

**SNP Administrative Review Findings****St Johns Lutheran School (K091)****Program Year 2019****St Johns Lutheran School (K091)**

1507 St. John's Church Road NE  
Lanesville, IN 47136-8568

**Food Service Contact**

Mrs. Stephanie Zollman  
Head Cook  
(812) 952-2737

**Executive Contact**

Mr. Jeff Smitley  
Principal  
(812) 952-2737

No. of Sites / Reviewed: 1 / 1  
Month of Review: October 2018

**Commendations**

- \* The principal was eager to comply with NSLP regulations and take on some responsibilities to make sure the program will continue to run smoothly.

**Verification - St Johns Lutheran School (K091)**

208. *Confirmation Review – documentation on file, required procedures followed?*

**Finding 9000: Technical Assistance- Confirmation Reviews****Technical Assistance:**

The principal understands that he can't be the determining official and the confirmation official. He will continue to be the determining official and the secretary will be the confirmation official.

215. *SFA complete verification by Nov 15 or request extension?*

**Finding 9048: Verification not completed by November 15.**

For the current school year the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

**Corrective Action:**

The Principal must complete verification by the due date of November 15 yearly. This requirement and the due date are clearly understood. DOE's Calendar of Due Dates was also provided. No further action is necessary.

**Resource Management - St Johns Lutheran School (K091)**

708. *SFA increase its paid lunch prices at the level required?*

**Finding 9000: Technical Assistance- Paid Lunch Equity****Technical Assistance:**

Adult lunch prices are determined using the paid student lunch price- as paid student lunch prices increase each year to meet Paid Lunch Equity (PLE) requirements, so will the adult lunch price. Information regarding PLE for the 2019-2020 school year is expected to be released by USDA soon.

**General Program Compliance - St Johns Lutheran School (K091)**

1211. *Validate OFS #1201 - SFA employee count*

**Finding 9000: Designation of Program Director****Technical Assistance:**

Per professional standards requirements, one person must be designated as the program director. The individual(s) who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program is generally considered the school nutrition program director. Depending on the size of the school nutrition operation, these program responsibilities may be divided into one or more positions. Only the person who performs the majority of these duties must meet the training

**SNP Administrative Review Findings****St Johns Lutheran School (K091)****Program Year 2019**

standards for program directors, which is 12 hours per year. The training standards are intended to ensure that the person responsible for the school nutrition program, regardless of position title, has the knowledge and skills to manage the program as required. Please see <https://www.doe.in.gov/sites/default/files/nutrition/sp-38-2016-updates-highlighted-green-5162018.pdf> for more information.

1211. *Validate OFS #1201 - SFA employee count*

**Finding 9000: Technical Assistance****Technical Assistance:**

The principal is now completing the claim and approves the free and reduce applications. He understands that he needs to complete 4 hours of training and one needs to be civil rights in which he did complete and then trained the cafeteria manager.

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

**Finding 9000: Technical Assistance- SFSP Outreach****Technical Assistance:**

School Food Authorities are required to provide outreach for the Summer Food Service Program prior to the end of each school year- even if they do not operate the SFSP. Please visit <https://www.doe.in.gov/nutrition/summer-food-service-program> prior to the end of each school year to determine nearby SFSP sites so that you may inform households of availability.



**SNP Administrative Review Findings**

**St Johns Lutheran School (K091)**

***Program Year 2019***

**St. John's Lutheran School (B275)**

1507 St. John's Church Road NE  
Lanesville, IN 47136-8568

**Food Service Contact**

Ms. Stephanie Zollman  
Head Cook  
(812) 952-2737

Month of Review: October 2018

Date of Onsite Review: November 27, 2018

**No Findings during Site B275 Review**