

SNP Administrative Review Findings

St Therese Catholic School (K414)

Program Year 2024

St Therese Catholic School (K414)

2222 Lower Huntington Rd
Fort Wayne, IN 46819-1237

Food Service Contact

Ms. Julie Bohnstedt
Food Service Manager
(260) 747-2343
lunch@sttheresefw.org
FSMC: Classic Cafe

Executive Contact

Mr. Rick J Ruhl
Principal
(260) 747-2343
rruhl@sttheresefw.org

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

Commendations

- * Staff were willing to work with reviewers to correct what they were able to correct on site. Items were organized and available for the review.
- * Julie, after taking the Food Safety Course, developed log sheets to record the sanitation concentration in the cleaning buckets for each table.
- * Julie has done a wonderful job in researching which grab and go breakfast items meet the grain requirements before placing them on the menu. She tracks what the students are bringing back to assess what they do not like for breakfast.

Technical Assistance

- * The reviewer recommends that breakfast meal count sheets need to be reviewed when recording the breakfast items left over from Breakfast in the Classroom, to ensure that a complete meal was selected by the students.
- * The reviewer recommends that the daily meal count be totaled at the end of each day for each grade level. Then signed off with initials. The second reviewer of the meal count sheet should initial each page at the end of each week.
- * The reviewer recommends that all items purchased for breakfast be recorded on an inventory sheet and tracked throughout the month.
- * The reviewer recommended that all expenses incurred for food service be recorded in the food service ledger i.e., foodservice labor cost. If the food service income does not cover all of the labor cost, then a line transfer of funds from the church account is to be made showing how it was covered. This transfer would be recorded as Other Income on the Annual Financial Report.

Meal Counting & Claiming - St Therese Catholic School (K414)

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: Breakfast was listed as grab and go. They were actually served in the classroom with meal counts taken by the teachers.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Meal Counting & Claiming procedures identified from the Off-site Assessment Tool: CNPWeb was updated on-site to reflect that breakfast is in the classroom. **If implemented as corrected, no further action is required.**

Technical Assistance:

When changing how breakfast is served, it is important to be sure that CNPWeb is updated to reflect the current procedures.

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Program Year 2024

General Program Compliance - St Therese Catholic School (K414)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on appropriate program materials. The website did not reflect the long version of the Non-discrimination statement.

Corrective Action:

The full nondiscrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. The website needs to have the full statement link available for parents to read. **This was corrected on November 2, 2023, no further action required.**

Technical Assistance:

The IDOE SCN Civil Rights webpage DOE: Civil Rights Requirements (in.gov) has links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links for accessing the long and short civil rights statements.

The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.

SNP Administrative Review Findings

St Therese Catholic School (K414)

Program Year 2024

St Therese Catholic School (A175)

2222 Lower Huntington Rd
Fort Wayne, IN 46819-1237

Food Service Contact

Julie Bohnstedt
Nutrition Director
(260) 747-2343

Month of Review: September 2023

Date of Onsite Review: October 31, 2023

Meal Components & Quantities - St Therese Catholic School (A175)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Milk component served after meal counts were taken

Meal counts were taken before confirmation that each student had received their milk. Five of the older children did not pick up their milk. The food service director walked around the room and asked each of them to return to the serving line to pick up their milk.

Corrective Action:

A procedure is to be written describing how milk will be offered before meal counts are recorded. A procedure was emailed to the Field Specialist on November 2. **If the procedure is followed as written, no further action is required.**

Technical Assistance:

The reviewer recommended that milk be placed on the serving line before the meal counts are taken. If the student does not want to drink milk, they may place it in the share pan after the meal is counted.