



## SNP Administrative Review Findings Program Year 2025

## Lakeview Christian School (K393)

### Lakeview Christian School (K393)

5318 South Western Ave  
Marion, IN 46953-5744

### Food Service Contact

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### Executive Contact

Mrs. Rebecca Shrontz  
Administrator  
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No. of Sites / Reviewed: 1 / 1  
Month of Review: February 2025

### Commendations

- \* The kitchen of the reviewed school was clean and organized. Even though the facility is small, each space was neatly organized. The SFA does a wonderful job ordering foods to limit on-hand inventory.

### Technical Assistance

- \* The SFA is reminded to menu a variety of foods for breakfast and lunch. Students should have a variety of delicious, nutritious foods to choose daily. Incorporating more fresh fruits and vegetables is a great way to increase the appearance of a meal. Incorporating more hot breakfast options is also recommended. These small changes can boost participation in Child Nutrition Programs.
- \* Share table procedures must be modified. All foods placed on the share table must maintain proper temperatures and be available to all students during meal services.

### Meal Counting & Claiming - Lakeview Christian School (K393)

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 application, including the point-of-service (POS) procedures and Offer vs. Serve (OVS). Discrepancies between approved documentation and observations on site:

- The POS is in the middle of the serving line, prior to the point that a reimbursable meal is received.
- OVS for breakfast and lunch is not utilized as indicated on the site information sheet in CNPweb.

#### **Corrective Action:**

**Staff relocated the POS to the end of the serving line on the day of review. If the POS remains at the end of the serving line, no further action is required.** A POS placed anywhere except the end of the serving line requires prior approval from the state agency with a plan to ensure a full reimbursable meal has been selected. Typically, a staff member must be present at both the beginning at end of the line to ensure the meal is counted and a reimbursable meal has been selected. CNPweb must be updated as well to indicate this change in operation.

### General Program Compliance - Lakeview Christian School (K393)

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. Several certificates of completion for the Food Service Director were provided, but few training records for the remaining food service staff were provided. In addition, there were non-food service employees conducting duties related to food service, but training documentation was not available to show they were trained properly.

#### **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, documented, and tracked to ensure this requirement will be met. Procedures must include training resources to be utilized, timelines, and forms that will be**



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### Program Year 2025

utilized for documentation and tracking. 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:

Any training completed must be documented with 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>. Professional Standards Tracking: <https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>.

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. \*Repeat Finding

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: detailed standard operating procedures (SOPs).

#### Corrective Action:

**The SFA must develop detailed SOPs for the school food safety plan. Submit five SOPs as corrective action.**

#### Technical Assistance:

Utilizing pre-written school food service standard operating procedures or SOP templates is advisable. Pre-written procedures or templates can be found at: [https://www.in.gov/doe/nutrition/food-safety/#Standard\\_Operating\\_Procedures\\_SOP](https://www.in.gov/doe/nutrition/food-safety/#Standard_Operating_Procedures_SOP)

The SFA is reminded to always label pre-written procedures with the school name and customize actual procedures as needed.

1403. *Review of agricultural food components indicates violations of the Buy American provision*

#### Technical Assistance: USDA Buy American Provision Updated Policy Guidance

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 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>.



## SNP Administrative Review Findings

### Program Year 2025

## Lakeview Christian School (K393)

### Lakeview Christian School (B145)

5318 South Western Ave  
Marion, IN 46953-5744

### Food Service Contact

Mrs. Tina Lodge  
Food Service Manager  
(765) 677-4266

Month of Review: February 2025

Date of Onsite Review: March 12, 2025

### Meal Counting & Claiming - Lakeview Christian School (B145)

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

#### Finding 9000: Breakfast in the classroom meal counting

During on-site observation of breakfast, the SFA allowed the upper grade levels to go through the breakfast line in the cafeteria. The lower grade levels operated breakfast in the classroom (BIC). It was evident BIC teachers are unsure of the requirements for a reimbursable breakfast. When a student selected at least one item from the breakfast totes, the teacher recorded this as a meal. Students were also instructed to take something from the breakfast totes for an afternoon snack or to put items in backpacks to take home.

#### Corrective Action:

**The SFA is required to conduct breakfast meal service for all grade levels in the cafeteria. Written procedures for breakfast meal service must be submitted as corrective action.**

### Meal Components & Quantities - Lakeview Christian School (B145)

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

#### Finding 9081: Review of Productions records expanded to the entire Review Period.

Based on a review of production records and other supporting food crediting documentation for the entire Review Period, some meals served did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Review period meals missing required meal components: meat loaf meal missing grain component. For the review period, 27 meals will be disallowed. Since the sponsor utilized a cycle menu, this meal was served monthly throughout the program year; therefore, all meals missing the grain component for the program year will be disallowed. In all, 246 lunch meals will be disallowed.

#### Corrective Action:

**The SFA must submit a corrected cycle menu showing meals are planned to meet the meal pattern requirements for all components.**

#### Technical Assistance:

The food service staff was provided technical assistance during the on-site visit.

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 portion size reported on the production record did not correspond accurately with the recorded crediting, foods were incorrectly recorded based on component, production records were not specific for actual foods served, and food usage was not tracked for juice served.

#### Corrective Action:

**As corrective action, fully completed breakfast and lunch production records for one month from the reviewed site must be submitted to the State Agency. Additionally, the SFA will complete production record training on Moodle and submit the training certificate as corrective action.**

#### Technical Assistance:

The SFA was provided detailed technical assistance from the SA while on-site, noting each production record from the week of review and corrections that must be made to show compliance.



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

**Lakeview Christian School (K393)**

*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. \*Repeat Finding**

Productions 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 being served. Insufficiencies for the week of review are listed below:

- breakfast grain Wednesday - only served .75 oz grain eq (minimum requirement 1 oz eq)
- breakfast grain for week - only planned 4.75 oz grain eq (minimum requirement 7 oz eq)
- lunch M/MA for week - only planned 7 oz eq (minimum requirement 9 oz eq)
- lunch grain for week - only planned 7 oz eq (minimum requirement 8 oz eq)
- lunch red/orange vegetable subgroup for week - only planned 1/4c (minimum requirement 3/4c)
- lunch vegetable Thursday - only planned 1/2c (minimum requirement 3/4c)

Fiscal action for insufficiencies for the review period was determined by disallowing one day of breakfast per week that included insufficient grains. The total disallowance included 388 breakfast meals.

**Corrective Action:**

**As corrective action, please explain how the breakfast and lunch menu will be corrected to meet portion size requirements. A corrected four-week menu for breakfast and lunch must be submitted to the State Agency along with crediting documentation and production records.**

**Technical Assistance:**

The food service staff 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.

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

**Finding 10167: Whole Grain Requirement**

The planned lunch menu does not meet the whole grain requirement for grains offered each week. The SFA must plan for at least 80% of the grains offered to be whole grain. The planned menu for the week of review falls below that threshold.

**Corrective Action:**

**The SFA must explain in writing how the whole grain requirement will be met for each week in all future menus. Correct the menu errors and submit all as corrective action. Product formulation statements / CN labels must also be submitted to ensure compliance.**

**General Program Compliance - Lakeview Christian School (B145)**

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

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

Temperature is not appropriately maintained for milk during breakfast in the classroom.

**Corrective Action:**

**The school will submit written procedures for ensuring milk remains at safe temperatures during meal service.**