



Program Year 2024

Lutheran Child and Family Services (K156)

1525 N Ritter Avenue
Indianapolis, IN 46219-3026

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: February 2024

Commendations

- * The food service personnel were friendly and accommodating to the field specialist. When a finding was noted, they eagerly wanted to know the correct procedure. The state agency appreciates your willingness to strive to be your very best in following the School Nutrition Programs.

Certification and Benefit Issuance - Lutheran Child and Family Services (K156)

125. RCCI with no day students – correct eligibility documentation available

Finding: Monthly Eligibility Roster

A monthly eligibility roster including a Name of Child, Date of Birth, Date Entered, Date Exited, or "Statement of Facts" was not available. As a RCCI participation of the School Nutrition Programs, RCCI sponsors are required to have a monthly roster that matches the number of free eligibles on the monthly claim for reimbursement or a "Statement of Facts" on file.

Corrective Action:

For corrective action plan, upload into the CNPweb Administrative Review Tool under the menu E-Reviews a sample copy of the monthly eligibility roster Name of Child, Date of Birth, Date Entered, Date Exited that will be completed or the agency's "Statement of Facts".

Technical Assistance:

A technical assistance was conducted with Jennifer Rodgers. The forms were shown to Jennifer at this time.

Meal Counting & Claiming - Lutheran Child and Family Services (K156)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding: Transferring Meal Counts

Prior to submitting monthly claim, the individual student meal counts are transferred three times onto three different forms. Each time counts are transferred the margin of error increases. Therefore, transferring meals counts should not be done.

Corrective Action:

Confirm that the breakfast and lunch counts taken at the point of service will always be used to calculate the grand total meal counts for the monthly claim. Counts will no longer be transferred. Train applicable staff on this requirement. **For corrective action, upload training documentation including agenda, signatures of attendees, and date of training in the CNPweb Administrative Review Tool under the menu E-Reviews.**

Technical Assistance:

A technical assistance was conducted on why this should not be practiced.

General Program Compliance - Lutheran Child and Family Services (K156)

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

Finding: Wellness Policy Assessment

The organization's wellness policy has not had an assessment. An assessment of the wellness policy must be conducted a minimum of once every three years, per federal regulations. Sponsors may use the suggested template from our website



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given out at the onsite portion of the AR or develop one with similar evaluation questions. Once completed the assessment must be posted publicly.

Corrective Action:

For corrective action, complete the wellness policy assessment. Upload a copy of the completed wellness policy assessment in the CNPweb Administrative Review Tool under the menu E-Reviews.

Technical Assistance:

A technical assistance was conducted on the wellness assessment during the one-on-one AR Training and during the onsite AR.

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

Finding: Tracking for Professional Standard Hours

To participate in USDA Child Nutrition Programs, annually all staff are required to meet a minimum number of hours of Professional Standard Hours related to the School Nutrition Programs. To help ensure staff meets this requirement, the tracking of the amount of time along with the subject matter needs to be done throughout the year.

Corrective Action:

Develop a standard operating procedure for procedure for this requirement. Upload a copy of this SOP in the CNPweb Administrative Review Tool under the menu E-Reviews.

Technical Assistance:

This requirement was discussed during the onsite review process.

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

Technical Assistance- Vendor Purchasing Non-Domestic Products Outside of the USA

The state agency reviewed the submitted letter for the broccoli purchased in Mexico. While single purchases of broccoli can be supported with a non-domestic substitution, if the letter indicates that the vendor cannot supply the requested item for the entire year or other period, the SFA might consider other vendor sources for domestically produced products.

1500. Reports are submitted to the Indiana Department of Education as required

Finding: SFA does not meet reporting deadlines to the State agency as required.

The Verification Report was not submitted to IDOE on time.

Corrective Action:

Reporting requirements were discussed with and understood by Program administrators. **No further action required.**

Technical Assistance:

IDOE's Calendar of Due Dates can be found at

https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit



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Lutherwood (5706)

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Food Service Contact

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Month of Review: February 2024

Date of Onsite Review: March 19, 2024

Meal Counting & Claiming - Lutherwood (5706)

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

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

As observed on the Day of Review, each type of meal service area does not provide an accurate count at the point of service. The field specialist had to ask the FSD to have the staff supervising students document the meal count sheet at the point of service. In order for a meal count to be accurate, it must be documented at the point of service.

Corrective Action:

A standard operating procedure must be developed indicating that no staff member is to serve meals until they are trained and fully understand that meals must be documented at the point of service. Current staff must be trained immediately in this requirement. Upload a copy of the SOP and the training documentation which includes the agenda, signatures of attendees, and date of training in the CNPweb Administrative Review Tool under the menu E-Reviews.

Technical Assistance:

This requirement was thoroughly discussed while onsite.

Meal Components & Quantities - Lutherwood (5706)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding: Meal components missing on Day of Review.

As observed on the Day of Review, prior to the students arriving it was noted that all the minimum required meal components were not available. An insufficient grain amount (one ounce dinner roll) for the students graded 9-12 was being offered. Prior to the students arriving and being served, an additional grain ounce (one-ounce croutons) was added. Grades 9-12 are to always be offered at least two-ounce equivalents of grain for lunch.

Corrective Action:

As corrective action, retrain food service staff in Meal Pattern requirements via the Moodle Website. Upload into the review tool the Moodle Meal Pattern training certificates in the CNPweb Administrative Review Tool under the menu E-Review.

Technical Assistance:

Technical assistance was conducted while onsite specifically on this finding.

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

Finding: Missing Foods on the Production Records

All the foods counting toward the Child Nutrition Program Meal Pattern are not always listed on the production record. In this case, it was the meal offered as a second option to the students who did not like the first option. All food served to meet the requirements for a reimbursable meal must be listed on the production record.



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Corrective Action:

In order to validate that a creditable meal was served, the foods served must be listed on the production record menu. For corrective action, all food service staff must complete the Moodle training on Production Records. Once all staff have completed the training, upload the Moodle certificates in the CNPweb Administrative Review Tool under the menu E-Reviews. Additionally, submit completed breakfast and lunch production records for one week.

Technical Assistance:

A technical assistance on why this is required was conducted.

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

Technical Assistance-Production Records

With one menu and one production kitchen, complete one daily production record for breakfast and one daily production record for lunch. Do not complete separate production records for each unit's breakfast and lunch. By completing separate PRs each day, it is very time-consuming for your staff plus it is difficult for the field specialist to validate information.

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

Finding: Standardized Recipes

Standardized recipes do not have any crediting information. When recipes have no crediting information, staff have no idea how the food item contributes to the meal pattern. Standardized recipes must have the following information:

1. Recipe has a clear and descriptive name.
2. All ingredients are detailed and listed in the order used.
3. Ingredient measurements are correct and clearly stated in weight, volume, or count.
4. Directions are detailed, complete, accurate, and in the correct order.
5. Temperature and cook time are included in directions.
6. Portioning instructions including the serving size and specific utensils to use are clearly specified.
7. Recipe includes total yield and total number of servings.
8. Component crediting is listed Example: 1/2 cup serving of stir fry vegetables = 1/4 cup red/orange and 1/4 cup dark green
9. Staff is properly trained on weight vs. volume and how to create the recipe.
10. Staff has tasted the completed recipe.

Corrective Action:

For corrective action, all food service staff must complete the Moodle training on Standardized Recipes. Once all staff has completed the training, upload the Moodle certificates in the CNPweb Administrative Review Tool under the menu E-Reviews. Additionally, submit updated recipes from the menu certification week.

Technical Assistance:

An explanation of this requirement was discussed with the FSD.

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

Technical Assistance-Serving Starchy Vegetables

For the submitted lunch menu certification week, a total of 3-1/4 cup of starchy vegetable was offered for lunch. As a reminder, only 1/2 cup of starchy vegetable is needed weekly. Keep calorie ranges in mind when menu planning.

1405. *Two food safety inspections are received each school year from the local health department*

Finding: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested.

The sponsor did not provide two food safety inspection reports for the current school year and no documentation was available to substantiate two food safety inspections were requested for the current year.

Corrective Action:

Develop a standard operating procedure that states prior to the submission of the annual CNPweb application on



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the Child Nutrition Program, the Marion County Health Department will be contacted and two (2) inspections in the current school year will be requested. Upload copies of the completed program year 2025 Marion County Health Dept. request and standard operating procedure in the CNPweb Administrative Review Tool under the menu E-Reviews.

Technical Assistance:

A technical assistance was conducted on this requirement.