



**SNP Administrative Review Findings**  
*Program Year 2024*

**Mishawaka Catholic Schools (K366)**

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230 Spring St.  
Mishawaka, IN 46544-1940

**Food Service Contact**

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**Executive Contact**

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No. of Sites / Reviewed: 3 / 1  
Month of Review: March 2024

**Commendations**

- \* This is the first year in many that Mishawaka Catholic has produced its own meals versus vending from another SFA. The Food Service Director has done a great job with the transition and takes great pride in planning her monthly menus and testing out new recipes to appeal to more students.

**Certification and Benefit Issuance - Mishawaka Catholic Schools (K366)**

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

**Technical Assistance: Use of Conversion Factors**

Technical assistance was provided to the Business Manager regarding the use of the conversion factors when approving meal applications. The conversion factors should only be used to annualize the household's total income when multiple income frequencies are reported on a meal application.

**Verification - Mishawaka Catholic Schools (K366)**

206. *On-site observations validate Off-Site Assessment Tool responses to Verification questions and responses demonstrate compliance with FNS requirements? Does the Verification Summary Report accurately reflect the SFA's enrollment?*

**Finding 9006: Validation of Off-Site Assessment Tool**

On-site observations do not validate Off-Site Assessment Tool responses to Verification questions and/or responses do not demonstrate compliance with FNS requirements. The Verification process was not conducted during the required timeframe of October 1-November 15, and the Verification Summary Report (VSR) was not submitted by January 15.

**Corrective Action:**

The Business Manager was provided technical assistance regarding the Verification process in February. The field specialist provided step-by-step instructions that included pulling the correct sample size from the error-prone apps, completing a confirmation review, attempting Direct Verification, and sending out the Verification notification letter. Follow-up technical assistance was provided two weeks later to help review the household's response and submit the Verification Summary Report. The Business Manager demonstrated a thorough understanding of the Verification process throughout the technical assistance provided. She verbally acknowledged that she understood the timeline for completing both Verification and the Verification Summary Report in PY2025. She was provided with the SNP Calendar of Due Dates to help keep up with program requirements. **If implemented as agreed upon, no further corrective action is needed.**

**Meal Counting & Claiming - Mishawaka Catholic Schools (K366)**

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

**Technical Assistance: Charging Policy & Bad Debt**

Technical assistance was provided to the Food Service Director, Business Manager, and Principal regarding the need for a policy that addresses how meal charges and bad debt are handled. The resources below can be used to help draft the policy. Information related to meal charges & bad debt should be communicated to households annually, such as in a back-to-school



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notification from the food service department or included in student handbooks. It is recommended to post it on the Lunch Menu webpage as well.

#### Resources

**Charging Policy Template:** [https://www.in.gov/doi/files/charging-procedure-template\\_0.docx](https://www.in.gov/doi/files/charging-procedure-template_0.docx)

**Bad Debt Policy Template:** [https://www.in.gov/doi/files/baddebtrevised\\_0.docx](https://www.in.gov/doi/files/baddebtrevised_0.docx)

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

#### **Finding 10153: Edit Checks**

Edit checks were not conducted and/or documented.

#### **Corrective Action:**

Technical assistance was provided to the Food Service Director regarding the need for monthly edit checks. The IDOE's edit check template & instructions were provided and reviewed onsite. See edit check template in TA section below for reference. The Food Service Director completed the edit checks for March while the field specialist was onsite. She demonstrated a clear understanding of the edit check process and verbally acknowledged that she will complete a monthly edit check for each site prior to submitting the monthly claim for reimbursement. **If implemented as agreed upon, no further corrective action is needed.**

#### **Technical Assistance:**

Edit Check & Instructions: <https://www.in.gov/doi/files/Edit-Check-Daily-Meal-Counts.pdf>

### General Program Compliance - Mishawaka Catholic Schools (K366)

808. *On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

#### **Finding 10124: Civil rights complaint procedures were incomplete or not being followed**

The Food Service Director had copies of the Civil Rights complaint form & log, but a Complaint Procedure had not been established.

#### **Corrective Action:**

Technical assistance was provided to the Food Service Director to ensure that the Civil Rights Complaint Procedure is implemented fully. A copy of the Complaint Procedure was provided but is also included in the TA section below. The Food Service Director was advised to review the Complaint Procedure with staff as part of their annual Civil Rights training. **No further corrective action is needed.**

#### **Technical Assistance:**

Complaint Procedure:

[https://docs.google.com/document/d/1YyyRM\\_eaWC\\_Ail4f379gqdsnMVHjbXgXD\\_Tg8Lj2xHo/edit?usp=sharing](https://docs.google.com/document/d/1YyyRM_eaWC_Ail4f379gqdsnMVHjbXgXD_Tg8Lj2xHo/edit?usp=sharing)

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

#### **Technical Assistance: Full Nondiscrimination Statement on Lunch Menu Webpage**

Technical assistance was provided to the Business Manager & Food Service Director on the need to update the full nondiscrimination statement that is posted on the "Lunch Menu" webpage.

#### **USDA Full Nondiscrimination Statement:**

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



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. Discrepancies or deficiencies found on-site: the "Individual School Wellness Plan Checklist" provided by the Diocese for the SFA to complete does not address all the Wellness Policy minimum requirements.

**Corrective Action:**

As corrective action, the SFA is required to reach out to the Diocese to ensure they have the most current Wellness Policy for the SFA to implement at the local level. In addition, the SFA is required to review the resources below to help ensure that the wellness policy meets the minimum requirements, that annual stakeholder outreach/communication is conducted, and that a formal assessment of the policy is completed every three years. **As corrective action, please provide a timeline for when the Diocese will be contacted and when a review/update of the wellness policy will be conducted.**

**Technical Assistance:**

**Wellness Policy Webpage:** <https://www.in.gov/doe/nutrition/wellness-policies/>

**Minimum Requirements:** <https://www.in.gov/doe/files/minimum-requirements.pdf>

**Triennial Assessment:** <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

1500. *Reports are submitted to the Indiana Department of Education as required*

**Finding 9151: SFA does not meet reporting deadlines to the State agency as required.**

The Annual Financial Report (AFR) and Verification Summary Report (VSR) were not submitted to IDOE on time.

**Corrective Action:**

Reporting requirements for the AFR & VSR were discussed with the Business Manager, Principal, and Food Service Director. All verbally acknowledged that they understood the requirements and expectations moving forward. No further corrective action is needed.

**Technical Assistance:**

**School Nutrition Programs Calendar of Due Dates:**

<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqoaoLlw/edit?usp=sharing>



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**Mishawaka Catholic Schools (K366)**

**St. Monica School (D1771)**

230 Spring St.  
Mishawaka, IN 46544-1940

Month of Review: March 2024  
Date of Onsite Review: April 29, 2024

**Food Service Contact**

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(574) 255-6381

**Meal Components & Quantities - St. Monica School (D1771)**

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

**Technical Assistance: Production Records**

Production records were reviewed, and technical assistance was provided to the Food Service Director on how to properly document the "Component Contributions" for fruits and vegetables. In addition, the reviewer reminded staff that milk and extras/condiments must also be documented on the daily production records.

**Fresh Veggie Portioning Guide:** <https://drive.google.com/file/d/1xKckxi1sSVltDqFcKHs60ASXeHXqyIOg/view>

**Fresh Fruit Portioning Guide:** [https://drive.google.com/file/d/1vbReuUV\\_NGDa81v-kl38GUcWNRvmb5vE/view](https://drive.google.com/file/d/1vbReuUV_NGDa81v-kl38GUcWNRvmb5vE/view)

**CN Labels & Product Formulation Statements Fact Sheet:**

[https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE\\_6cGIVxdo9bQ3QTWQ--K07ReFk/edit](https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGIVxdo9bQ3QTWQ--K07ReFk/edit)

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.**

Production records were reviewed for the review period (March 4-8) to determine whether the portion sizes of meal components from the menu planned and served during the review period met the minimum meal pattern requirements for the age/grade group(s) being served. An insufficient vegetable serving was noted on Wednesday. Baked Lays were planned as a 1/2 c of vegetable, in addition to a 1/2 c of fresh carrots and celery.

**Corrective Action:**

Technical assistance was provided to the Food Service Director regarding creditable vegetable components. It was discussed that while Baked Lays can be served as an "extra," non-creditable item, or sold as a Smart Snack, they cannot be served as a creditable vegetable component at lunch. While the Field Specialist was onsite, the Food Service Director updated the May menu to increase the serving sizes of both the fresh carrots & celery on this day to meet the minimum vegetable portion size.

**No further corrective action is necessary.**

**General Program Compliance - St. Monica School (D1771)**

901. *On-site monitoring review(s) were completed prior to February 1*

**Technical Assistance: On-site Monitoring Form for NSLP**

On-site monitoring was completed for all 3 school sites by Feb 1, but the SFSP monitoring form was used. Technical assistance was provided to the Food Service Director and a copy of the correct monitoring form below was provided to use moving forward.

**NSLP On-site Monitoring Form:**

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:49075fb5-f5c3-38d6-9db6-a901eb8fa039>