

**SNP Administrative Review Findings****Saint Patrick School (K287)****Program Year 2023****Saint Patrick School (K287)**

449 S 19th ST  
Terre Haute, IN 47803-2199

**Food Service Contact**

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

**Commendations**

- \* The kitchen and cafeteria were clean. The bulletin board in the cafeteria was eye-catching and even included pictures and letters from the students with their favorite lunch!
- \* Saint Patrick School has implemented a grab-and-go breakfast that allows all student arrivals to take breakfast to the classroom. This is an excellent opportunity for students to receive a healthy breakfast still, thus increasing meal participation.

**Certification and Benefit Issuance - Saint Patrick School (K287)**

137. *Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document*

**Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document**

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (tickets, rosters, tokens, electronic POS terminal). Direct certification Medicaid was correctly identified for three students but issued reduced benefits.

**Corrective Action:**

During the review, the sponsor updated the eligibility for the three students. In addition, the sponsor reviewed transactions and was able to work with the households for the difference in charges that occurred. Therefore, additional corrective action is not required.

**Verification - Saint Patrick School (K287)**

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

**Finding 9042: Selected applications not verified correctly.**

Based on the verified applications selected for review, the post-verification determination was incorrect for one or more applications.

- One application provided annual tax documentation rather than monthly income statements corresponding with the reported income on the application.

**Corrective Action:**

The sponsor contacted the household during the review to obtain sufficient income documentation. As a result, the household provided monthly income documentation confirming the application's initial approval. Therefore, additional corrective action is not required.

212. *SFA met follow-up requirements if the household failed to respond to the verification request*

**Finding 9035: SFA did not follow up as required when households failed to respond to a Verification request.**

At the time of the review, follow-up documentation was unavailable.

**Corrective Action:**

The sponsor agrees to document the follow-up efforts on the back of the applications in the "office use section" and retain any supporting documentation. Therefore, additional corrective action is not required.

214. *Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility*

**Finding 9000: Adverse Action Notification**

The SFA's notice of adverse action due to verification did not contain all the required information, including notification of appeal rights.

- At the time of the review, no notice of adverse action documentation was available.

**SNP Administrative Review Findings****Saint Patrick School (K287)****Program Year 2023****Corrective Action:**

The sponsor will send results letters to households selected for verification. Additionally, the sponsor will retain copies of all sent letters. Therefore, additional corrective action is not required.

**Technical Assistance:**

It is highly recommended the sponsor attend verification training in the fall of 2023.

*215. SFA completed verification by November 15***Finding 9048: Verification not completed by November 15.**

For the current school year, the SFA did not complete its verification process before November 15, nor did the SFA have an extension approved by the SA, allowing the SFA to complete its verification process by December 15.

**Corrective Action:**

The sponsor agrees to begin verification at the start of October to allow sufficient time to complete verification. The SFA updated the verification summary report to reflect completion after November 15. Therefore, additional corrective action is not required.

**Resource Management Comprehensive Review - Saint Patrick School (K287)***767. Non-program Revenue and Food Cost Ratio***Technical Assistance- Assessment of Non-Program Revenue/Cost Ratio**

The requirements for the calculation were discussed with the cafeteria manager on the day of review. Due to an increase in reimbursements and an extra temporary per-meal boost in reimbursements from the recent Keep Kids Fed Act, the ratio requirements could not be met despite pricing. The SFA should continue to be mindful of increasing food costs and the potential need to increase non-program food prices. Therefore, it is recommended that the SFA price items at least 2-3 times the raw food cost of the item.

**General Program Compliance - Saint Patrick School (K287)***1007. Onsite observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements***Technical Assistance- Assessment of the Local School Wellness Policy**

As a reminder, the triennial assessment must be completed every three years. This needs to be done by the end of June 2023. Available resources to complete the assessment can be found at <https://www.in.gov/doi/nutrition/wellness-policies/>. Once the LSWP is assessed, please use regular outreach methods to notify stakeholders.

*1217. SFA's process and frequency for tracking training hours is sufficient***Finding 9000: Professional Standards Tracking**

At the time of the review, the tracking for professional standards was not completed.

**Corrective Action:**

During the onsite review, the reviewer assisted the cafeteria manager in tracking professional standard hours using the IDOE professional standards tool using supporting documentation certificates, sign-in sheets, and completed training agendas. The cafeteria manager will complete the IDOE professional standards tool in the future. Additional corrective action is not required.

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*1602. Onsite observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Finding 9009: SFSP & SBP Outreach**

The SFA did not conduct summer Food Service Program (SFSP) outreach to households. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

**Corrective Action:**

The State Agency SFSP website is updated each school year towards the end of May with a link to a map of SFSP open sites. The SFA agrees to send this information to households at or near the end of the school year. Therefore, additional action is not required.

**SNP Administrative Review Findings**

**Saint Patrick School (K287)**

*Program Year 2023*

**Saint Patrick School (D720)**

449 S 19th ST  
Terre Haute, IN 47803-2199

**Food Service Contact**

Mrs. Michelle R Smith  
Cafeteria Director  
(812) 232-2157

Month of Review: January 2023

Date of Onsite Review: March 1, 2023

**Meal Counting & Claiming - Saint Patrick School (D720)**

*322. Review Period- daily meal counts by category do not exceed the number of eligible students by category*

**Technical Assistance- Free, Reduced, Paid Eligibles**

The SFA uses the total number of eligible children from the last day of the month. The total number of eligible children should reflect the highest number of enrolled students on a given day within the month. This is not a monthly total based on the number of operating days times enrollment. Additionally, this number should be updated monthly to reflect enrollment trends.

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

**Finding 9074: The school's meal counts by category are 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. In addition, the breakfast counts taken manually do not match the total entered into the software system used to pull reports for the claim submission.

- PreK had two days where only the absent students were listed instead of accurately recording who took a meal at breakfast. Additionally, these counts are taken from a pre-order instead of a point-of-service count.
- Three days had a meal count less than reported for breakfast.

**Corrective Action:**

During the onsite review, the SFA compared the manual counts against what was entered at the POS. As a result, the SFA identified the meal counts that were inadvertently added to the POS. Since the SFA was revising the claims due to another identified direct certification glitch, the SFA also corrected the meal counts that should not have been included. Additionally, the SFA has started to take the PreK meal counts as the students are being served. Therefore, additional corrective action is not required.

**Technical Assistance:**

It is recommended the school should use the meal roster report from the POS to record meal counts until the school can determine if the counts can be automatically entered into the POS.

**Meal Components & Quantities - Saint Patrick School (D720)**

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

**Finding 9000: Planned Vegetable Component**

On days when only one vegetable was planned, the serving was 1/2 cup instead of 3/4 cup. This results in the daily and weekly requirements being insufficient in the vegetable component.

**Corrective Action:**

The food service staff will add an additional vegetable to the menus when one vegetable is planned. Both vegetable servings will be planned as 1/2 cup each to allow the cashier to identify if the tray complies with Offer vs. Serve easily. Additionally, allowing two servings of vegetables will help decrease waste while increasing consumption. Therefore, additional corrective action is not required.

**General Program Compliance - Saint Patrick School (D720)**

*1409. Onsite or off-site storage violations were observed*

**Technical Assistance- Excess USDA Foods Onsite**

There are several USDA Food products onsite. Some were found to be received in 2021. The staff needs to write menus surrounding what is on hand.