

SNP Administrative Review Findings

St Jude Catholic School (K167)

Program Year 2023

St Jude Catholic School (K167)

5375 McFarland Road
Indianapolis, IN 46227-7099

Food Service Contact

Mrs. Melanie Rippy
Cafeteria Mgr.
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mrippy@sjsindy.org

Executive Contact

Mrs. Beth Meece
Principal
(317) 784-6828
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No. of Sites / Reviewed: 1 / 1
Month of Review: February 2023

Commendations

- * The files were prepared and organized accordingly due to review categories.
- * The SFA uses mostly USDA foods, which is encouraged.
- * The kitchen was exceptionally clean, and the cafeteria was appealing

Technical Assistance

- * Broccoli from Mexico was found in the freezer. Be sure to purchase U.S domestically produced foods whenever possible.
- * The offsite questions state meal applications are processed within 1-2 weeks. Please note the maximum amount of time to process applications is ten calendar days.
- * Applications for households that were initially approved by application and then found on the direct certification list should be moved to the direct certification section of the binder. Additionally, applications should be organized by approval type (free, reduced, denied).
- * Two mandarin oranges must be taken to meet a 1/2 cup fruit requirement
- * The requirement for the nutrition director is to complete 12 hours of training for the year. Be sure to track progress using a tool such as the USDA training tracking tool to ensure completion.
- * Information regarding the effective date waiver and process for application was provided to the free and reduced contact the day of review.
- * The assessment of the wellness policy has not been completed. As a reminder, the assessment due date is June 30th
- * Students currently have access to free food daily at the salad bar. This was noted in the dietary specifications assessment. Bonus items are not needed. This was discussed with the SFA on the day of review. The use of a share table is encouraged.

Certification and Benefit Issuance - St Jude Catholic School (K167)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9764: Validation of Off-Site Assessment Tool

On-site observations do not validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and/or responses do not demonstrate compliance with FNS requirements. 30-day carryover of eligibility is given to all students regardless of when they apply for meal benefits. The new benefit is not applied until the 31st day.

Applications are not processed within ten calendar days of receipt. The free and reduced contact for the school waits to process applications until the 30th day approaches.

Corrective Action:

The prior year's meal benefit expires upon the receipt and approval of the current year's benefit or the 31st day of meal service, whichever occurs first. Applications must be processed within 10 days of receipt but ideally as soon as possible. The SFA is choosing to apply for the effective date waiver and will be utilizing a date stamper when applications are submitted to ensure they can document that applications are processed within 10 days of receipt. Repeat findings in this area will result in fiscal action. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

The purpose of the 30-day carryover and the time limit to process meal applications was explained to the free and reduced contact the day of review.

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126. Certification: selected applications correctly approved

Finding 9901: Selected applications correctly approved

One application was missing a household signature.

Corrective Action:

The error was clerical and was a single occurrence. The missing signature was obtained during the administrative review. Applications will be double checked for completeness going forward. Additional response is not required.

Technical Assistance:

The requirement to obtain complete applications before processing was explained the day of review.

131. Applications denied correctly

Finding 9022: Applications incorrectly denied

Due to computer system error (POS software), one application approved for reduced benefits was switched to denied status.

Corrective Action:

As corrective action the SFA must work with the software company to fix the software issue. Additionally, the household should be refunded for the difference between the paid and reduced price meals. Please provide documentation that these actions have been completed.

Technical Assistance:

The requirement to ensure POS software is accurately assigning student benefits was explained the day of review.

140. Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates

Finding 9032: Direct Certification – updates to Benefits Issuance documents not made accurately and/or timely upon receipt of DC updates

The SFA did not make accurate changes to the benefit issuance documents upon receipt of direct certification updates. Eligibility for one student was entered into the POS incorrectly. Status was approved for reduced benefits, but the student was given free benefits.

Corrective Action:

As corrective action the SFA will utilize the source document (direct certification lists and meal application) to enter meal benefits into the POS system. A double check will occur to ensure the correct benefit was assigned. The household has been given 10 days written notice of the decrease in benefits. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Reviewers discussed with the free and reduced contact that a spreadsheet for documenting student eligibility is not necessary. The eligibility can be entered directly into the POS software to ensure the information is directly from the original source (i.e., direct certification list and meal applications).

Resource Management Comprehensive Review - St Jude Catholic School (K167)

765. Adult Meals

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

Lunches served to teachers, administrators, custodians, and other adults for the 21-22 program year were 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

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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. The approved adult price was 4.57 but the POS was programmed to charge 3.46.

Corrective Action:

As corrective action the difference between the charged price and the approved price multiplied by the number of adult meals served must be transferred to the non-profit foodservice account. $4.57 - 3.46 = 1.11 \times 292$ adult meals served. The amount to be transferred into the food service account is \$32.12. Please provide documentation that this amount was deposited into the food service account.

Technical Assistance:

Technical assistance was provided on the day of review

*767. Nonprogram Revenue and Food Cost Ratio***Finding 9000: Nonprogram Food Revenue Tool not completed**

The nonprogram food revenue tool was not completed prior to the review or during the review.

Corrective Action:

As corrective action, the SFA must complete the nonfood program revenue tool and submit it as corrective action.

Technical Assistance:

Technical assistance was provided on the day of review.

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St. Jude School (C300)

5375 McFarland Road
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Food Service Contact

Mrs. Melanie Rippy
Cafeteria Manager
(317) 784-6828

Month of Review: February 2023

No Assigned Module - St. Jude School (C300)

1. SFA Name

Finding 9000: Preschool Meal Pattern

The preschool meal pattern was not met the day of review. The amount of milk served was estimated to be 4 ounces but the director was not sure how much milk was poured for students. The amount of meat/meat alternate served was 1 ounce. The food service director indicted she gives preschool students half portions of older students.

Corrective Action:

Preschool students did not co-mingle with older students; therefore, the preschool meal pattern must be met. The preschool meal pattern does require at least 6 fluid ounces of milk and 1 1/2 ounce-equivalent portion of meat/meat alternate. Please explain how preschool menus will be planned going forward to ensure the minimum portion size is met.

Technical Assistance:

The preschool meal pattern was explained, and a copy provided to the food service director the day of review.

Meal Components & Quantities - St. Jude School (C300)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served.

Corrective Action:

The grain planned with the salad was insufficient and was corrected onsite. As corrective action, all salads must be paired with a grain for all age groups and recipe templates should be used in addition to a grain chart. Please provide a copy of the completed salad recipes showing sufficient grain servings are planned.

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of grain meal component before the meal service started. Technical assistance was provided on the day of review. The grain chart and recipe template were provided on the day of review as well.

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

Finding 9000: Meal pattern quantities not provided

Unable to validate meal pattern quantities for the orange chicken meal and chicken crispos meal.

Corrective Action:

As corrective action, the SFA must provide a product formulation statement for a different product that will be used that has crediting information.

Technical Assistance:

Technical assistance was provided on the day of review.

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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 incomplete 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.

Corrective Action:

As corrective action, the SFA must use a production records sheet to indicate the portion sizes served of each item.

Technical Assistance:

The school was provided technical assistance during the on-site visit. a food production record sheet was shared with the SFA on the day of review.

501. *Cafeteria staff have been trained on OVS*

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

Training documentation was not provided the day of review.

Corrective Action:

As corrective action, all staff involved in serving and counting meals must take OVS training on an annual basis. All training must be documented with a date, agenda, and sign-in sheet. Provide training documentation to the State Agency as corrective action.

Technical Assistance:

The school was provided technical assistance regarding training requirements during the on-site visit.

General Program Compliance - St. Jude School (C300)

1408. *Temperature logs are available*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: equipment and coolers.

Corrective Action:

As corrective action, the SFA must print and complete temperature logs for all equipment and milk coolers. Completed logs must be submitted to the State Agency as corrective action.

Technical Assistance:

This was discussed on the day of review. Temperature logs sheet was sent to SFA on the day of review as well.