



SNP Administrative Review Findings
Program Year 2025

St John's Ev Lutheran School (K174)

St John's Ev Lutheran School (K174)

6630 Southeastern Ave
Indianapolis, IN 46203-5834

Food Service Contact

Mrs. Christy Benning
Food Service Director
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Executive Contact

Mr. Jeff Huntington
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: February 2025

Commendations

- * The food service staff was very positive and friendly with the students. In addition, the staff were willing to learn from the administrative review and make any corrections.
- * The production records were completed fully and correctly.
- * The staff provided very organized documents for the review.

Certification and Benefit Issuance - St John's Ev Lutheran School (K174)

126. Certification: selected applications correctly approved.

Finding 9000: Free and Reduced Benefits

Some applications were not certified correctly. This contributes to fiscal action.

- a) One application was approved as reduced when it should have been denied due to the incorrect household size number used to determine benefit.
- b) One household had no application on file but has been receiving free benefits.

Corrective Action:

As corrective action, documentation of the adverse action letter sent home to families must be submitted to the state agency, as well as documentation of the change in benefit in the point-of-sale. In addition, an application must be collected and submitted to the State agency as documentation for the student with no application on file for this school year.

Technical Assistance:

Technical assistance was provided on the day of review. Confirmation review letter template can be found here:
<https://docs.google.com/document/d/1EupeQM6LAcifQkaCvqyZ3cZQVUSUs0vusOr2iydKq6Y/edit?tab=t.0>.

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

Finding 10188: Income conversion for one frequency

When only one income frequency was listed in free and reduced meal applications, the SFA converted household income to annual when processing.

Corrective Action:

The SFA is required to complete free and reduced application processing training in Moodle. Submit the training certificate as corrective action. IDOE Moodle: <https://moodle.doe.in.gov/>

Technical Assistance:

Technical assistance was provided, and it was discussed that income should only be converted to annual when more than one frequency is listed on the meal application.

133. Direct Certifications were correctly certified

Finding 9000: Direct Certification Approved Incorrectly

One student was not certified correctly for direct certification (DC). The student was approved by SFA as DC reduced but should be DC free.

Corrective Action:

As a corrective action, documentation of a letter sent to the family of the increase and the change in benefit in the point-of-sale must be submitted to a State agency.



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Technical Assistance:

Technical assistance was provided during the review. Change in benefits template letter can be found here: <https://docs.google.com/document/d/1EupeQM6LAcifQkaCvqyZ3cZQVUSUs0vusOr2iydKq6Y/edit?tab=t.0>.

Resource Management Comprehensive Review - St John's Ev Lutheran School (K174)

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 - St John's Ev Lutheran School (K174)

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. The following elements are missing: nutrition promotion goals, other activities goals, and stakeholder participation.

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/>.

1216. School Nutrition Programs staff met/will meet annual training requirements

Finding 10146: Professional Standards Documentation

Documentation was not provided to validate the training listed on the Professional Standards Training Tracker. The SFA did not retain training documents used to train staff. Certificates, along with the sign-in sheet, must be retained to substantiate training completed.

Corrective Action:

As a corrective action, the SFA will need to create a detailed training plan and procedures for documenting training, including retention, to support completed training. Please submit the training plan and procedures to the State agency.

Technical Assistance:

Technical assistance was provided on the day of the review, and the USDA training tracking tool was sent to the SFA.

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 were conducting duties related to program requirements who had not



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been trained. At a minimum, employees who conduct program duties must be trained in civil rights and job-specific program duties.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, for the employees identified as needing training during the review, provide proof of civil rights training such as certificates or 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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St. John's Ev. Lutheran School (C400)

6630 Southeastern Ave
Indianapolis, IN 46203-5834

Food Service Contact

Mrs. Christy Benning
Food Service Director
(317) 352-9196

Month of Review: February 2025

Date of Onsite Review: March 4, 2025

Preschool/Pre-K - St. John's Ev. Lutheran School (C400)

1. St. John's Ev. Lutheran Preschool/Pre-K

Finding 9000: Preschool/Pre-K Meal Pattern is incorrectly implemented.

Pre-K students are not co-mingled with other grade groups. Prior to the review, Pre-K had the option to choose chocolate milk, which is unallowed.

Corrective Action:

The Pre-K milk requirements are as follows: unflavored whole milk for children aged one; unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children 2-5 years of age. As corrective action on the day of review, the staff instructed the Pre-K students to only choose unflavored milk. **Therefore, no additional response is required.**

Technical Assistance:

Technical Assistance was provided on the day of review.

Meal Counting & Claiming - St. John's Ev. Lutheran School (C400)

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

Technical Assistance: Edit Checks

An electronic POS system should be able to pull a monthly edit check. Currently, edit checks are completed manually. It is advised to contact your POS system to acquire these capabilities.

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

Finding 9000: POS Meal Counts

Meal counts are completed based on student orders. Meals are not marked at the POS when the student receives the meal. As a program requirement, meals must be marked at the POS as the students come through the line. Meal counts cannot be solely based on lunch orders.

Corrective Action:

As corrective action, a "received" column must be added to the current meal count sheet, and staff and teachers must mark if the student received the meal as they go through the line or as the meal is handed out to students. The new meal count sheet with the received column must be submitted to the state agency as documentation.

Meal Components & Quantities - St. John's Ev. Lutheran School (C400)

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

Technical Assistance: Crediting

On the day of review, the reviewer discussed with the staff crediting resources that are acceptable for school nutrition programs. These could include Child Nutrition (CN) labels, Product Formulation Statements (PFS), USDA's Food Buying Guide, Nutrition Facts & ingredients labels, and Exhibit A: Grain chart. The menu planner must know how the items are credited before they are included in the menu/menu cycle.



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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 planned NSLP menus for the menu certification week, the following insufficiencies were noted: the minimum weekly grain requirement was not met.

Corrective Action:

As corrective action, provide revised menus, including additional grains planned, demonstrating the meal pattern meets the daily and weekly requirements for each grade group being served.

Technical Assistance:

The reviewer discussed this with the staff during the onsite review, and different methods of increasing the grain were explored.

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

Finding 10171: Standardized Recipes

Standardized recipes were not available for the following menu items served during the review period and/or day of review: yogurt parfait with granola.

Corrective Action:

As corrective action, standardized recipes must be developed for the yogurt parfait with granola menu item. Submit copies of the completed recipe to the State Agency.

Technical Assistance:

Further standardized recipe guidance can be found here:

<https://docs.google.com/document/d/1VG7MQlssW4ReH48qQqxnuunWQIAqWOQpERLZUIfomel/edit?tab=t.0>.

In addition, ICN standardized recipes can be found here: <https://theicn.org/cnrb/recipes-for-schools/#gird-50-100-serving+s:granola>.

General Program Compliance - St. John's Ev. Lutheran School (C400)

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

Technical Assistance: Food Safety

As a food safety reminder, opened goods must be date-marked in storage areas.