



**SNP Administrative Review Findings**

**St Stanislaus Kostka Parish (K384)**

*Program Year 2018*

**St Stanislaus Kostka Parish (K384)**

1506 Washington Street  
Michigan City, IN 46360-4326

**Food Service Contact**

Jill Wozniak  
Food Service Coordinator  
(219) 872-2258

**Executive Contact**

Mr. Christopher Evans  
Principal  
(219) 872-2258

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2017

**Resource Management Comprehensive Review - St Stanislaus Kostka Parish (K384)**

*766. Process for calculating compliance with Revenue From Nonprogram Foods requirements?*

**Finding 9000: Other Finding**

SFA did not properly correctly calculate its non-program food ratio and/or its food cost ratio.

**Corrective Action:**

The SFA must complete the Revenue from Non-program Food Tool for a 5-day period in order to show they are in compliance with this requirement and charging appropriately for non-program foods.

**Technical Assistance:**

Talked with the FSD about how to track the information and she will be prepared to submit the Revenue from non-program food tool for a 5-day period.

**SNP Administrative Review Findings**

**St Stanislaus Kostka Parish (K384)**

**Program Year 2018**

**St Stanislaus Kostka School (C120)**

1506 Washington Street  
Michigan City, IN 46360-4326

**Food Service Contact**

Jill Wozniak  
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(219) 872-2258

Month of Review: December 2017

Date of Onsite Review: January 19, 2018

**Meal Counting & Claiming - St Stanislaus Kostka School (C120)**

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

**Finding 9000: Technical Assistance - Meal Counting**

**Technical Assistance:**

The meal service lines seemed to be providing accurate counts for number of meals served, however, I would highly recommend switching to a computerized software POS, It will be less time consuming and it will yield more accurate counts.

**Meal Components & Quantities - St Stanislaus Kostka School (C120)**

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

**Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

**Corrective Action:**

Provide proof that signage has been acquired and posted on the meal serving line.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

**Finding 9000: Production Record Keeping**

Per the production records in was hard to tell how many meals were actually served. Production recording keeping needs improvement. The following items should be documented every day: serving size, number of servings planned, number of servings served, number of servings leftover, and how many reimbursable meals were served. It is also a good practice to include the oz/cup equivalent to ensure you are serving a reimbursable meal.

**Corrective Action:**

The SFA will improve production record keeping and scan copies of their March production records to the state agency.

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

**Finding 9000: Technical Assistance - OVS training**

**Technical Assistance:**

While no students went without the required 3 components, there were several instances where students were told to grab additional components when not needed. I recommend going to this website training page - <https://www.doe.in.gov/sites/default/files/nutrition/cashiers-cooks.pdf> - and taking the cashier course on what is a reimbursable meal.