



SNP Administrative Review Findings

Emmanuel-St Michael Lutheran Schools (K016)

Program Year 2025

Emmanuel-St Michael Lutheran Schools (K016)

1123 Union St
Fort Wayne, IN 46802-4049

Food Service Contact

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Executive Contact

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Principal
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No. of Sites / Reviewed: 2 / 1
Month of Review: December 2024

Commendations

- * The kitchen space, though small, was very clean and well organized. All temperature logs were current to-date and easily accessible for review.
- * The kitchen team was approachable and seemed to work collaboratively to achieve program goals for children. This provides a positive and welcoming atmosphere that helps promote participation in the meal program.
- * At Emmanuel St. Michael, the food service program is just one of many tasks that the finance manager is responsible for, and they do a wonderful job with the financial management of the program. The team was responsive, well organized and flexible.
- * Menus offer a variety of fresh fruits and vegetables. The director offers a build your own meal, vegetable bar and hot entree with vegetables. This shows creativity in menu planning and provides students with a variety of choices daily.

Technical Assistance

- * State Agency recommends developing and documenting policies clearly outlining roles, responsibilities and segregation of duties. Additional internal controls to develop may include but are not limited to cash handling, allowable costs, financial management training, physical controls, etc. These recommendations are to promote cohesiveness, communication and effective management practices throughout the program.
- * USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year. For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>. To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>. To download a copy of the USDA Buy American tracking tool, go here: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.
- * The SFA calls the Board of Health if they have not had two inspections by May. The SFA will email the two-health inspection request at the start of the school year from this point forward. <https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>.
- * At the start of each program year, sponsors must notify households of the use of OVS in cafeteria. Helping parents understand how meals are served at school is vital to program success. The following template letters can be used. https://www.in.gov/doe/nutrition/offer-versus-serve/#Notification_Letters.
- * Consider adding the School Breakfast Program. A one-month trial could be implemented by updating the site information sheet in CNPweb and selecting the month of operation along with additional operating information. https://www.in.gov/doe/nutrition/school-breakfast-program/#Breakfast_Meal_Pattern.



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Certification and Benefit Issuance - Emmanuel-St Michael Lutheran Schools (K016)

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

Finding 9000: Income Frequency

When only one income frequency was listed, the SFA converted household income on income applications to annual when processing.

Corrective Action:

The SFA is required to complete free and reduced training in Moodle. Submit the training certificate as corrective action.

Technical Assistance:

Income should only be converted to annual when more than one frequency is listed on the meal application.

Meal Counting & Claiming - Emmanuel-St Michael Lutheran Schools (K016)

314. SFA is following the approved SFA-SA agreement

Finding 9049: SFA is not following the approved SFA-SA Agreement and/or Application.

The SFA is not following their approved SFA-State agency permanent agreement. Discrepancies between approved documentation and observations on site: SFA charged \$0.41 for reduced meals. The maximum amount allowed to be charged for reduced meals is \$0.40.

Corrective Action:

All reduced meal charges more than \$.40 must be refunded for the current school year. A letter must be sent to the affected households notifying them of the changes and refund due. As corrective action, the SFA will submit documentation showing funds were restored to student accounts as well as copies of letters sent to households.

Technical Assistance:

SFA was provided with a check sheet, calendar for next school year, and maximum charge sheet.

<https://docs.google.com/document/d/17fEtqaRt411Y09OW8hGAYx5UdfRTv1sWAZbl5kU8Nbw/edit?tab=t.0>.

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Technical Assistance - Alternate meal

Regarding the meal charge policy, the SFA must ensure they are following their written procedures. Updates are needed regarding the alternate meal provided to students when they reach the charging threshold of \$30.

General Program Compliance - Emmanuel-St Michael Lutheran Schools (K016)

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.**



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Technical Assistance:

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

Additionally, the SFA is reminded that two non-compliant Smart Snack sales/fundraisers are allowed per building per year.

This does not include foods given to students or provided as incentive. The wellness policy should address foods provided to students as incentive.

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

Finding: 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, explain how the SFA will ensure requirements will be met each year. 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.



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Emmanuel-St Michael Lutheran 2 (J861)

1123 Union St
Fort Wayne, IN 46802-4049

Food Service Contact

Mrs. Keri Latin
Vice Principal
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Month of Review: December 2024

Date of Onsite Review: January 22, 2025

General Program Compliance - Emmanuel-St Michael Lutheran 2 (J861)

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: Foods in storage were missing "use-by", "preparation" and received dates. Dish machine temperatures not adequately monitored and recorded. The checklist and monitoring forms for SOP's have not been reviewed or updated.

Corrective Action:

SFA needs to review and update the Food Safety Plan and SOP's. They must complete the checklist provided as stated in their FSP and upload checklist in review.

The SFA must date-mark all items when removing them from original boxes. For example, frozen chicken in the freezer must be date-marked when taken out of original case.

As corrective action, train all school foodservice team members on date marking and food safety. Submit training documentation including a dated agenda and sign-in sheet.

Technical Assistance:

Provide ongoing training for staff on SOP as it pertains to their school and jobs. Additionally, for the Getz Road location, 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. Only utilize Food Service Program storage equipment that is able to be secured to ensure food is safeguarded.