

**SNP Administrative Review Findings**

**Saint Matthew School (K176)**

*Program Year 2023*

**Saint Matthew School (K176)**

4100 East 56th St  
Indianapolis, IN 46220-5504

**Food Service Contact**

Ms. Mary E Lucas  
Food Manager  
(317) 251-3997  
mlucas817@att.net

**Executive Contact**

Mrs. Cara Swinefurth  
Principal  
(317) 251-3997  
cswinefurth@saintmatt.org

No. of Sites / Reviewed: 1 / 1  
Month of Review: February 2023

**Certification and Benefit Issuance - Saint Matthew School (K176)**

*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 timely and accurate changes to the benefit issuance documents upon receipt of direct certification updates. One student who was initially approved as Medicaid-Reduced (R) at the start of the school year was found to be Medicaid-Free (M) as of 12/12/22.

**Corrective Action:**

The administrative assistant in charge of direct certification was notified of the DC issue & student name. The benefit status was updated on the benefit issuance document and within the POS system and applied immediately on 3/22/2023. The household was notified of the change in benefits as well. No further corrective action is needed.

**Technical Assistance:**

It was recommended to run the DC list monthly to identify new students and direct certification updates in a timely manner to ensure each student receives the maximum benefit for which they are entitled.

**Meal Counting & Claiming - Saint Matthew School (K176)**

*313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Finding 9007: Meal Counting and Claiming 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 Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: improper point-of-service during the lunch period. Students provided their ID cards to the cashier when coming through the line, but the cards were collected into baskets and not scanned by the cashier at that time to record the meals or a la carte sales. Though the cashier was correctly identifying that students were taking the required components for a reimbursable meal, the sales should be rung up in real time as students come through the line to ensure accurate meal counts and a la carte sales.

**Corrective Action:**

Technical assistance on the issue was provided to the Principal, Cafeteria Manager, & cashier while onsite. Ideas to correct the flow of students through the line to allow the cashier enough time to scan the ID cards and ring the sales in real time were discussed. It was agreed upon that a corrected point-of-service would begin after Spring Break on April 3, 2023. An unannounced, follow-up visit was conducted on May 23, 2023, where the Field Specialist confirmed that the proper point-of-service was being implemented. No further corrective action is needed.

**General Program Compliance - Saint Matthew School (K176)**

810. *The USDA non-discrimination statement is on appropriate Program materials*

**Technical Assistance: Outdated Nondiscrimination Statement on Program Materials**

SFA was reminded to review program documentation including the Warrior World newsletter, Student & Family Handbook, and Civil Rights Complaint Procedure to ensure the updated USDA Short & Full Nondiscrimination Statements are being used.

**USDA Short Nondiscrimination Statement:** This institution is an equal opportunity provider.

**Full Nondiscrimination Statement:** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax:  
(833) 256-1665 or (202) 690-7442; or  
email:  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

**SNP Administrative Review Findings**

**Saint Matthew School (K176)**

**Program Year 2023**

**Saint Matthew School (C440)**

4100 East 56th St  
Indianapolis, IN 46220-5504

**Food Service Contact**

Mrs. Mary Lucas  
Cafeteria Manager  
(317) 251-3997

Month of Review: February 2023

Date of Onsite Review: March 21, 2023

**Meal Counting & Claiming - Saint Matthew School (C440)**

323. *Review Period- daily lunch counts by category do not exceed the number of attendance-adjusted eligible students by category*

**Technical Assistance: Monthly Claim & Average Daily Attendance**

Technical assistance was provided to the Cafeteria Manager regarding how to properly calculate the Average Daily Attendance (ADA) at the end of the month. ADA had been calculated as the average number of students eating a meal daily. However, the correct ADA includes the total number of students in attendance daily who have access to a meal during the month, divided by the number of operating days.

**Meal Components & Quantities - Saint Matthew School (C440)**

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

**Technical Assistance: Production Records**

Technical Assistance was provided to the Cafeteria Manager on some areas of the production records including the "Component Contributions" section and "# Served" section.

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.**

Production 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.

Though the daily minimum Meat/Meat Alternate (M/MA) requirement was met across all lunch entrée offerings, the minimum requirement for the entire week (9 oz eq M/MA) would not be met if a student chose the PBJ uncrustable entrée option daily (1 oz eq M/MA).

**Corrective Action:**

The Cafeteria Manager was provided technical assistance during the onsite visit. Menu ideas were discussed to ensure the minimum requirement for M/MA is met across all entrée options throughout the week. It was decided that a cheese stick or yogurt cup would be offered with the PBJ uncrustable daily moving forward. No further corrective action is needed.

**SNP Administrative Review Findings**  
*Program Year 2023*

**Saint Matthew School (K176)**

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.**

As observed on the day of review, the cashier does understand Offer vs. Serve. However, OVS training documentation was not available for review.

**Corrective Action:**

The Cafeteria Manager was provided technical assistance regarding annual Offer vs. Serve training. The need for proper training documentation was discussed and the Manager verbally acknowledged that she would document the required training moving forward. If implemented as agreed upon, no further corrective action is needed.

**General Program Compliance - Saint Matthew School (C440)**

811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits

**Technical Assistance: Location of the "And Justice for All" Poster**

The "And Justice for All" poster is in the cafeteria, but somewhat hidden and not likely to be seen. Recommended relocating the poster to be displayed next to the Offer vs Serve poster.

1409. On-site or off-site storage violations were observed

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Milk crates were not stored at least 6 inches off the floor. Freezer and refrigerator items were not consistently date-marked to ensure the First In, First Out (FIFO) inventory management method is being utilized. Storage cabinets in the cafeteria were not able to be locked to safeguard against theft or tampering of the food products being stored.

**Corrective Action:**

Technical assistance on proper date-marking and storage practices was provided to the Cafeteria Manager while onsite. It was recommended to obtain locking devices for the storage cabinets in the cafeteria as well. No further corrective action is needed.