

SNP Administrative Review Findings

Washington Catholic Interparochial Schools  
(K047)

Program Year 2020

Washington Catholic Interparochial Schools  
(K047)

310 NE Second  
Washington, IN 47501-2717

Food Service Contact

Ms. Karmen K Hunter  
Food Service Manager  
(812) 254-7866

Executive Contact

Ms. Karie Craney  
Principal  
(812) 254-2050

No. of Sites / Reviewed: 2 / 1  
Month of Review: December 2019

Commendations

- \* The SFA should be commended on issuing all direct certification, including free and reduced benefits correctly.

Certification and Benefit Issuance - Washington Catholic Interparochial Schools (K047)

128. Correct conversion factors used for applications with more than one income frequency

**Finding 9019: Incorrect conversion factors used when processing applications \*Repeat Finding**

Although eligibility determinations were not affected, some of the applications were converted to an annual figure when not required. If frequencies of pay are different (i.e., monthly and weekly), calculate yearly income. If only one frequency (i.e., monthly) is listed, do not convert to yearly income.

**Corrective Action:**

The SFA corrected all applications that were converted when not required during the on-site review. The cafeteria manager understands that income should only be converted if different pay frequencies are reported. The cafeteria manager will provide training to the person who helps with application approvals with conversion factors. Additional response is not required.

**Technical Assistance:**

This finding and requirements were discussed during the on-site review with the cafeteria manager.

Meal Counting & Claiming - Washington Catholic Interparochial Schools (K047)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

**Finding 9000: Other Finding**

The SFA includes children in the eligible counts when they do not have access to the program. Some of the PS/PK at the elementary is 1/2 day and the students do not have access to the meal services (breakfast or lunch). The school is counting them as eligible children in the program. Only the students who have access to the USDA meal program should be included in the eligible counts.

**Corrective Action:**

During the on-site review, the cafeteria manager met with administrative staff for PS/PK to determine who has access to the program. The cafeteria manager was able to run reports to see enrollment into overall programs offered within the school during the day. The cafeteria manager and principal are creating another enrollment category in the software system to code the students who need to be counted in the eligibles when reporting claims. Additional response is not required.

**Technical Assistance:**

This finding and requirements were discussed with the cafeteria manager and principals on the day of the review. Determining the correct number of eligibles will help qualifications into other programs like Community Eligibility Provision. This program is a site based qualification using direct certification numbers. If students who do not have access to the program are counted as an eligible student, this will cause a misrepresentation of direct certification percentages.

General Program Compliance - Washington Catholic Interparochial Schools (K047)

***Program Year 2020***

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

**Finding 9000: Full Nondiscrimination Statement**

The USDA full non-discrimination statement is not on the school website. A USDA required nondiscrimination 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, education, or distribution that mention USDA programs.

**Corrective Action:**

During the on-site review, the principal updated the school website to include the full nondiscrimination statement on the school website. Additional response is not required.

**Technical Assistance:**

The nondiscrimination statement was provided to the cafeteria manager on the day of review.

1602. *On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance- Summer Food Service Program Outreach****Technical Assistance:**

Washington Catholic Schools has been a site under another sponsorship for SFSP for a few years. It is suggested that the school look into becoming a site under their sponsorship. The reviewer, cafeteria manager, and principals discussed ways to build community partnerships for further involvement for SFSP. The reviewer sent the cafeteria manager the summer meals toolkit, online training link for Brighton, IDOE SFSP website, and the website for No Kid Hungry.

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the Summer Food Service Program (SFSP). Please visit <https://www.doe.in.gov/nutrition/summer-food-service-program> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability.

***Program Year 2020***

**Washington Catholic Middle/High  
(A660)**  
310 NE Second  
Washington, IN 47501-2717

**Food Service Contact**  
Ms. Karmen K Hunter  
Food Service Director  
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Month of Review: December 2019  
Date of Onsite Review: January 21, 2020

**Meal Components & Quantities - Washington Catholic Middle/High (A660)**

*410. Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements. \*Repeat Finding**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

The vegetable serving for one day was insufficient with the alternative choice option (1/2 cup offered instead of 1 cup). This also makes the weekly vegetable requirement insufficient.

-5-8 grade grouping- weekly red/orange vegetable subgroup was insufficient. It would be compliant with requirements if the R/O vegetable was offered with all entrees but it was only offered in the spaghetti entrée. The only vegetable option for the alternative meal was 1/2 cup of spinach salad.

-9-12 grade grouping- weekly red/orange vegetable subgroup was insufficient. The only vegetable option for the alternative meal was 1/2 cup of spinach salad.

Due to repeat findings with meal pattern insufficiencies, the alternative meal options have been disallowed (20 meals). This contributes to fiscal action.

**Corrective Action:**

Prior to the on-site review, the cafeteria manager determined that the red/orange vegetable was insufficient. The cafeteria manager will increase the amount of red/orange offered throughout the week by adding carrot sticks as an option. By adding carrot sticks throughout the week, the cafeteria manager will ensure that they are offered on days where the vegetable is included in the main entrée. Additional response is not required.

**Technical Assistance:**

The reviewer provided on-site technical assistance for meal planning. It is suggested that the cafeteria manager utilize the menu certification worksheets prior to executing the menu to ensure daily and weekly compliance with all requirements. While it is allowable to plan the vegetable in the main entrée, other menu entrées must be taken into account to meet the daily vegetable offering, including vegetable subgroups. It is suggested that the school provide two vegetable options on days that include a vegetable in the main entrée. This would follow with how the chef salad option is already planned within the school system. As a reminder, components can be larger than what is required if the weekly ranges of calories, saturated fat, and sodium comply.