

SNP Administrative Review Findings

Saint Roch Catholic School (K169)

Program Year 2023

Saint Roch Catholic School (K169)

3603 S Meridian St.
Indianapolis, IN 46217-3238

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: December 2022

Commendations

- * A nice variety of all meal components were offered to students, including many fresh fruits and vegetables.
- * Review documents were well organized. Most applications were processed correctly using correct conversions.

Technical Assistance

- * The SFA was reminded the day of review that domestically sourced foods should be given priority when ordering from vendor(s).
- * The crediting for the chicken alfredo recipe was not accurate; however, daily and weekly meal pattern requirements were still met. Notes regarding recipe revision were left with the SFA's paperwork.
- * Benefit and Verification letter format used initially was not documented. The SFA will use prototype letters going forward. The food service director was reminded the day of review that notification letters must contain required information per USDA regulations.
- * Fill out back part of app with date approved and income validated.
- * As of the day of the Administrative Review the foodservice director had not yet ordered USDA Foods that were allocated to St. Roch Catholic School. Storage fees and the benefits of USDA Foods were explained the day of review.

Certification and Benefit Issuance - Saint Roch Catholic School (K169)

126. Certification: selected applications correctly approved

Finding 9901: Selected applications correctly approved

The following meal application errors were noted:

- Two meal applications approved based on income were missing the last 4 digits of the household member's social security number (SSN) or an indication of no SSN.
- Income was calculated incorrectly for one household application resulting in a change from free to reduced price meal benefits.
- Reported child income was not included in a household's income total causing income miscalculation and a reduction in meal benefits.

Corrective Action:

Corrections have been made to certification errors. Households have been provided with 10 days advance notice of the change in benefits. Future applications will receive a double check to ensure completion prior to processing and a check to ensure accurate calculations. All double checks should be documented. The SFA agrees to the corrective action as written. Additional response is not required.

Technical Assistance:

Certification and benefit issuance requirements were discussed the day of review.

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Verification - Saint Roch Catholic School (K169)

206. *On-site observations validate Off-Site Assessment Tool responses to Verification questions and responses demonstrate compliance with FNS requirements*

Finding 9000: Verification Process

The verification process was not initially implemented correctly. Households were not contacted, and income used in the school enrollment process was utilized to verify income on meal applications.

Corrective Action:

As of the date of the administrative review, verification was in the process of being re-done. As corrective action, please upload into CNPweb proof of verification process training and verification documents for the selected household(s) including the original approved meal application, confirmation review documentation, verification notification letter, follow-up attempts as needed, household income documentation, verification results letters, and proof of change in student meal status (if applicable).

Technical Assistance:

Verification requirements, including the requirement to verify exactly 3% of applications on file as of October 1 were communicated with the school foodservice director the day of review.

Meal Counting & Claiming - Saint Roch Catholic School (K169)

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: Edit checks were not documented.

Corrective Action:

As corrective action please provide a copy of the most recently completed edit check.

Technical Assistance:

Technical Assistance provided to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool: Edit check resources can be found under the recordkeeping section of the following website: <https://www.in.gov/doi/nutrition/national-school-lunch-program/>.

Resource Management Comprehensive Review - Saint Roch Catholic School (K169)

750. *Year End Available Balance*

Finding 9000: Resource Management Documentation

Documentation for the comprehensive review of the non-profit foodservice account was requested multiple times before, during and after the review but was not provided.

Corrective Action:

As corrective action, within 30 days of the receipt of the letter, the following must be provided:

- Supporting documentation for the most recently completed AFR.
- Record of deposit for the bulk amount paid into the prepaid account from the school or church account.
- Record of and explain how often money is moved from the pre-paid accounts into the school foodservice account/line item.

Failure to provide all documentation requested by the stated deadline will result in claim withholding. Additional corrective action may be required.

Technical Assistance:

The requirement to provide documentation needed to complete the Administrative Review was explained to the foodservice director and the business manager the day of review.

General Program Compliance - Saint Roch Catholic School (K169)

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate 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 during the current program year.

Corrective Action:

As corrective action the SFA must provide documentation that all employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program received applicable training.

Technical Assistance:

Training requirements were discussed with the SFA the day of review.

1602. On-site 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

Summer Food Service Program (SFSP) outreach documentation to households was not provided by the SFA for the Administrative Review. 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 SFA agrees to conduct and maintain documentation of outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year 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 response is not required.

Technical Assistance:

Outreach requirements were explained to the foodservice director the day of review.



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Program Year 2023

St. Roch School (C310)

3603 S Meridian St.
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Food Service Contact

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Month of Review: December 2022

Date of Onsite Review: January 24, 2023

No Findings during Site C310 Review