

**SNP Administrative Review Findings**

**St Joseph-Hessen Cassel School (K023)**

*Program Year 2022*

**St Joseph-Hessen Cassel School (K023)**

11521 Old US 27 South  
Fort Wayne, IN 46816-3415

**Food Service Contact**

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**Executive Contact**

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

**Resource Management Comprehensive Review - St Joseph-Hessen Cassel School (K023)**

*767. Nonprogram Revenue and Food Cost Ratio*

**Finding 9000: Non-Program Food Cost Ratio above Food Revenue.**

It was determined that the ratio of Nonprogram food cost was higher than the nonprogram food revenue.

**Corrective Action:**

Staff are increasing the cost of a la carte food items to cover the difference in the nonprogram food cost ratio to nonprogram food revenue. A copy of the increased pricing and letter to families notifying them of the increase are to be emailed to the Field Specialist.

**Technical Assistance:**

Reviewer discussed with Food Service Director, Bookkeeper and Principal that the cost of a la carte food items will determine how much increase the selling price will need to be to ensure that the nonprogram food cost ratio is lower than the nonprogram food revenue.

**General Program Compliance - St Joseph-Hessen Cassel School (K023)**

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

**Technical Assistance: Notifying students of summer feeding sites**

Reviewer discussed with Food Service Director, Bookkeeper and Principal the importance of notifying families where they can receive summer meals. It was noted that the State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP sites.

**SNP Administrative Review Findings**

**St Joseph-Hessen Cassel School (K023)**

*Program Year 2022*

**St. Joseph Hessen Cassel School  
(A350)**

11521 Old US 27 South  
Fort Wayne, IN 46816-3415

**Food Service Contact**

Mrs. Tammy Bradtmueller  
Food Services Director  
(260) 639-3580

Month of Review: January 2022

Date of Onsite Review: February 3, 2022

**Other Federal Programs - St. Joseph Hessen Cassel School (A350)**

*6. Day of review Menu, Meal Patterns, Production records.*

**Finding 9225: Production records are not completed daily and maintained for a minimum of 3 years.**

Production records were not accurately being kept for the program.

**Corrective Action:**

A new form was developed, and staff started using while on site observation was taking place. No further action required.

**Technical Assistance:**

Reviewer discussed with Food Service Director and bookkeeper the importance of accurately filling out the production record.

*1700. ASSP – areas identified requiring TA, CA?*

**Technical Assistance – After School Snack Program**

Reviewer discussed with Food Service Director, After School Coordinator, and Bookkeeper that they may want to have a share table available for the students who do not want both snack items and they may not claim the snack if the child only takes one item. The After School Program will need to refund the cost of the individual item to the food service account. Reviewer recommended having an ice chest to put the unused cold food.

**Meal Counting & Claiming - St. Joseph Hessen Cassel School (A350)**

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

**Technical Assistance on meal counting**

Reviewer discussed with Food Service Director, Bookkeeper and Principal that students need to stop and be sure they are accurately counted before leaving the serving line area.

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

**Finding 9000: Extra milk for free students recorded as free.**

Extra milk was served to two students without receiving income for the milk.

**Corrective Action:**

Funds from the emergency account was used to pay for the extra milk served to students receiving free benefits. The total is \$35.70, we had a credit from donations in the amount of \$81.70 to pay for this amount. So, it has been reconciled. We will use the remaining donation of \$46.00 to continue to pay for the milks for the free students and make the adjustment next year. No Further Action required.

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**Program Year 2022**

**Technical Assistance:**

Reviewer discussed with Food Service Director, Bookkeeper and Principal that only a complete meal may be recorded as free. An extra portion of the meal such as milk must be purchased by the student or cost covered by non-program funds.

**Meal Components & Quantities - St. Joseph Hessen Cassel School (A350)**

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

**Technical Assistance: Forecasting enough servings for meal service.**

The reviewer discussed with Food Service Director the importance of predicting the number of children left to serve to allow for preparing more food.

*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.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

At lunch, the cold peanut butter and jelly option contained only 1.5 oz. meat/meat alternate per day, while meeting the daily requirement, this was insufficient to meet the weekly requirement of 9 oz. per week.

**Corrective Action:**

The Food Service Director chose to add either a yogurt or cheese stick choice with the sandwich to meet the weekly requirement. Additional response is not required as sufficient corrections were made.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. Reviewer discussed with the Food Service Director that all second entree choices need to meet the weekly requirements of grain and meat/meat alternate.