



SNP Administrative Review Findings

St Therese Little Flower School (K200)

Program Year 2020

St Therese Little Flower School (K200)

4720 E 13th St
Indianapolis, IN 46201-1704

Food Service Contact

Mr. Tim Kegley
Food Manager
(317) 902-3582

Executive Contact

Mr. Kevin Gawrys
Principal
(317) 353-2282

No. of Sites / Reviewed: 1 / 1
Month of Review: November 2019

Certification and Benefit Issuance - St Therese Little Flower School (K200)

126. Certification: selected applications correctly approved

Finding 9901: Selected applications correctly approved

Multiple applications were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations.

Corrective Action:

Corrections have been made to certification errors and letters sent to the households at the time of review. No further response is needed.

Verification - St Therese Little Flower School (K200)

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

Technical Assistance

Technical Assistance:

The SFA must ensure that the confirmation official is different than the approving official for application selected for verification.

Resource Management Comprehensive Review - St Therese Little Flower School (K200)

752. Limitation on Net Cash Resources

Finding 9115: SFA noncompliant with net cash resources requirements.

Based on the SFA's year-end Statement of Revenue and Expenses for the most recently completed program year, an average monthly expense amount was calculated. The SFA did not limit its nonprofit school food service balance to a level at or below three months' average expenses.

Corrective Action:

The SFA must work to correct the AFR reporting. The St Therese business manager and Field Specialist met to discuss requirements of financial reporting. The business manager stated that she would be responsible for ensuring the AFR is completed correctly each year.

No further response is needed.

Technical Assistance:

The SFA will need to work with the School and Community Nutrition finance area to ensure the AFR is corrected. You may email SCNfinance@doe.in.gov for assistance.



General Program Compliance - St Therese Little Flower School (K200)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during on-site observations. The local wellness policy is not up to date with USDA regulations in several areas including: public awareness, public advertisement, assessment, wellness coordinator, stakeholder participation in wellness committee, non-sold food guidelines, food and beverage marketing guidelines, nutrition education goals, nutrition promotion goals, annual communication and evaluation.

Corrective Action:

Please provide a timeline for how the local wellness policy will be updated to meet USDA requirements.

1501. Records are retained for 3 years

Finding 9000: Adult Meals and Charging Policy

The SFA is not currently tracking the number of adult meals served per day nor are the meals recorded on the claim for reimbursement. Additionally, the SFA does not have a charging and bad debt policy in place.

Corrective Action:

Please provide a copy of the local charging policy and bad debt policy. Please describe how adult meals will be tracked and confirm the meals will be reported on the claim.



SNP Administrative Review Findings

St Therese Little Flower School (K200)

Program Year 2020

St. Therese Little Flower (C670)

4720 E 13th St
Indianapolis, IN 46201-1704

Food Service Contact

Mr. Nash Kegley
Food Manager
(317) 270-2071

Month of Review: November 2019

Date of Onsite Review: December 18, 2019

Other Federal Programs - St. Therese Little Flower (C670)

4. Validate snack counts – snacks properly counted and claimed? Enter data.

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated. One day did not have a point of service count, just a total number of meals served. The day without a point of service count was disallowed.

Corrective Action:

The SFA must ensure that all after school program staff are knowledgeable about the meal counting procedure and that meal counts are counted daily at the point of service.

The SFA understood this requirement at the time of review. No further response is needed to this finding.

6. Day of review Menu, Meal Patterns, Production records.

Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.

Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. The SFA did not include serving size on snack production records. Additionally, the SFA did not maintain count of each offered item to ensure that both items had been taken for each snack counted for reimbursement.

Corrective Action:

Please provide one month of snack production records (February 2020) that show the serving size and count issue have been resolved.

Meal Counting & Claiming - St. Therese Little Flower (C670)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Meal Count Procedure

Technical Assistance:

The meal count procedure is currently a three step process. As discussed in your last review, please purchase a point of sale system and computer. This will allow you the freedom to run a report for meal counting, negative account balances and edit check and alleviate the need for multiple binders with different information in each one.



SNP Administrative Review Findings

St Therese Little Flower School (K200)

Program Year 2020

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 SFA's claim for the school for the Review Period does not match the State Agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

Please confirm the date that the electronic POS system was put into place for meal counting.

Meal Components & Quantities - St. Therese Little Flower (C670)

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Technical Assistance

Technical Assistance:

The SFA had 1/2 of a total orange offered for breakfast with the intention that the option credited as 1/2 cup of fruit. The staff corrected the issue prior to service by serving one whole orange at the time of service. It is important to know how fresh and whole fruits and vegetables credit. Please utilize the food buying guide on a regular basis to ensure proper crediting. The USDA Food Buying Guide is available as a phone application for ease of use.

500. *Day of Review- Offer vs. Serve was properly implemented*

Technical Assistance:

One Pre-K class was allowing students to decline some of the breakfast menu items. Because these students are not co-mingled with older children, OVS is not a serving option and all components must be taken. Please discuss with teachers this requirement. Additionally, because the students do not receive the same option of all the other children, at both breakfast and lunch, a production record must be maintained separately for these meals. The production record will be used to ensure meal pattern compliance with the CACFP meal pattern.

General Program Compliance - St. Therese Little Flower (C670)

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

The SFA did not have the most recent food safety inspection posted in a visible location.

Corrective Action:

The food service staff posted the inspection report during the on-site review. No further response is needed.