SNP Administrative Review Findings  

St Benedict Cathedral School (K277)

Food Service Contact
Mrs. Chrissy Creech
Cafeteria Manager
(812) 425-3369

Executive Contact
Kari Ford
Principal
(812) 425-4596

Program Year 2019

St Benedict Cathedral School (K277)
530 South Harlan Avenue
Evansville, IN 47714-1572

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

Commendations

* The administrative and food service staff was eager to learn and open for suggestions during both the off and onsite portions of the review.

Certification and Benefit Issuance - St Benedict Cathedral School (K277)

Finding 9019: Incorrect conversion factors used when processing applications.

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12

The SFA is converting the income frequency to an annual figure when not required.

Corrective Action:
The time of the onsite review all applications were corrected to indicate the correct income frequency. No further action required.

Resource Management Comprehensive Review - St Benedict Cathedral School (K277)

Finding 9000: Other Finding

Unallowable costs were charged to the NPSFA to cover expenses incurred by the parish. A check was received by the insurance company, however, it was not deposited into the NPFSA.

Corrective Action:
The SFA must provide documentation to prove that funds were reimbursed to the NPSFA. Further fiscal action may be required if the supporting documentation does not reflect that the NPFSA has been fully reimbursed.
SNP Administrative Review Findings

Program Year 2019

St. Benedict Cathedral School (D590)  Food Service Contact

530 South Harlan Avenue  Chrissy Creech
Evansville, IN 47714-1572  Cafeteria Manager
(812) 499-1668

Month of Review: January 2019
Date of Onsite Review: February 7, 2019

Meal Components & Quantities - St. Benedict Cathedral School (D590)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Production Records
Food production records are not thoroughly completed.
• Total purchase unit of food prepared did not match the amount of servings prepared for the indicated serving size
• Serving size did not match crediting
• Leftovers column was incomplete

Corrective Action:
The Reviewer validated production records from the Cafeteria Manager during the onsite review. The production records have been updated to meet correct crediting, include leftovers, and indicate detailed purchase units of food prepared. No further action required.

Technical Assistance:
Prior to the review, the reviewer provided training to the Cafeteria Manager on production records.

Dietary Specifications - St. Benedict Cathedral School (D590)

603. On-site portion of Dietary Specifications Tool completed, TA, CA required?

Finding 9000: Technical Assistance - Interactive Food Buying Guide

Technical Assistance:
The reviewer demonstrated how to use the Food Buying Guide Calculator to determine number of pounds and/or cans needed for number of servings when preparing for meal service.

General Program Compliance - St. Benedict Cathedral School (D590)

1105. Foods sold to students during school day meet Smart Snacks standards?

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.
Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards. Side items of the reimbursable meal are not considered exempt and requires compliance with Smart Snacks standards.

Corrective Action:
During the onsite review, the Cafeteria Manager decreased the portion size for tater tots to meet sodium guidelines and bundled the entrée together to meet the combination requirements of entrées. The Cafeteria Manager will run all items sold as extras (ala carte) through the Smart Snack calculator to determine compliance. No further action required.

Technical Assistance:
The Reviewer provided onsite technical assistance on Smart Snack standards including how to use the Smart Snack Calculator.