

**SNP Administrative Review Findings**

**St Mary's School (K225)**

*Program Year 2022*

**St Mary's School (K225)**

232 N Main St  
Avilla, IN 46710-0109

**Food Service Contact**

Mrs. Carrie Rupley  
Food Service Director  
(260) 897-3481

**Executive Contact**

Mr. Andrew Adams  
Principal  
(260) 897-3481

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2021

**Commendations**

- \* The new Food Service Director was very eager to learn and keep organized records for the food service accounts.
- \* The kitchen and storerooms were kept clean and organized.
- \* Students were very aware to stop at the cashier to have their meal recorded in the point-of-sale software program.

**Resource Management Comprehensive Review - St Mary's School (K225)**

*750. Year End Available Balance*

**Finding 9000: Balance information not same on AFR and checking account**

The current Annual Financial Report does not match what is in the checking account.

**Corrective Action:**

A review of previous Annual Financial Reports from 2016-2017, 2017-2018, 2019-2020 and 2020-2021 is to be completed to determine if the beginning and ending amounts are correct. Update any AFR that has incorrect data listed on it. Guidance for completing the AFR is located on our webpage at <https://www.in.gov/doe/nutrition/cnpweb-resources/> or contact the School and Community Nutrition Finance Team for further guidance at [scnfinance@doe.in.gov](mailto:scnfinance@doe.in.gov).

**Technical Assistance:**

Reviewer discussed with Food Service Director and Principal that the ending balance in the check register did not match the ending balance in the AFR.

*753. Internal Controls*

**Technical Assistance: Internal controls separating duties were not available.**

Reviewer discussed with Food Service Director and Principal the importance of having internal controls with the finances of the food service funds so that the person ordering, receiving food and funds is not the same person signing off on payments without a second party reviewing the transactions.

*757. Allowable Costs Test*

**Technical Assistance: Missing receipts.**

Reviewer discussed with Food Service Director and Principal that all receipts need to be available to review to ensure that only allowable costs (reasonable, necessary, allocable) are charged to the nonprofit school food service account.

**SNP Administrative Review Findings**

**St Mary's School (K225)**

**Program Year 2022**

*766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio*

**Finding 9000: Non-Program Revenue Tool needs to be completed.**

The assessment of non-program revenue has not been completed.

**Corrective Action:**

The Food Service Director is to complete the non program revenue tool assessing a five-day period. A copy is to be emailed to the Field Specialist.

**Technical Assistance:**

Discussed with the new Food Service Director the steps that need to be completed for assessing the non program revenue. The FNS nonprogram revenue form may be used to complete this task.

**General Program Compliance - St Mary's School (K225)**

*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. \*Repeat Finding**

**Corrective Action:** Considering exceptional circumstances facing schools this year, the State Agency is providing flexibility regarding wellness policy concerns. Technical assistance has been provided for the SFA with a reminder to update the wellness policy as soon as possible to ensure sufficient wellness standards are set for your students. The policy must be updated to include opportunity for stakeholder participation, address food and beverage marketing, and include a specific timeline for evaluation. As well as a list of Wellness Team Members listing their position.

**SNP Administrative Review Findings**

**St Mary's School (K225)**

*Program Year 2022*

**St. Mary's School (C980)**

232 N Main St  
Avilla, IN 46710-0109

**Food Service Contact**

Mrs. Carrie Rupley  
Food Service Director  
(260) 897-3481

Month of Review: December 2021

Date of Onsite Review: January 19, 2022

**Meal Components & Quantities - St. Mary's School (C980)**

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

**Finding 9000: Incomplete production records**

Production records did not have all the required components filled out.

**Corrective Action:**

Food Service Director and staff are required to complete the Food Production Record Training in InTeam and email copy of the certificate to the Field Specialist. One week's worth of completed production records are to be sent to the Field Specialist.

**Technical Assistance:**

Reviewer discussed with the Food Service Director the importance of filling out all the required items on the production record and how it will help with forecasting for the next cycle.

*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.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period Dec -10, 2021, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. The peanut butter and jelly sandwich had only 1 oz. grain and 1 oz. meat/meat alternate which, while meeting the minimum daily requirement, would not meet the minimum weekly requirements of 9 oz. The breading on the drumstick was only .75 oz.

**Corrective Action:**

Food Service Director increased the PBJ to two servings as corrective action on the day of review. It was decided on days that another grain option is served such as dinner roll or cookie, the FSD will serve a cheese stick or yogurt instead of two peanut butter sandwiches. A dinner roll will be served with the drumstick to meet the daily 1 oz. requirement. No further action required.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. Reviewer discussed with Food Service Director and Principal the weekly requirements for grain and meat/meat alternate and how daily offering one peanut butter and jelly sandwich did not meet the weekly requirement.