

**SNP Administrative Review Findings****St. Mary Catholic School DBA St. Michael  
Catholic School (K056)*****Program Year 2022***

**St. Mary Catholic School DBA St. Michael  
Catholic School (K056)**  
2301 W Gilbert  
Muncie, IN 47303-3406

**Food Service Contact**  
Ms. Amy Hartwell  
Administrative Assistant  
(765) 288-5878  
[alhartwell@stmichaelmuncie.org](mailto:alhartwell@stmichaelmuncie.org)

**Executive Contact**  
Mrs. Jennifer Reynolds  
Principal  
(765) 288-5878  
[jdreynolds@stmichaelmuncie.org](mailto:jdreynolds@stmichaelmuncie.org)

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

FSMC: Chartwells

**Commendations**

- \* The food service staff are to be commended on their hardworking efforts put forth in feeding the children in the community during the Covid Pandemic. Also, even with the continuous program changes, they were well prepared and organized for this 2022 Administrative Review.

**No Findings during Review**

SNP Administrative Review Findings

St. Mary Catholic School DBA St. Michael  
Catholic School (K056)

Program Year 2022

St Mary School (A795)

2301 W Gilbert  
Muncie, IN 47303-3406

Food Service Contact

Ms. Amy L Hartwell  
Administrative Assistant  
(765) 288-5878

Month of Review: January 2022

Date of Onsite Review: March 9, 2022

No Assigned Module - St Mary School (A795)

**Finding: Preschoolers are not co-mingled or following the CACFP Meal Pattern**

Prior to the lunch service observation during the onsite visit, it was noted that preschoolers were currently not co-mingled or following the CACFP Meal Pattern Guidelines for lunch. As required by the USDA, whenever preschoolers are served reimbursable meals, they are to be co-mingled with at least one upper grade or the meals served must follow the CACFP Meal Pattern Guidelines.

**Corrective Action:**

During the onsite observation, this finding was corrected. The preschoolers were served along with the lower elementary school age students.

No further corrective action is required.

**Technical Assistance:**

Technical assistance was conducted on this specific finding.

Meal Counting & Claiming - St Mary School (A795)

321. Review Period meal counts

**Meal Count Documentation Recommendation**

While the current meal count POS documentation procedure is acceptable, it still allows for a lot of discrepancies. It is highly recommended that one count be documented at the POS for accuracy.

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

**Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

**Corrective Action:**

Submit what changes in your manual POS will be made to help ensure meal counts submitted are calculated correctly. Fiscal action has been calculated and is found to be under the state agency guidelines for granting waivers for errors less than \$600 in the National School Lunch Program. Therefore, all fiscal action is waived.

**Technical Assistance:**

Technical assistance was conducted on this specific finding.

*Program Year 2022*

**Meal Components & Quantities - St Mary School (A795)**

*403. Day of Review*

**Finding: Incorrect Milk Substitutes**

Students that cannot drink milk are given water as their beverage. If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate milk substitute. If a student has a disability, it is no longer allowable to require the student to decline the milk under offer versus serve. The SFA must provide a valid substitute. However, it is up to the SFA to determine if they will offer milk substitutes for students due to religious or lifestyle choices.

**Corrective Action:**

In your corrective action response, confirm that the proper milk substitutes will be served to students when required. Lastly, confirm that the milk substitution list provided during the onsite observation will be referenced for a creditable substitute.

**Technical Assistance:**

A technical assistance was conducted on this specific finding.

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding: Standardized Recipe Without Crediting Information**

The standardized recipes do not have component contributions.

**Corrective Action:**

Confirm that all standardized recipes will be reviewed to confirm there is documentation indicating how the recipe contributes to the meal pattern guidelines. Submit an example of an updated standardized recipe as an example of compliance. Recipes without meal pattern contributions should be standardized or else removed from the menu rotation.

**Technical Assistance:**

A technical assistance was conducted on this specific finding.