



SNP Administrative Review Findings

St Christopher School (K207)

Program Year 2024

**St Christopher School
(K207)**
5335 West 16th Street
Indianapolis, IN 46224-6402

Food Service Contact
Mrs. Kelli L Wittman
Food Service Director
(317) 241-6314
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Executive Contact
Ms. Karen King
Principal
(317) 241-6314
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No. of Sites / Reviewed: 1 / 1
Month of Review: April 2024

Commendations

- * A nice entrée variety was offered for students.
- * The staff were willing to immediately correct some issues when noted by the reviewer during the onsite review.

Certification and Benefit Issuance - St Christopher School (K207)

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

Finding 9901: Selected applications incorrectly approved

Two applications were certified incorrectly as free when they should have been reduced. This was due to a miscalculation and contributed toward fiscal action calculations.

Corrective Action:

As corrective action, the SFA sent out the confirming letter of adverse action and showed documentation to the state agency on the day of review. Corrections have been made to certification errors. **No additional response required.**

Technical Assistance:

Technical assistance was provided on the day of the review.

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

Finding 9019: Incorrect conversion factors used when processing applications

There were applications that indicated more than one income frequency and the correct conversion factors were not used to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12. Annual income must be calculated correctly to determine income of multiple frequencies.

Corrective Action:

As corrective action, a second check of applications with multiple income frequencies must be conducted by a person other than the determining official. Please provide written procedures put in place going forward to ensure that a second check by another individual is conducted.

Technical Assistance:

This was discussed with the SFA on the day of the review and technical assistance was provided.

134. *Direct Certification matches were performed according to the required timeframes*

Technical Assistance: Direct Certification

As a reminder, please be sure to add DC match results if they have not been added. This was explained on the day of the review and technical assistance was provided.



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Resource Management Comprehensive Review - St Christopher School (K207)

757. Allowable Costs Test

Finding 9000: Other Finding

At the time of the review, the sponsor had not completed the comprehensive resource management questions as requested.

Corrective Action:

As corrective action, the comprehensive resource management question must be answered and emailed to the state agency.

Technical Assistance:

This was communicated with the SFA, and technical assistance was provided.

General Program Compliance - St Christopher School (K207)

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

Technical Assistance: Special Dietary Needs

Special dietary needs must always be accommodated. Students with a lactose allergy must be given lactose free milk to still meet the meal pattern requirements. A lactose free milk must be ordered. Technical assistance was provided on the day of the review.

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

Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements. The following elements are missing: stakeholder participation, USDA requirements for school meals, nutritional guidelines for sold and non-sold beverages and foods, food and beverage marketing, evaluation, and communication.

Corrective Action:

As corrective action the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be provided as corrective action.

Technical Assistance:

Wellness policy requirements can be found here <https://www.in.gov/doe/files/minimum-requirements.pdf>.

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:

The review and update of the local school wellness policy did not include stakeholders. Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.

Corrective Action:

As corrective action the following must occur:

- LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and



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progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment must be submitted to the State Agency.

-The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the reassessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.

-Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.

Technical Assistance:

Wellness policy triennial assessment tool can be found here. <https://www.in.gov/doi/files/triennial-assessment-template.pdf>

1214. School Nutrition Programs Director met/will meet annual training requirements

Technical Assistance: Annual Training Hours

The director currently has about 6 annual training hours and the school nutrition staff each have about 4 hours. As a reminder, the director is expected to meet the 12 hours by the end of the school year annually. In addition, 4 hours are required for part time and 6 hours for full time staff.

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained. Teachers who enter meal counts into the POS were not trained in civil rights or meal counting and claiming.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, provide written procedures for outlining training requirements to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training such as certificates, or agenda of topics covered with attendee names and signatures.**

Technical Assistance:

Technical assistance was provided on the day of the review.



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St. Christopher School (C795)

5335 West 16th Street
Indianapolis, IN 46224-6402

Food Service Contact

Mrs. Kelli L Wittman
Cafeteria Manager
(317) 241-6314

Month of Review: April 2024

Date of Onsite Review: May 1, 2024

Meal Components & Quantities - St. Christopher School (C795)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9000: Milk

Unused milk is collected at the end of lunch services and resold to children without first meeting the IDOE resale of foods policy requirements including OVS and share table implementation among other requirements.

Corrective Action:

As corrective action, all resale of foods policy requirements must first be met before food items can be resold. A share table was implemented on the day of the review. The share table must be accessible to all students. Items that require refrigeration must have an ice tray used to keep them cool throughout lunch. In addition, leftover share table items can be placed out again on the share table the next day, however, must be discarded after that. If a school decides to retrieve food for resale in future reimbursable meals, they must have a procedure/policy in place that details how food will be handled.

Technical Assistance:

Technical assistance was provided on the day of the review. A share table resource can be found here <https://www.in.gov/doe/files/Sharing-Table-Fact-Sheet.pdf>. The resale of foods resource can be found here: <https://docs.google.com/document/d/1tRY680Otw6oWJsKUKLDghpxMGILLGf4V7goNw8JEPQo/edit>.

407. Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding 9000: Other Finding

Planned menu for the month of the onsite review is not specific for required components. As a program requirement, menus must be planned in advance to ensure daily and weekly meal patterns will be met for all components. Listing "potluck week" on the menu for two weeks will not ensure that the meal pattern is met daily.

Corrective Action:

As corrective action, the planned menu for May must be submitted to state agency.

Technical Assistance:

Technical assistance was provided on the day of the review.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records, menus, and other supporting food crediting documentation for the Review Period, some meals served did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during review period: fruit on 4/4 and 4/9. No fruit was served, resulting in 261 meals disallowed. In addition, weekly vegetable subgroup requirements were not met for the following subgroup(s): missing red orange vegetable subgroup for menu certification week.



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Corrective Action:

As corrective action, the SFA and food service staff must complete meal pattern training in Moodle and submit documentation to state agency.

Technical Assistance:

The school was provided technical assistance during the on-site visit. The IDOE Moodle website is found here:

<https://moodle.doe.in.gov/>

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week

The meal pattern daily and weekly requirements must be met for all components. During the review of planned menus and production records for the review period, there were insufficient serving sizes served for vegetables on 4/29 and 4/22 only serving 1/2 cup of vegetable. In addition, there was insufficient fruit on 4/22 and 4/30 with a serving size of 1/4 cup.

Corrective Action:

As corrective action, provide revised menus and production records showing the meal pattern is met for the daily and weekly requirements for each grade group being served.

Technical Assistance:

Technical assistance was provided on the day of the review. Meal pattern requirements can be found here:

<https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

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

Technical Assistance: Crediting

Crediting documentation is needed to ensure weekly meal patterns and daily patterns are being met. CN labels and product formulation statements for all applicable products used must be retained and used when menu planning.

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

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, the school was not implementing OVS as indicated in the site information sheet. Students are not given the option to decline meal components they do not intend to consume.

Corrective Action:

As corrective action, please update the site information sheet to reflect that OVS will not be implemented.

Technical Assistance:

The school was provided technical assistance during the on-site visit.



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General Program Compliance - St. Christopher School (C795)

812. Day of Review- Program benefits were available to all children without discrimination

Finding 9102: Discrimination in Program benefits observed on Day of Review.

As observed on the Day of Review, Program benefits were not made available to all children without discrimination. Pre-k and kindergarten students were not provided with a choice of milk.

Corrective Action:

As corrective action, the SFA made the availability of flavored milk offered to the pre-k and kindergarten students as well on the second day of review. This must be conducted going forward. In addition, meal pattern training must be completed and submitted to the state agency.

Technical Assistance:

Technical assistance was provided on the day of review. Flavored milk could only be offered to students in older grades but a plain milk variety such as fat-free and 1% would still need to be offered to pre-k and kindergarten students. (Variety is only required for pre-k students when they are co-mingled with older students at lunch time and the SFA chooses to implement the NSLP and/or SBP meal pattern for pre-k students.)

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

Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

As corrective action, the most recent health inspection report was posted on the day of the review. Please ensure that the most recent inspection is posted publicly going forward. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review.

1411. Review of agricultural food components indicates violations of the Buy American provision

Finding 10157: Buy American

Review of agricultural food components indicates violations of the Buy American provision. Documentation was not available to determine if domestic alternatives were considered or exceptions were granted. The violation found included broccoli florets from Guatemala.

Corrective Action:

If nondomestic products are purchased, documentation is needed to determine if domestic alternatives were considered and if an exception was granted. This was explained to the SFA on the day of review. **No additional response is required.**

Technical Assistance:

Technical assistance was provided on the day of the review.