



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

**St Jude Catholic School (K412)**

**St Jude Catholic School (K412)**

2110 Pemberton Dr.  
Ft. Wayne, IN 46805-4628

**Food Service Contact**

Melissa Smith  
Cafeteria Manager  
(260) 484-4611  
msmith@stjudefw.org  
FSMC: Classic Cafe

**Executive Contact**

Mike Obergfell  
Principal  
(260) 484-4611  
mobergfell@stjudefw.org

No. of Sites / Reviewed: 1 / 1  
Month of Review: November 2023

**Commendations**

- \* Staff continually took temperatures of the hot food during meal service ensuring students received food heated to the correct temperature.
- \* Staff changed gloves during meal service and task to ensure cross contamination did not take place.
- \* Staff were willing to correct any issues noted while reviewers were on site.

**Technical Assistance**

- \* The milk on the share table needs to be kept on ice.

**Certification and Benefit Issuance - St Jude Catholic School (K412)**

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

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

Staff 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.

**Corrective Action:**

All staff members approving applications and downloading DC information must complete Application Processing and DC information training annually. No documents were available showing that all staff members have completed this training. **A copy of the Moodle completion certificate is to be emailed to the Field Specialist.**

**Technical Assistance:**

It was discussed during the review meeting that the staff will convert different frequencies to annual.

213. *SFA's notice of adverse action contained all required information, including notification of appeal rights*

**Finding 9045: SFA's notice of adverse action did not contain all required information.**

The SFA's notice of adverse action as a result of Verification did not contain all the required information regarding who to contact or meal prices.

**Corrective Action:**

**The staff who are responsible for completing the verification process are to complete the verification training in Moodle. Documentation of the training is to be sent to the Field Specialist.**

215. *SFA completed verification by November 15*

**Finding 9048: Verification not completed by November 15.**

For the current school year the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

**Corrective Action:**

The SFA had the final information due on November 15, 2023, from the family selected for verification. This information needs to be collected and reviewed before the November 15 deadline. **The SFA is to write a procedure on how verification process will be conducted and completed before the deadline and provide the written procedure as corrective action.**



## **SNP Administrative Review Findings**

**St Jude Catholic School (K412)**

### ***Program Year 2024***

#### **Technical Assistance:**

The reviewer discussed with the principal and food service director that the verification process is to be completed by November 15, including the review of the documents turned in and assessing any changes to meal benefits.

### **General Program Compliance - St Jude Catholic School (K412)**

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

#### **Finding 10152: Civil Rights Training**

One or more foodservice employees have not completed civil rights training within the last 12 months.

#### **Corrective Action:**

**As corrective action, please submit documentation of the employee's completed Civil Rights training.**

#### **Technical Assistance:**

The reviewer discussed with the principal and food service director that all staff members or volunteers completing task for the school food service program must complete Civil Rights Training annually.

*1217. SFA's process and frequency for tracking training hours is sufficient*

#### **Finding 10126: Professional Standards Training Requirements and Documentation**

Training for all food service staff is not being tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017.

#### **Corrective Action:**

**Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide a copy of the completed training tracking log to the field specialist.**

#### **Technical Assistance:**

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

*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.

#### **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:**

The reviewer discussed with the principal that Civil Rights, Application Processing, DC download, and Verification Training must be completed annually by all staff members who are responsible for these tasks.



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

**St Jude Catholic School (K412)**

**St Jude Catholic School (A160)**

2110 Pemberton Dr.  
Ft. Wayne, IN 46805-4628

**Food Service Contact**

Melissa Smith  
Cafeteria manager  
(260) 484-4611

Month of Review: November 2023

Date of Onsite Review: December 12, 2023

**Meal Components & Quantities - St Jude Catholic School (A160)**

*404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

**Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line.

**Corrective Action:**

Staff printed out a menu and placed it on the serving line to show what is included in the meal. **If continued implementation is followed, no further action is required.**

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. The reviewer discussed with the food service director that all items included in the meal must be posted for the student to know what constitutes as a reimbursable meal.

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

**Finding 10139: Production Records**

The following issues were noted with production records: production records were incomplete. The record did not list what fruits and vegetables were leftover, discarded, or frozen for later use. Also, the number of milk servings for each flavor of milk is not recorded.

**Corrective Action:**

**As corrective action completed lunch production records for one week must be submitted to the State Agency.**

**Technical Assistance:**

The reviewer discussed with the food service director on the importance of tracking milk consumption and how much fruits and vegetables are leftover and frozen for future use.

**General Program Compliance - St Jude Catholic School (A160)**

*1407. SFA written food safety plan is implemented*

**Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.**

Proper HACCP principles not observed: Fresh fruit is not properly washed before slicing.

**Corrective Action:**

**The food service staff are to be trained on proper washing of fresh fruits and vegetables following the Standard Operating Procedure listed in the Food Safety Plan. Documentation of the training is to be sent to the Field Specialist.**

**Technical Assistance:**

The reviewer discussed with the kitchen staff the importance of cleaning off fresh fruit before slicing them for meal service.



---

**SNP Administrative Review Findings**

**St Jude Catholic School (K412)**

***Program Year 2024***

*1409. On-site or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor

**Corrective Action:**

Staff immediately moved the canned fruit to the shelves. **If implemented as corrected, no further action is required.**