

**SNP Administrative Review Findings****St Mark School (K168)***Program Year 2020***St Mark School (K168)**541 E Edgewood Avenue  
Indianapolis, IN 46227-2031**Food Service Contact**Mrs. Dawn M Collier  
Cafeteria Manager  
(317) 781-6468**Executive Contact**Mr. Rusty Albertson  
Principal  
(317) 786-4013No. of Sites / Reviewed: 1 / 1  
Month of Review: November 2019**Commendations/Discussion**

- \* The SFA was very organized and prepared for the review. The food service manager is great about reaching out and asking questions when she is in need of assistance and that action resulted in a review with very few issues.
- \* The reviewer and SFA discussed the possibility of adding both breakfast and after school snack to the meals offered by the SFA. Because the demographic of the school has changed since last review, the additional meals offered by the school could be a great source of nutrition for the students of St Mark. Contact information for the Indiana No Kid Hungry and Dairy Council representatives has been provided to the food service manager for possible equipment grants to ensure the program success.

**Resource Management Comprehensive Review - St Mark School (K168)***753. Internal Controls***Technical Assistance:**

Even though the SFA is able to collect unpaid debt by the end of each school year, a written plan should be development to ensure compliance. Additionally, the SFA should complete financial management training annually.

*770. Correct Rate/Base Calculation***Finding 9000: Other Finding**

Indirect cost were included in the direct cost base under miscellaneous expenses. Additionally, the SFA calculated their own rate outside of the approved indirect cost rate of 10% for parochial schools. As a result, indirect costs were too high.

**Corrective Action:**

The SFA must revise its 2019 AFR to reflect the correct data for miscellaneous expenses and indirect costs. Additionally, SFA must provide documentation to show that the overpayment of indirect costs has been recovered by the nonprofit school foodservice account: \$26,371.12.

$\$32,300 - \$5,928.88 = \$26,271.12.$

**Technical Assistance:**

It is recommended that the SFA attend financial management training (particularly in the area of indirect costs) to ensure compliance. In the meantime, the SFA can refer to the resources posted on the IDOE's Financial Management webpage: <https://www.doe.in.gov/nutrition/financial-management>.

**General Program Compliance - St Mark School (K168)**

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

**Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: the wellness committee is not yet formed.

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**SNP Administrative Review Findings**

**St Mark School (K168)**

***Program Year 2020***

**Corrective Action:**

The sponsor must form a wellness committee that meets regularly (at least twice per year). The opportunity to serve on the committee must be advertised to all and should include all the required stakeholders per USDA requirements.

**SNP Administrative Review Findings****St Mark School (K168)***Program Year 2020***St. Mark Catholic School (C305)**541 E Edgewood Avenue  
Indianapolis, IN 46227-2031**Food Service Contact**Mrs. Dawn M Collier  
Cafeteria Manager  
(317) 781-6468

Month of Review: November 2019

**No Assigned Module - St. Mark Catholic School (C305)***1. SFA Name***Technical Assistance:**

The SFA was allowing Pre-K children who had elected the cold meal option the ability to decline the M/MA component. The SFA was notified that meals served on the CACFP meal pattern cannot utilize OVS for any meal components.

**Meal Components & Quantities - St. Mark Catholic School (C305)****Technical Assistance:**

Better signage needs to be in place to show what items can be taken with the cold lunch options. (PBJ, Lunchie Munchie and Salad Bar options) Signs need to describe what can be taken with these meal options so that students are aware that they can take multiple items from the different food groups. A 2oz muffin credits as 1oz eq of grain, so a sign stating that multiple options can be taken would show the kids how they can take the required amounts.

*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. The production record used by the SFA did not contain all the required information. The missing sections were number of portions served (separated by student and adult portions) and the case/pack size.

**Corrective Action:**

The SFA must update the production record to include all areas as required by the USDA. The SFA can use the IDOE production record template or create their own. Please explain how you will ensure that all areas as required by the USDA are contained on the production records used by the SFA.

**Technical Assistance:**

The IDOE production record template can be found here: <https://www.doe.in.gov/nutrition/food-production-records>