



SNP Administrative Review Findings
Program Year 2025

Lutheran South Unity School (K333)

Lutheran South Unity School
(K333)

5401 S. Calhoun St.
Fort Wayne, IN 46807-3316

Food Service Contact

Mrs. Stacey Antoine
Food Service Director
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FSMC: Classic Cafe

Executive Contact

Ms. Amber Bahr
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: April 2025

Commendations

- * The SFA had an emergency at the school and closed unexpectedly. School operations and meal service operations were moved to a nearby church. Their adaptability in managing logistical challenges and maintaining quality and professionalism
- * Despite the stress involved during the emergency, staff remained friendly, helpful, and cooperative.
- * The director goes above and beyond to keep the program organized.
- * Staff were friendly and eager to learn.

Technical Assistance

- * Be sure to inform the community about the availability of summer meals utilizing the USDA site finder. An email containing the link was previously sent.
- * Fresh Fruit and Vegetable Program information was requested. The SA FFVP Specialist provided the "Basics Presentation" via email.
- * If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute. It is no longer allowable to require the student to decline the milk under offer versus serve. A medical statement is not necessary if have an allowable substitute within the component. See link and email provided.
https://docs.google.com/document/d/1e2k_EzKBSPS843Vgc9cOCModxjpPUfEoglwTV4-X0lk/edit?tab=t.0.
- * Edit checks are completed; however, the State Agency has provided clarifying instructions for the Attendance Factor.
<https://www.in.gov/doe/files/Edit-Check-Instructions.pdf>.
- * Share table and food waste resources can be found below.
https://www.in.gov/health/food-protection/files/School_Sharing_Tables_and_Food_Recovery_12-23-2015_2.pdf.
<https://www.in.gov/doe/files/Sharing-Table-Fact-Sheet.pdf>.
- * 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/buyamericanprovisions/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%2Ffnsprod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.
- * The SFA is reminded to email two-health inspection requests at the start of the school year.
<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit?usp=sharing&oid=114777818646702198090&rtpof=true&sd=true>.
- * Upcoming training opportunities would benefit the Director's continued education and support. The dates and time were shared in O&R report emailed by the SA. Introduction to School Nutrition Leadership, Back to School Training and Bi-weekly calls hosted by the Field Specialist are just a few.
- * The school must post OVS signage for breakfast. The State Agency provided signage and additional training for OVS.



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General Program Compliance - Lutheran South Unity School (K333)

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: All staff members or volunteers completing tasks for the school food service program must complete civil rights training annually.

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:

- a) The results of the most recent assessment of the local school wellness policy are not available to the public.
- b) While the Wellness Committee met, policy language is not being adhered to or is out of date to school's procedures.

Corrective Action: As corrective action the following must occur:

- a) 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.
- b) The LEA must permit participation by the 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.
 - 1) Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy.
 - 2) Once the re-assessment occurs, provide documentation of the assessment.
 - 3) 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/>.

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.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: HACCP, CCP, SOP's, and Temp logs.

Corrective Action: For corrective action, complete the following:

- 1) Review the SFA's Food Safety Plan
- 2) Take the ICN training on Intro to HACCP
- 3) Upload certificate of completion.
- 4) Update the Food Safety plan to include all missing elements (HACCP, CCP, written SOP's, temp logs, and process approach).
- 5) Upload the updated Food Safety Plan.

Technical Assistance:

<https://theicn.docebosaas.com/learn/courses/93/introduction-to-haccp-for-snps>

https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_Monitoring_and_Review



SNP Administrative Review Findings
Program Year 2025

Lutheran South Unity School (K333)

Unity Lutheran School Site (A235)

5401 S. Calhoun St.
Fort Wayne, IN 46807-3316

Food Service Contact

Ms. Stacey Antoine
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(260) 744-0459

Month of Review: April 2025
Date of Onsite Review: May 7, 2025

No Findings during Site A235 Review