

SNP Administrative Review Findings**St Joseph School (K074)***Program Year 2023***St Joseph School (K074)**427 South Stormont Street
Princeton, IN 47670-2523**Food Service Contact**Mrs. Amber Lancaster
Cafeteria Manager
(812) 385-2228
alancaster@evdio.org**Executive Contact**Mrs. Lynde Anquillare
Principal
(812) 385-2228
lanquillare@evdio.orgNo. of Sites / Reviewed: 1 / 1
Month of Review: January 2023**Commendations**

- * The benefit issuance was completed with no errors. The bookkeeper should be commended on the successful implementation of this standard.
- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. The staff was very professional and conscientious about meeting the School Nutrition Program requirements.

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.

Resource Management Comprehensive Review - St Joseph School (K074)*767. Non-program Revenue and Food Cost Ratio***Technical Assistance- Assessment of Non-Program Revenue/Cost Ratio**

The requirements for the calculation were discussed with the bookkeeper on the day of review. Due to an increase in reimbursements and an extra temporary per-meal boost in reimbursements from the recent Keep Kids Fed Act, the ratio requirements could not be met despite pricing. The SFA should continue to be mindful of increasing food costs and the potential need to increase non-program food prices. Therefore, it is recommended that the SFA price items at least 2-3 times the raw food cost of the item.

General Program Compliance - St Joseph School (K074)*1216. School Nutrition Programs staff met/will meet annual training requirements***Technical Assistance- Training**

Annual training must focus on the day-to-day management and operation of the school nutrition program. Training must be job-specific and intended to help employees perform their duties well. Training needs are best assessed by employees in consultation with their manager, the SFA director, or the State agency. Employees should always seek guidance from a supervisor before taking a specific training course to meet the professional standards requirements.

SNP Administrative Review Findings**St Joseph School (K074)****Program Year 2023****St. Joseph School (B105)**427 South Stormont Street
Princeton, IN 47670-2523**Food Service Contact**Mrs. Amber Lancaster
Cafeteria Manager
(812) 385-2228

Month of Review: January 2023

Date of Onsite Review: February 21, 2023

Meal Components & Quantities - St. Joseph School (B105)

403. *Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines*

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

Milk substitutions made on the Day of Review were not allowable per 7 CFR 210.10. Almond milk was provided instead of milk, which is not equivalent to the fluid milk requirement. The paperwork on file did not support the substitution.

Corrective Action:

During the onsite review, the cafeteria manager contacted the household to receive an updated medical note. An updated medical note was provided to the school on March 3, 2023, stating the milk intolerance and the substitution (almond milk) to provide. Therefore, additional corrective action is not required.

410. *Review Period- planned menu quantities meet the meal pattern requirements*

Technical Assistance- Standardized Recipes

It is recommended to review the crediting listed in the recipes. Some recipes include incorrect equivalents in the meal patterns, such as grains and meat/meat alternate.

Dietary Specifications - St. Joseph School (B105)

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

Technical Assistance- Taste Testing

Taste-testing food items will help increase the quality of the food. For example, holding cooked vegetables in a warmer is suggested, not on the steam table. This is because vegetables continue to cook on a steam table which can lead to being overcooked.