



## SNP Administrative Review Findings

## Calvary Lutheran School (K170)

### Program Year 2025

#### Calvary Lutheran School (K170)

6111 Shelby Street  
Indianapolis, IN 46227-4879

#### Food Service Contact

Mrs. Jessica Harmon  
Cafeteria Manager  
(317) 783-2305  
harmon@thecalvaryschool.org

#### Executive Contact

Mr. Steve Rensner  
Principal  
(317) 783-2305  
rensner@thecalvaryschool.org

No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2025

### Commendations

- \* The staff were very friendly and eager to learn and make corrections to improve the program.

### Certification and Benefit Issuance - Calvary Lutheran School (K170)

126. *Certification: selected applications correctly approved.*

#### Technical Assistance: Applications

Multiple applications were approved as free on the application, but should have been reduced; however, they are entered correctly as reduced in the benefit issuance roster. Ensure that both the application and roster reflect correct information.

126. *Certification: selected applications correctly approved.*

#### Finding 9901: Selected applications correctly approved

Multiple applications were certified incorrectly or were approved with missing information. This contributed toward fiscal action calculations.

#### Corrective Action:

As corrective action, please complete the following:

- a) **Certification errors must be corrected, and the households must be notified of the change in eligibility through a letter. Documentation of letters and changes in benefits must also be submitted to the state agency.**
- b) **Develop written procedures for conducting a second check of randomly selected meal applications. Submit the established procedure and implementation date to the state agency.**

#### Technical Assistance:

Errors were reviewed with the determining official on the day of review, and technical assistance was provided.

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

#### 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. Some applications had the conversion documented incorrectly, or no conversion was documented at all.

#### Corrective Action:

As corrective action, the free and reduced (F&R) Moodle training must be completed by the F&R contact. Submit the certificate to the state agency as documentation. IDOE Moodle <https://moodle.doe.in.gov/>.

#### Technical Assistance:

Technical assistance was provided on the day of the review.

131. *Applications denied correctly*

#### Finding 9022: Applications incorrectly denied

The SFA denied some applications incorrectly.

#### Corrective Action:

As corrective action, the following needs to occur:



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- a) The households that were overcharged for breakfast and lunch must be refunded to the date the free or reduced benefit should have been effective. Provide documentation of the refund and transaction history to support the amount determined for each student.
- b) Provide documentation showing the benefit has been updated in Point-of-Service (POS).

#### Technical Assistance:

Technical assistance was provided on the day of the review.

### 133. Direct Certifications were correctly certified

#### Finding 9024: Direct Certifications were not correctly applied

Direct certification (DC) documentation for selected students was reviewed for completeness and accuracy. Some students were incorrectly certified for free meals. Additionally, there have been multiple instances of a benefit not being extended to a household member.

#### Corrective Action:

As corrective action, please complete the following:

- a) Certification errors must be corrected, and the households must be notified of the change in eligibility through a letter. Documentation of letters and changes in benefits must be submitted to the state agency.
- b) All students who were overcharged for breakfast and lunch must be refunded to the date the free or reduced benefit should have been effective. Provide documentation of the refund and transaction history to support the amount determined for each student.
- c) The free and reduced contact must complete DC training in Moodle and submit documentation to the state agency. IDOE Moodle <https://moodle.doe.in.gov/>

#### Technical Assistance:

Technical assistance was provided during the review. It is reminded to extend benefits to students in the same household as other approved students.

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

#### Technical Assistance: DC Matches

It is a best practice to conduct DC matches on a monthly basis.

### 123. Certification and Benefit Issuance - On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

#### Finding 9000: Applications were incomplete.

Applications are not completed in full. The F&R official has multiple applications that have not been signed with a date of application approval. As a requirement, applications must be completed in full.

#### Corrective Action:

As corrective action, the bookkeeper must complete free and reduced training and submit it to the state agency as documentation. IDOE Moodle <https://moodle.doe.in.gov/>.

#### Technical Assistance:

Please advise families that the application must be completed in full. This includes listing all household members. The number of household members and the number of individuals in the household should match. There were instances during the review of applications where this was not the case.



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### Verification - Calvary Lutheran School (K170)

207. SFA completed verification and verified applications on file match FNS-742.

**Finding 9000: Incorrect Verification Documentation Used**

The verification application was verified using W2 instead of the current pay stubs.

**Corrective Action:**

**Verification training must be completed as corrective action, and completion certificates must be submitted to the state agency as documentation.** IDOE Moodle: <https://moodle.doe.in.gov/>.

**Technical Assistance:**

This was discussed with the free and reduced contact and technical assistance was provided on the day of review.

208. Documentation demonstrates a confirmation review was conducted and required procedures were followed

**Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

**Corrective Action:**

The confirming official must be someone other than the original application processor(s). This step ensures that the selected meal applications were approved correctly by the initial processor(s). **As corrective action, indicate the person who will be responsible for completing the confirmation review moving forward and how this will be documented.**

**Technical Assistance:**

Technical assistance was provided onsite to ensure that a confirmation review takes place moving forward.

### Resource Management Comprehensive Review - Calvary Lutheran School (K170)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

**Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio**

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

**Corrective Action:**

The SFA must assess compliance with the revenue from non-program foods. **As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.**

**Technical Assistance:**

The non-program food revenue tool to utilize for a reference period can be found at the following link:

<https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: <https://www.in.gov/doe/nutrition/financial-management/#Revenue from Non Program Foods>.

### General Program Compliance - Calvary Lutheran School (K170)

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.

**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 resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.



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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 occur as required.

#### **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 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 and updated wellness policy 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 re-assessment 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 resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

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 routinely conducted or 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 written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met. In addition, provide training documentation and tracking for food service employees who have completed training since the administrative review.**

#### **Technical Assistance:**

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

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpypSVN9ALp6iPsCTzk/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, non-food service employees conducting duties related to program requirements had no documentation of training.

#### **Corrective Action:**

Teachers assisting with meal counting during lunch must have civil rights training documentation. Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, provide proof of civil rights training for the teachers, such as certificates or an 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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*Program Year 2025*

**Calvary Lutheran School (K170)**

1400. *The written food safety plan contains required elements and a copy is available at each school*

**Finding 9142: The written food safety plan does not contain all the required elements.**

SFA does not have a food safety plan. This practice does not comply with the HACCP program criteria described in 7CFR 210.13(c).

**Corrective Action:**

**Submit a completed food safety plan to the state agency as corrective action.**

**Technical Assistance:**

Food safety plan resources were shared with the food service director on the day of the review.

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

**Finding 9009: SFSP Outreach**

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

**Corrective Action:**

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. **As corrective action, the director must review the USDA Policy Memo SP 07-2014 referenced in the technical assistance section below. Submit a signed copy of the memo to the state agency as proof that the memo was reviewed.**

**Technical Assistance:**

USDA Policy Memo SP 07-2014, SFSP 07-2014 Expanding Awareness and Access to Summer Meals can be read at the following link: [https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07\\_SFSP07-2014os.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07_SFSP07-2014os.pdf).



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### Program Year 2025

#### Calvary Lutheran School (C315)

6111 Shelby Street  
Indianapolis, IN 46227-4879

#### Food Service Contact

Mrs. Jessica Harmon  
Cafeteria Manager  
(317) 783-2305

Month of Review: March 2025

Date of Onsite Review: April 3, 2025

### Calvary Lutheran Preschool/Pre-K - Calvary Lutheran School (C315)

#### 1. Calvary Lutheran Preschool/Pre-K

##### Finding 9000: Pre-K Meals

Pre-K meals are not counted at the point-of-service (POS). Meals are claimed based on a lunch order sheet, which does not meet the requirement of documenting meals at the point where the student receives the meal.

##### Corrective Action:

As corrective action, a received column must be added for teachers to mark off as the students receive the meal. **This was created and corrected onsite, and no additional response is required.**

##### Technical Assistance:

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

### Meal Counting & Claiming - Calvary Lutheran School (C315)

#### 318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

##### Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. Meals were counted before students received reimbursable meals, and they were entered into the electronic POS as students were still in the lunch line.

##### Corrective Action:

During the review, the location of the POS was moved, and meals were correctly claimed at the POS. **This was corrected on site and no additional response is required.**

##### Technical Assistance:

Technical assistance was provided on the day of the review.

#### 322. Review Period- daily meal counts by category do not exceed the number of eligible students by category

##### Finding 9070: Meal counts exceeded number of free, reduced price and/or paid eligible students.

The number of meals reported by the school on one or more days of the review period was more than the number of reduced-price eligible students. The dates in the review period when meal counts exceeded the number of reduced-price eligible students were March 12, 2025, and March 17, 2025.

##### Corrective Action:

**A correct edit check for April and May 2025 must be submitted to the state agency as corrective action. In addition, please provide written procedures detailing how this will be checked in the future to ensure meals are not claimed over the number of eligibles for each category.**

##### Technical Assistance:

Manual edit check instructions can be found here <https://www.in.gov/doe/files/Edit-Check-Daily-Meal-Counts.pdf>





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324. Review Period- there were no questionable patterns in the reported meal counts by category.

#### Technical Assistance: Electronic Point of Sale

#### Technical Assistance:

The current electronic POS does not allow for splitting breakfast and lunch meals, making it difficult for staff to claim meals in the correct meal type based on eligibility. It is recommended that the system provider be contacted to set up these capabilities.

### Meal Components & Quantities - Calvary Lutheran School (C315)

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 NSLP meal pattern has requirements that must be met both daily and weekly for all components. During the review of the planned NSLP menu for the menu certification week, the following insufficiencies were noted: Insufficient weekly grains. The minimum weekly grain requirement was not met.

#### Corrective Action:

As corrective action, provide revised menus showing the grains served and meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, food service staff must complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.

#### Technical Assistance:

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

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. All information, including the amount prepared, served, and left over for each item served, must be filled in on production records.

#### Corrective Action:

As corrective action, completed breakfast and lunch production records for one week from the reviewed sites must be submitted to the State Agency. In addition to the food service staff completing production record training in Moodle. Submit training completion certificate as documentation. IDOE Moodle: <https://moodle.doe.in.gov/>.

#### Technical Assistance:

Technical assistance was provided on the day of the review.

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 to determine whether the portion sizes of meal components from the menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group(s) being served. An insufficient vegetable serving was noted for the K-8 grade group for lunch. Insufficient vegetable portions are noted on March 3 and March 6, 2025. Only 1/2 cup of vegetables was offered on both days.

#### Corrective Action:

As corrective action, a week of production records must be submitted to the State Agency. In addition, provide revised menus showing the vegetables served and that the meal pattern is met for the daily and weekly requirements for each grade group being served.

#### Technical Assistance:

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.



**SNP Administrative Review Findings**  
*Program Year 2025*

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**General Program Compliance - Calvary Lutheran School (C315)**

*1408. Temperature logs are available*

**Technical Assistance: Share Table**

An ice tray is needed for perishable share table items such as milk.

*1408. Temperature logs are available*

**Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were unavailable for all equipment.

**Corrective Action:**

Temperatures must be monitored and logged daily for all refrigeration and freezer equipment and the storeroom. **As corrective action, submit logs with at least one week of monitored temperatures to the State Agency.**

**Technical Assistance:**

Sample food safety logs can be found at the following website: <https://theicn.org/icn-resources-a-z/food-safety/>.

*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. Not all food is stored at least 6 inches off the floor, and cans were missing date marks.

**Corrective Action**

As corrective action, a 6-inch rise was created during the review for freezer items, and it was discussed that the risers will be immediately used. In addition, cans that were missing date marks were updated. **No additional response required.**

**Technical Assistance**

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