

SNP Administrative Review Findings

St Rose of Lima, Monroeville (K355)

Program Year 2024

St Rose of Lima, Monroeville (K355)

401 Monroe Street
Monroeville, IN 46773-9306

Food Service Contact

Mrs. Amanda Devoe
Cafeteria Director
(260) 623-3447
cafeteria@strosemonroeville.org

Executive Contact

Mr. Travis Heckber
Principal
(260) 623-3447
theckber@strosemonroeville.org

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

Commendations

- * Staff were willing to work with the reviewer to correct what they were able to correct on site.
- * Kitchen surfaces, equipment, walk-in cooler and freezer, and storeroom were well maintained and clean. Nice job cleaning tables and serving lines in between serving groups.

Technical Assistance

- * Due to the small amount of produce purchased and served weekly, the reviewer recommends the use of micro purchasing (procurement) to purchase food from the local grocery stores. Travel to and from the local grocery would be an allowable food service expense.
- * The choices for the breakfast grain component included whole grain snack items. Students were taking these items to use as a snack during the day. Breakfast is meant to be a meal that is eaten before school starts and includes breakfast food. It is recommended that the food service staff look at serving more breakfast items and not snacks.
- * Pre-school breakfast and lunch requirements were discussed. The menu planner may follow the breakfast K-8 meal pattern since the students are co-mingled. However, the pre-school meal pattern must be followed for the preschoolers at lunch since they are served separately from other students. The pre-school meal pattern may be found on our website at <https://docs.google.com/document/d/1OBoC3U2jmtePskh-iZt5CmzTO0NQ29D8FBoC1blhgg/edit>.
- * It was noted that over 4 cases each of sliced pears, salsa, and tomato sauce was dated as delivered in 2021. Pears, tomatoes, and salsa are considered high acid foods, and per the USDA Shelf Stable Food Storage Chart can be stored for 12-18 months. The SFA must properly dispose of these items as they are no longer fit for consumption. <https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/shelf-stable-food>. Practicing first in-first out and utilizing foods before they expire is expected in production kitchens.

Certification and Benefit Issuance - St Rose of Lima, Monroeville (K355)

126. Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.

Finding 9901: Selected applications correctly approved

One application was certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.

Corrective Action:

Corrections have been made to certification errors. If the technical assistance that was provided continues to be followed, no further action is required.

Resource Management Comprehensive Review - St Rose of Lima, Monroeville (K355)

753. Internal Controls

Finding 9000: Missing Internal Controls

The SFA did not have internal controls.

Corrective Action:

Provide a copy of written procedures outlining internal controls for all food service revenue and expenditures, including a process for acquiring approval for equipment purchases. Additionally, the food service director must take the Institute of Child Nutrition (ICN) course on Financial Management found here: <https://theicn.org/icn-resources-a-z/financial-management-a-course-for-school-nutrition-directors/>

Technical Assistance:

The reviewer discussed with the principal and food service director that a two-party check system must be implemented.

*756. Equipment Purchases***Finding 10113: Purchased equipment in excess of \$5,000 without seeking state agency approval**

The SFA purchased new flooring that was in excess of \$5,000 and not on the state agency's approved equipment list. For all single item purchases in excess of \$5,000, it must either be on the state agency's pre-approved equipment list or permission to purchase must be requested to the procurement specialist. Quotes must be provided to the procurement specialist for approval using the IDOE Equipment Approval form and receive written approval prior to purchase.

Corrective Action:

Develop a written procedure to follow regarding equipment purchases. Provide a copy to the reviewer as corrective action.

Technical Assistance:

The reviewer discussed with the food service director and principal where to find the pre-approval equipment list and the form to request approval for items over \$5,000.00. It is found here: [DOE: Procurement \(in.gov\)](#)

*757. Allowable Costs Test***Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.**

The State agency reviewed all expenses for the most recently completed program year, using the SFA's detailed general ledger. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: One missing receipt for \$124.02. Shrimp, cookies, and candy for \$20.86. Rebates and discounts were not subtracted from receipts paid for by the food service director's personal credit card \$22.44, and mathematical errors for \$1.59 for a total of \$168.91. Documentation of one payment of \$13.20 was not recorded in the finances which reduces the unallowable amount to \$155.71.

Corrective Action:

A deposit into the food service account must be made to cover the unallowable expenditures. Provide proof that this has taken place. Provide a copy of written procedures outlining internal controls for all food service revenue and expenditures, including a process for acquiring approval for equipment purchases. Additionally, the food service director must take the Institute of Child Nutrition (ICN) course on Financial Management found here: <https://theicn.org/icn-resources-a-z/financial-management-a-course-for-school-nutrition-directors/>.

Technical Assistance:

The reviewer explained to the previous and new food service director that unallowable expenditures must be covered by non-federal funds.

SNP Administrative Review Findings

St Rose of Lima, Monroeville (K355)

Program Year 2024

St Rose of Lima (A340)

401 Monroe Street
Monroeville, IN 46773-9306

Food Service Contact

Mrs. Elizabeth Copeland
Cafeteria Manager
(260) 623-3447

Month of Review: December 2023

Date of Onsite Review: January 10, 2024

Meal Counting & Claiming - St Rose of Lima (A340)

*325. Review Period- meal counts by category were correctly used in the claim for reimbursement***Finding 9074: School's meal counts by category 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. The problem is considered non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results. Addition errors were made in calculating paid lunches and breakfast.

Corrective Action:

The reviewer discussed with staff taking meal counts and food service director that two people review the count each daily meal count sheet for errors. If this practice continues, no further action is necessary.

Technical Assistance:

The meal count sheets need to be initialed showing two persons have checked the meal counts before entering the claim.

Meal Components & Quantities - St Rose of Lima (A340)

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students***Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week**

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned menus for the menu certification week, there were insufficient serving sizes offered for breakfast meat/meat alternative used to meet the second grain component. The Gogurt yogurt package credited for only .5 oz. of meat/meat alternative.

Corrective Action:

As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served, along with a revised menu certification worksheet. Additionally, complete the Breakfast Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.

Technical Assistance:

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students***Finding 10139: Production Records – Incomplete or missing required information**

Several issues were noted with production records: production records did not list the amount of food used in cases or pounds, where applicable; the total servings of the fruits and vegetables served to students or adults were not recorded; the total number of student and adult meals were not recorded.

Corrective Action:

As corrective action completed lunch production records for one week must be submitted to the State Agency. Staff who have not completed the Production Record training in Moodle are to complete the training and submit documentation of completing the training to the State Agency.

Technical Assistance:

The reviewer discussed with the food service director and kitchen staff how to correctly fill out the production records.

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.

Three staff members have not completed offer versus serve training.

Corrective Action:

All staff members are to complete offer versus serve training in Moodle. A copy of the missing completion certificates is to be emailed to the Field Specialist.

Technical Assistance:

The school was provided technical assistance during the on-site visit.