

## SNP Administrative Review Findings

St Monica School (K177)

*Program Year 2017*

St Monica School (K177)  
6131 N Michigan Rd  
Indianapolis, IN 46228-1201

Food Service Contact  
Mrs. Dianne Metzler  
School Lunch Program Director  
(317) 255-7153

Executive Contact  
Mr. Eric Schommer  
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(317) 255-7153

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2016

## Certification and Benefit Issuance - St Monica School (K177)

*123. On-site observation validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions?***Finding 9764: Certification & Benefits Issuance 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 Certification and Benefits Issuance procedures could not be validated during on-site observations. Deficiencies found on-site: Households were not notified of eligibility due to direct certification.

**Corrective Action:**

Corrective Action required to address deficiencies in the SFA's Certification and Benefits Issuance procedures: LEAs will ensure that all households receive either a direct certification notification or an application. Households determined eligible through direct certification must be notified, in writing, of their child's eligibility and that no application is required. No additional action is required.

**Technical Assistance:**

DC notification requirement was discussed with Jessica Sinkovic, School Business Manager, the day of review.

*126. Certification Benefits/Issuance Review Method, applications correctly approved?***Finding 9017: The application approval process is not implemented correctly.**

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1. Income was calculated incorrectly for one household application.

**Corrective Action:**

The sponsor must ensure applications are correctly approved. The household has been given 10 days advance notice of reduction in benefits. No additional action is required.

**Technical Assistance:**

The reviewer made note of the error the day of review. It is recommended for the sponsor to implement a policy for a second party check of a percentage of applications (i.e., 10%).

*140. Direct Certification – update Benefits Issuance documents accurately, timely?***Finding 9032: The SFA did not make timely and accurate changes to the benefit issuance documents upon receipt of direct certification updates.**

Several students on the direct certification (DC) list were not appointed as DC in the POS; however, households were already approved for free meals therefore benefits were not affected.

**Corrective Action:**

The sponsor will ensure all students found on the DC list are correctly appointed as DC in the POS. Households approved for DC are not subject to verification; therefore, the verification "pool" would be lessened as households are correctly appointed to DC. No additional action is required.

**Technical Assistance:**

The above requirements were explained to the School Business Manager the day of review.

*769. SFA take further steps to sufficiently increase non-program food prices?***Finding 9000: Other Finding**

The SFA did not price its non-program foods at a sufficient rate to ensure its revenue ratio equaled or exceeded its food cost ratio as required under 7 CFR 210.14(f).

**Corrective Action:**

The SFA has taken further steps to sufficiently increase its non-program food prices. No additional action is needed.

**Technical Assistance:**

Non-program food revenue requirements were discussed the day of review.

## General Program Compliance - St Monica School (K177)

*808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?***Finding 9008: Civil Rights information on the Off-site Assessment Tool not validated, or deficiencies found.**

The non-discrimination statement used by the sponsor is incorrect.

**Corrective Action:**

The sponsor will ensure the correct non-discrimination statement is used on all materials where the Child Nutrition Programs are mentioned. No additional action is required.

**Technical Assistance:**

The reviewer sent the link to the correct non-discrimination statements the day of review.

*1221. Validate OFS #1210 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?***Finding 9000: Professional Standards**

Employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program did not receive applicable training (i.e., Pre-K staff taking meal count and serving part of the meal).

**Corrective Action:**

The sponsor will provide and document training for Pre-K staff regarding civil rights, point-of-sale meal counting, and meal pattern for breakfast and lunch. No additional action is required.

**Technical Assistance:**

Professional standards requirements were discussed the day of review.

*1400. Food safety plan – contain required elements, copy available at each school?***Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: The sponsor needs to organize menu items by process approach to determine SOPs and documentation needed in the food safety plan.

**Corrective Action:**

The sponsor will update the food safety plan to address all cooking processing, their associated standard operating procedures, and verification tools. No additional action is required.

**Technical Assistance:**

A food safety plan development power point was sent to the sponsor the day of review.

1502. *Records maintained for PLE and revenue from non-program foods?*

**Finding 9154: SFA not maintaining Non-program Foods Revenue documentation.**

The SFA did not maintain sufficient records to document compliance with the Non-program Foods Revenue requirements as described in 7CFR 210.14(f).

**Corrective Action:**

The sponsor has completed the non-program food revenue tool for at least a sample period of five days. No additional action is required.

**Technical Assistance:**

The sponsor was given the links to the non-program food revenue tool and instructions the day of review.



Program Year 2017

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School Lunch Program Director  
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Month of Review: December 2016

Other Federal Programs - St. Monica School (C445)

4. *Validate snack counts – snacks properly counted and claimed? Enter data.*

**Finding 9221: Snacks are not being properly counted and claimed.**

The snack counts claimed for reimbursement for the review period and day of review could not be validated.

**Corrective Action:**

The sponsor will ensure snacks are accurately claimed as the sponsor has worked with the point of sale software vendor to develop a key for counting snack meals. Additional action is not needed.

**Technical Assistance:**

Snack counting and claiming requirements were discussed with the food service director the day of review.

6. *Day of review Menu, Meal Patterns, Production records.*

**Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.**

Snack production records for month of review do not list the planned portion sizes for each meal pattern component; however, the reviewer was able to review actual products used and confirm sufficient portion sizes were offered.

**Corrective Action:**

The sponsor will ensure portion sizes of each component are recorded on snack production records. Additional action is not needed.

**Technical Assistance:**

The reviewer discussed portion size documentation requirements with the food service director the day of review.

7. *Site monitored in first 4 weeks of operation, date, deficiencies/CA?*

**Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.**

The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation.

**Corrective Action:**

The sponsor will ensure the snack program is monitored within the first four weeks of operation.

**Technical Assistance:**

Snack monitoring requirements were discussed with the food service director the day of review.

Meal Counting & Claiming - St. Monica School (C445)

318. *DOR - accurate meal counts by category at POS? Enter data.*

**Finding 9000: Other Finding**

**Technical Assistance:**

*Program Year 2017*

The pre-K meal count is taken before the POS on a roster and is double-checked after the student receives the meal; however, the double-check is not documented. This process must be conducted and documented to ensure the students that were marked actually received a meal. This process was discussed with the food service director and agreed upon the day of review.

Meal Components & Quantities - St. Monica School (C445)

*410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

**Finding 9000: Other Finding**

The production record format used by the sponsor does not contain all required information.

**Corrective Action:**

The sponsor will update the production record to include all required information. No additional action is required.

**Technical Assistance:**

The sponsor was instructed on production record requirements and referred to the state prototype production record.