

SNP Administrative Review Findings

St Wendel School (K234)

Program Year 2022

St Wendel School (K234)
4725 St. Wendel/Cynthiana Road
Wadesville, IN 47638-9687

Food Service Contact
Mrs. Rachael Groeninger
Cafeteria Manager
(812) 963-3958
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Executive Contact
Mrs. Hallie Scheu
Principal
(812) 963-3958
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No. of Sites / Reviewed: 1 / 1
Month of Review: January 2022

Commendations

- * The food service director did a great job organizing and preparing for the Administrative Review. In addition, they were available to learn throughout the process while the review was being conducted. This allowed the review to be completed quickly.
- * The kitchen and storerooms were clean and organized.

Meal Counting & Claiming - St Wendel School (K234)

315. SFA consolidates the claim for reimbursement

Technical Assistance- Point of Sale Reporting

It was observed that the Food Service Director is completing the monthly edit checks manually even though they are available electronically through the point of sale where the meal counts are recorded. It is recommended that the FSD start using the reports in the software system instead of completing both reports causing double work. The FSD should still review the point of sale for accuracy to ensure that the reports yield accurate results.

Additionally, the SFA should always keep manual count sheets such as the preschool and pre-k since this is the original place where meal counts are recorded.

Resource Management Comprehensive Review - St Wendel School (K234)

765. Adult Meals

Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.

In reviewing the non-program foods documentation, it was determined that the adult alternate meals (sandwich and salad options) were priced at \$3.50 the first month of school. It was validated that the main daily option was priced sufficiently at \$4.60. The overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) used in preparing the meals.

Corrective Action:

The Food Service Director contacted the software company to determine how many adult meals were charged incorrectly. Once the amount was determined, all meals were updated in the software for adult meals. All teachers agreed to pay the difference in the meal cost because this was the price published at the start of the school year. Therefore, an additional response is not required.

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Non-Program Revenue Ratio

The non-program revenue ratio was lower than the food cost ratio when completing the non-program revenue tool reference period for the school year 2021-2022.

Corrective Action:

After the review of the non-program revenue was completed, the SFA increased several prices for items being sold that went into effect on January 1, 2022. The new prices were plugged into the non-program revenue tool to check if a breakeven or positive return would occur. Therefore, additional corrective action is not required.

SNP Administrative Review Findings**St Wendel School (K234)****Program Year 2022****770. Correct Rate/Base Calculation****Technical Assistance- Indirect Cost Calculation**

At the start of the PY 2022, the annual financial report submitted by the SFA reported the indirect costs higher than the direct cost base using the 10% de minimus rate. As a result, the State Agency notified the SFA and required restoration to the NPFSA for the overcharge of indirect costs. To help with not having an overcharge annually, the SFA could apply the indirect costs at a lower rate each month, twice a year, or annually.

General Program Compliance - St Wendel School (K234)**810. The USDA non-discrimination statement is on appropriate Program materials****Finding 9000: Non-Discrimination Statement**

At the time of the review, the SFA did not have the full non-discrimination statement on the school website. A USDA required non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, websites, education, or distribution that mention USDA programs.

Corrective Action:

The principal had the full non-discrimination statement added to the school website and notified the reviewer on February 14, 2022. The reviewer was able to verify the addition of the NDS on the school website. Therefore, additional corrective action is not required.

1213. New School Nutrition Programs Director met food safety certification training requirements**Finding 9000: Food Safety Training**

The Food Service Director had not completed food safety certification training at the review. Program directors must have a current certification or obtain the training within 30 calendar days of their start to meet the professional standards requirements. In addition, food service directors must maintain the food safety certification while employed in the school meal program. Having additional staff on-site trained in food safety is encouraged.

Corrective Action:

The Food Service Director completed the Institute of Child Nutrition's Food Safety in Schools on February 21, 2022. The FSD provided the completion certificate to the reviewer for documentation. Therefore, an additional response is not required.

SNP Administrative Review Findings**St Wendel School (K234)***Program Year 2022***St. Wendel School (D105)**
4725 St. Wendel/Cynthiana Road
Wadesville, IN 47638-9687**Food Service Contact**
Mrs. Rachael Groeninger
Cafeteria Manager
(812) 963-3958

Month of Review: January 2022

Date of Onsite Review: February 15, 2022

Dietary Specifications - St. Wendel School (D105)*603. Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool***Finding 9000: Standardized Recipes**

Some of the recipes provided for the in-depth week of review did not contain all the required information to determine correct portioning based on the recipe's yield. Some missing information included servings sizes, ingredient measurements, and directions.

Corrective Action:

The Food Service Director started re-evaluating the recipes used to ensure that all criteria were included. In addition, the FSD provided the reviewer with an example of one of the updated recipes identified during the review. Therefore, additional corrective action is not required.

General Program Compliance - St. Wendel School (D105)*1405. Two food safety inspections are received each school year from the local health department***Technical Assistance- Health Inspections Requests**

Although, the school had verbal communication with the local health department to request two inspections. When requesting health inspections to be completed during the school year, the SFA should keep written documentation of the request such as the letter sent, email, fax, etc. A copy of the food safety request letter can be found here:

<https://www.in.gov/doe/nutrition/food-safety/>.