

**SNP Administrative Review Findings**

**Saint Joseph School (K278)**

**Program Year 2019**

**Saint Joseph School (K278)**

6130 W St Joseph Road  
Evansville, IN 47720-7835

**Food Service Contact**

Mrs. Keri Hartz  
Cafeteria Manager  
(812) 963-3335

**Executive Contact**

Mr. Nathan Winstead  
Principal  
(812) 963-3335

No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2019

**Commendations**

- \* The foodservice was friendly, eager to learn, and open to suggestions. The students really enjoy the staff as well.

**Certification and Benefit Issuance - Saint Joseph School (K278)**

*129. Household notification consistent with Off-site Assessment responses?*

**Finding 9000: Household Notification Letters**

The SFA used the direct certification notification of eligibility letter for households approved for free or reduced benefits for income application notification.

**Corrective Action:**

The SFA will use the different notification letters depending on how the household has qualified for free or reduced benefits that are posted on the IDOE SCN website. No further action required.

**Technical Assistance:**

The Reviewer provided on-site technical assistance as to which notification letters to use depending the determination of benefits and where they are located on the IDOE SCN website.

*133. Direct Certifications correctly certified?*

**Finding 9024: Some students directly certified for free meals were not certified correctly.**

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly. One student received direct certification (free) benefits without documentation on file.

**Corrective Action:**

At the time of the on-site review, the SFA had an application on file that qualified the household for reduced benefits for the current program year. The SFA sent the household an adverse action letter to decrease benefits. No further action required.

**Technical Assistance:**

During the on-site review, the Reviewer explained the direct certification download file including what column shows the benefit to extend for free or reduced.

*134. Direct Certification matches performed according to required timeframes?*

**Finding 9025: The SFA does not perform direct certification matches with the State agency according to regulations.**

Direct Certification was not run prior to the start of school. Direct Certification should be completed three times a year: before school starts, last week of September-first week of October, and last week of January. It is highly recommended to complete this monthly.

**Corrective Action:**

The SFA will use the calendar of due dates to adhere to all deadlines. Direct Certification will be pulled in the month of July before registration. No further action required.

**Verification - Saint Joseph School (K278)**

*209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?*

**SNP Administrative Review Findings****Saint Joseph School (K278)****Program Year 2019****Finding 9000: Verification of Income Sources**

Verification should occur on each income source reported on a selected application. When verification was completed, not all income sources were verified.

**Corrective Action:**

At the time of the review, the verifying official contacted the household and obtained the required documents to validate the income source. This validation did not result in a change of benefits. The verifying official will validate all income sources in the future. No further action required.

**Resource Management Comprehensive Review - Saint Joseph School (K278)***766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio***Finding 9000: Assessment of Non-Program Foods**

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

**Corrective Action:**

The nonprogram foods data will need to be reassessed using a five-day reference period that is outlined in FNS Policy Memo SP 20-2016. Please submit a copy of the Non-Program Revenue tool and documentation to support the figures reported.

*770. Correct Rate/Base Calculation***Finding 9133: SFA did not apply the correct indirect cost rate for the appropriate year.**

The Indirect Cost Rate does not match the rate calculated by the IDOE School Finance division which is 10%. Also the Indirect Costs are too high. They cannot be higher than (Total Expenses - (Food + Equipment)) \* the approved Indirect Cost Rate which comes to \$4,287.54. When the SFA submitted the AFR, indirect costs were reported under the labor and miscellaneous sections as a direct expense.

**Corrective Action:**

The SFA will need to revise the AFR for the labor, miscellaneous, and indirect costs sections. The SFA will need to make sure that all years going forward is only charging 10% in indirect costs. Please provide documentation the amount of \$1,257.06 has been restored to the nonprofit foodservice account using a non-federal source.

**Technical Assistance:**

Indirect costs should be reported on the AFR under the indirect costs section. These costs should not be broken out into the labor and miscellaneous sections. The only figures that should be reported in the labor and miscellaneous section is when it is a direct expense.

**General Program Compliance - Saint Joseph School (K278)***810. Non-discrimination on appropriate Program materials?***Finding 9000: Non-Discrimination Statement \*Repeat Finding**

The non-discrimination statement on some program materials is incorrect. Also, the USDA full non-discrimination statement is not on the school website. A USDA required nondiscrimination 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, education, or distribution that mention USDA programs.

**Corrective Action:**

Please update all program materials to the most recent non-discrimination statement. In addition, please post the full non-discrimination statement on the school website. Please provide the web address once the school website has been updated.

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***Finding 9000: Technical Assistance- Assessment of the Local School Wellness Policy****Technical Assistance:**

The Local School Wellness Policy has not been assessed since the implementation. This policy should be assessed by the

**SNP Administrative Review Findings****Saint Joseph School (K278)*****Program Year 2019***

end of program year 2020. Once the assessment has been completed, it should be made available to the public. How the assessment is made available is at local discretion.

*1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

**Technical Assistance- SFSP Outreach****Technical Assistance:**

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the SFSP. Please visit <https://www.doe.in.gov/nutrition/summer-food-service-program> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability.

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*Program Year 2019*

**St. Joseph School (D605)**

6130 W St Joseph Road  
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**Food Service Contact**

Mrs. Keri Hartz  
Cafeteria Manager  
(812) 963-3335

Month of Review: March 2019

Date of Onsite Review: April 17, 2019

**Meal Components & Quantities - St. Joseph School (D605)**

403. *DOR - two varieties of milk available, allowable substitutions? Enter data.*

**Finding 9054: Milk substitutions on Day of Review not allowable.**

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. The Silk brand vanilla soymilk on hand does not meet the nutritional requirements for a milk substitute.

**Corrective Action:**

Please explain how milk substitutions will be handled and what is available as a substitute to milk.

**Technical Assistance:**

The reviewer provided training on-site about approved milk substitute and included the milk fact sheet with the milk substitute chart. <https://www.doe.in.gov/sites/default/files/nutrition/updated-milk-substitutions-fact-sheet-8292017.pdf>

410. *Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements. \*Repeat Finding**

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 resulting in a disallowance of 117 meals.

Insufficient weekly serving- vegetable subgroup Red/Orange

Insufficient daily and weekly serving- meat/meat alternate (sausage for k-2)

Insufficient weekly serving- grains

**Corrective Action:**

It is required that the SFA plan and offer the meal pattern to meet the daily and weekly compliance for the grade grouping corresponding with the school. All cycle weeks should be reviewed by the food service director to ensure the daily and weekly requirements are met. Please describe how the planned menus have been updated to meet the requirements set forth by USDA.

**Technical Assistance:**

The Reviewer provided on-site technical assistance on how to determine creditable portion sizes. The Cafeteria Manager is offering smaller portions to grades K-2 than what is planned. When the meal plan is altered, the daily and weekly requirements still need to be met using the changes being made.

**Dietary Specifications - St. Joseph School (D605)**

603. *On-site portion of Dietary Specifications Tool completed, TA, CA required?*

**Technical Assistance- Menu Planning Tools**

**Technical Assistance:**

The Reviewer provided a demonstration on weight of products (grain and meat/meat alternate), Food Buying Guide, and labels to keep on file for child nutrition.

1406. Most recent Food safety inspection posted, visible to public?

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

**Corrective Action:**

During the on-site review the Cafeteria Manager posted the health inspection during the onsite review. No further action required.

**Technical Assistance:**

As reminder, when a new health inspection occurs make sure to post the newest report.

1408. Temperature logs available?

**Finding 9000: Technical Assistance- Recording Temperatures**

**Technical Assistance:**

When recording temperatures make sure to record to the temperature that is read from the thermometer, not the temperature to cook too.

1409. Storage violations observed, on-site, off-site?

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

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Not all cans were dated in the dry storage area. It was observed on the day of review that the cooler ceiling was unsanitary (dust).

**Corrective Action:**

At the time of the review, the kitchen staff corrected the storage violations. The cooler was cleaned. The Cafeteria Manager will do a weekly inspection to ensure the ceiling is clean. The Cafeteria Manager will instruct the employees to date all cans when receiving the products. No further action required.