

SNP Administrative Review Findings**St Philip Elementary School (K233)***Program Year 2019***St Philip Elementary School (K233)**3420 S. St. Philip Road
Mt. Vernon, IN 47620-9697**Food Service Contact**Jane Herrmann
School Food & Nutrition Director
(812) 985-2447**Executive Contact**Megan Howington
Principal
(812) 985-2447No. of Sites / Reviewed: 1 / 1
Month of Review: October 2018**Commendations**

- * The staff has shown tremendous growth since the last Administrative Review. Staff has attended trainings the IDOE has offered and these trainings are being reflected in the overall management of the Food Service operation. The cafeteria manager was eager to begin the review process and met all deadlines to keep the review process on time. Keep up the great work!

Certification and Benefit Issuance - St Philip Elementary School (K233)*128. Correct conversion factors used for applications with more than one income frequency?***Finding 9019: Incorrect conversion factors used when processing applications.**

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12.

Corrective Action:

At the time of the review, the Principal updated all applications to reflect the correct income frequency. Going forward the Determining Official will only convert to an annual income when required. No Further Action Required.

Technical Assistance:

Reviewer provided onsite technical assistance on conversion factors when processing applications.

Resource Management Comprehensive Review - St Philip Elementary School (K233)*767. Nonprogram Revenue and Food Cost Ratio***Finding 9000: Non-Program Revenue Tool****Technical Assistance:**

The reviewer provided an excel file to help assist the Cafeteria Manager track costs and revenues to complete the USDA Non-Program Revenue tool in the future.

General Program Compliance - St Philip Elementary School (K233)*810. Non-discrimination on appropriate Program materials?***Finding 9000: Short Non-Discrimination Statement**

Some program materials contain an outdated short Non-Discrimination statement.

Corrective Action:

Prior to the review, the Cafeteria Manager updated the short Non-Discrimination statement to the most current from USDA on program materials. No Further Action Required.

*1217. Frequency of tracking training hours***Finding 9000: Other Finding**

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St Philip Elementary School (K233)

Program Year 2019

Technical Assistance:

The reviewer and Cafeteria Manager discussed different Professional Standards tracking tools during the onsite review. The Cafeteria Manager updated the IDOE Professional Standards excel tracker to contain more detailed information.

1400. Food safety plan – contain required elements, copy available at each school?

Finding 9000: Foodservice Equipment Inventory

Technical Assistance:

The reviewer suggested taking a detailed Foodservice Equipment inventory that includes small wares since the school kitchen is often used for functions outside of School Nutrition Programs.

1403. Did any review of agricultural food components indicate violations of the 'Buy American' provision?

Finding 9000: Buy American Justification Form

Technical Assistance:

The reviewer and the Cafeteria Manager discussed a Buy American form used when checking-in the products during deliveries.

SNP Administrative Review Findings

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Program Year 2019

St. Philip School (D100)

3420 S. St. Philip Road
Mt. Vernon, IN 47620-9697

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Jane Herrmann
School Food & Nutrition Director
(812) 985-2447

Month of Review: October 2018

Date of Onsite Review: November 19, 2018

General Program Compliance - St. Philip School (D100)

1409. Storage violations observed, on-site, off-site?

Finding 9150: Storage violations were observed.

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor.

Corrective Action:

The cafeteria manager will ensure that all food is 6 inches off the floor in all storage areas by using plastic pallets provided by vendors. No Further Action Required.