letter and make any necessary changes to the verification summary report. Additionally, all follow-up information should be provided to the reviewer.

**Resource Management - St John the Baptist School (K293)**

705. *Does SFA have internal controls to ensure only allowable costs are charged?*

**Finding 9000: Internal Controls/Separation of Duties**

Each step in the cash flow (at the school level) from receipt to deposit did not have a clear separation of duty. The cafeteria manager accepting and inputting cash into student accounts also closes the point-of-sale without another person verifying. This provides a potential opportunity for theft.

**Corrective Action:**

The school has developed a log sheet for cafeteria lunch payments from households. The school office will record student payments on the log sheet and then send payments with the log sheet to the cafeteria manager. The cafeteria manager will verify recorded payments taken from the front office and enter them into the POS. Finally, the payments will be sent to the parish office for deposits and posting to the cafeteria account. Therefore, additional corrective action is not required.

**Technical Assistance:**

It was recommended to request from households that lunch money is provided in a sealed envelope and labeled with the student name amount. A receipt to the household would also be a best practice.

**SNP Administrative Review Findings**  
*Program Year 2023*

**St John the Baptist School (K293)**

**Resource Management Comprehensive Review - St John the Baptist School (K293)**

*766. Assessing Compliance with the Non-program Foods Revenue/Cost Ratio*

**Finding 9000: Assessment of Non-Program Revenue/Cost Ratio**

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

**Corrective Action:**

The SFA must assess compliance with the revenue from non-program foods. For corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program revenue tool with documentation to support the figures used.

**Technical Assistance:**

The reviewer provided the food service director with the USDA memo SP20-2016 explaining the reference period with a 5-day revenue tool.

**General Program Compliance - St John the Baptist School (K293)**

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

**Finding 9000: Documentation of Civil Rights Training**

Documentation of the completed Civil Rights training for non-food service employees was unavailable during the review.

**Corrective Action:**

The cafeteria manager completed Civil Rights training with volunteers. Furthermore, the cafeteria manager provided documentation of the completed training to the reviewer on April 17, 2023. Therefore, additional corrective action is not required.

**Technical Assistance:**

As a reminder, Civil Rights should be completed annually with all staff and volunteers with direct access to the students during meal service.

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

**Technical Assistance- Non-Discrimination Statement**

The non-discrimination statement found in the handbook on the school website was outdated. During the site review, the reviewer provided the principal with the NDS that can be linked in the handbook and school website.

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

**Technical Assistance- Assessment of the Local School Wellness Policy**

As a reminder, the triennial assessment must be completed every three years. This needs to be done by the end of June 2023. Available resources to complete the assessment can be found at <https://www.in.gov/doi/nutrition/wellness-policies/>.

**SNP Administrative Review Findings**

**St John the Baptist School (K293)**

*Program Year 2023*

**Saint John the Baptist School (D815)**

725 Frame Road  
Newburgh, IN 47630-1604

**Food Service Contact**

Mrs. Melissa Brown  
Cafeteria Manager  
(812) 490-2000

Month of Review: March 2023

Date of Onsite Review: April 11, 2023

**Meal Counting & Claiming - Saint John the Baptist School (D815)**

324. *Review Period- there were no questionable patterns in the reported meal counts by category*

**Technical Assistance- Preschool Meal Counting**

During the site review, it was observed that the cafeteria manager is entering meal counts for preschool in multiple places not to overcharge the household since meals are included as part of the school tuition. The reviewer provided technical assistance about setting up a reimbursable student meal with a price of \$0.00 for the meal count to be directly recorded into the POS and eliminate the additional manual figures to determine claim reimbursement. The cafeteria manager will continue to send the preschool a monthly invoice for the number of meals served to preschool students. The cafeteria manager implemented this during the review and tested the procedure for accuracy, eliminating double work.

**Meal Components & Quantities - Saint John the Baptist School (D815)**

400. *Day of Review- all required meal components were available to all students during the entire meal service*

**Finding 9000: Cheese Crediting**

The cheese sauce prepared for the day was considered non-creditable according to FNS guidelines for the meat/meat alternative component.

**Corrective Action:**

The cafeteria manager planned a liquid cheese sauce that was CN-labeled, but the vendor provided a substitute that was not creditable. The cafeteria manager added string cheese with the menu option to ensure M/MA was offered. Therefore, additional corrective action is not required.

**Technical Assistance:**

During other onsite, the reviewer provided technical assistance regarding crediting different cheese items. Additionally, the reviewer provided a resource to help scale the used recipes.

500. *Day of Review- Offer vs. Serve was properly implemented*

**Finding 9078: The school is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, the school did not clearly understand OVS and its requirements.

**Corrective Action:**

For corrective action, the school must complete Offer vs. Serve training. Please submit documentation of the completed training.

**Dietary Specifications - Saint John the Baptist School (D815)**

603. *Technical assistance: Standardized Recipes*

**Technical Assistance- Standardized Recipes**

The cafeteria manager has not implemented the use of standardized recipes fully. Instead, the staff figures portions for each item daily to determine accurate yield for menu contribution. While double-checking yields is essential, the current method causes extra work each time the menu item 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 the number of servings every time the recipe is followed as written. Every item on the menu with two ingredients or more need a recipe, and every recipe needs to be standardized.

**SNP Administrative Review Findings**  
*Program Year 2023***St John the Baptist School (K293)****General Program Compliance - Saint John the Baptist School (D815)***1409. Onsite or off-site storage violations were observed***Finding 9000: Storage violations were observed.**

Expired food was observed in the walk-in refrigerator, which included grapes.

**Corrective Action:**

The SFA must ensure that all its facilities for the handling, storing, and distributing of purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. The cafeteria manager immediately discarded the product and agreed to train food service staff on FIFO principles. Therefore, additional corrective action is not required.

*1411. Review of agricultural food components indicates violations of the Buy American provision***Technical Assistance- Buy American Provision violations**

Three products (Mexico and Chile) violated the Buy American Provision at St John the Baptist School, and supporting documentation was not available to support the non-domestic products at the time of the review. The State Agency recognizes that many food products are difficult to acquire currently; however, please remember that federal tax dollars are used to purchase these products. Please make every effort to purchase products that are from the United States. Here is a resource that can help determine seasonal produce in the USA. <https://snaped.fns.usda.gov/seasonal-produce-guide>.