



SNP Administrative Review Findings
Program Year 2025

Suburban Bethlehem Lutheran School (K013)

Suburban Bethlehem Lutheran School (K013) Food Service Contact

6318 West California Rd
Fort Wayne, IN 46818-9737

Ms. Stephanie Wilson
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Executive Contact

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

Commendations

- * The Administrative Assistant came to training in October and has been working tirelessly to have documentation completed before she left on scheduled leave. She has been available by phone and email throughout the review, it has made the review much smoother to complete. It was appreciated by the State Agency.
- * The Food Service Director is leaving at the end of this year but has worked hard to put all the documentation together as well as train her replacement. She is great with the students, and you can tell she cares about her job.
- * The students had plenty of time to eat and it was appreciated that they were able to get back up for fresh vegetables and milk throughout lunch if they were still hungry.
- * The School Food Authorities' fresh fruit and vegetable bar looked very appealing, and the reviewer liked the fact that it was pre-portioned and easy to access for students. The SFA had a variety of choices on their menu available for students to choose from daily.
- * The kitchen team was friendly and worked well together. The kitchen itself was also clean and overall, well organized.

Technical Assistance

- * When a student is directly certified (DC) for free meals, the student's family does not need to complete a meal application. DC decreases the administrative burden for school staff and families while improving the integrity of the certification process, as it establishes eligibility without the completion of an application.
At the start of each year, complete training on the free and reduced process including DC each year. Then follow this order of operations for the free and reduced process:
 - 1.) Run the DC match
 - 2.) Notify families of the DC approval
 - 3.) Distribute and process free and reduced applications to households not approved for DC free
 - 4.) Continue Monthly DC Checks, informing households and updating benefits as matches are found. During the current school year the SFA distributed applications first, then the DC letters.
- * The purpose of edit checks was discussed with the director.
Edit check resources can be found under the recordkeeping section of the following website:
<https://www.in.gov/doe/nutrition/national-school-lunch-program/>.
- * Health Department Notification: The School Food Authority had their two inspections for this school year, but SFA will have a new Food Service Director next year so they will need to notify the Board of Health that they will need to have two inspections each year. The SFA will email the two-health inspection request from this point forward at the start of the school year.
<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>.
- * The State Agency suggests setting up the teacher's salad bar in another location. The teachers come into the kitchen without proper hair coverage to make their adult meal each day. Set a table in another location not located in the kitchen for them to make their salad. It is not acceptable for any person to enter the kitchen without proper hair coverage.
- * When processing an application based on income it is not considered categorical eligibility. An application is only considered categorical when it is approved based on Foster, Homeless, Head start, SNAP, TANF or FDPIR.
- * The School Food Authority will be hiring a new Food Service Director next school year. The State Agency suggests completing School Nutrition Training for Directors and Managers (40 Hour Course) (or equivalent) in Moodle:
<https://moodle.doe.in.gov/>. Contact IDOE for hiring standards and additional support for in person training and professional development for FSD's coming this summer.



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Certification and Benefit Issuance - Suburban Bethlehem Lutheran School (K013)

126. *Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.*

Finding 9901: Selected applications correctly approved

Multiple applications were certified incorrectly or were approved with missing information. This contributed toward fiscal action calculations.

Corrective Action:

Corrections have been made to certification errors and the household was sent a letter notifying of the change in eligibility.

As additional corrective action, complete and provide the following:

- a) Develop written procedures for conducting a second check of randomly selected meal applications. Submit the established procedure and implementation date to the state agency.
- b) Provide documentation that the corrected benefits have been updated at point-of-sale.
- c) Upload into the review tool a copy of letter sent to the household notifying them of their benefit change.
- d) Submit written procedures for application approval to ensure the number of people in the household is correct and application is completed in its entirety (missing multiple SSN on applications).
- e) Complete free and reduced application processing training in Moodle and submit the training certificate to the state agency.

Technical Assistance:

Errors were reviewed with the confirming official the day of review.

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 School Food Authority 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.

Technical Assistance:

Income should only be converted to annual when more than one frequency is listed on the meal application.

Verification - Suburban Bethlehem Lutheran School (K013)

211. *SFA's verification notification letter included all required information*

Finding 9006: Verification process

The School Food Authority did not send a verification notification letter to the household informing them that their application was selected for verification. The household was notified verbally of verification selection and verbally confirmed income.

Corrective Action:

The SFA will a) Develop and implement a procedure to ensure verification letters are sent on time and provide them to the State Agency. b) Train all staff members on proper verification requirements by taking Moodle verification series training and uploading certificates. c) Additionally, the SFA will upload verification documentation that has been completed and if any household was affected, they may need to be notified, and their eligibility corrected. d) Lastly, if a household is affected and eligibility needs corrected the SFA must edit their verification report on CNP Web.

Technical Assistance:

The verification notification letter must include: A statement that the household application for Free and Reduced Price Meals has been selected for verification; A telephone number for assistance; The type of information or documents the school accepts; A statement that the household is required to submit the requested information to verify eligibility for free or reduced-price meals, by the date determined by the local educational agency; A statement that the household may, instead, submit proof that the children receive SNAP, FDPIR, or TANF assistance; A statement that the household may, instead,



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request that the local educational agency contact the appropriate officials to confirm that their children are foster, homeless, migrant, or runaway. All communications with households concerning verification must be in an understandable and uniform format and, to the maximum extent practicable, in a language that parents and guardians can understand. Appeal rights, due dates for submitting information and a clear explanation of what happens if they do not respond.

<https://www.in.gov/doe/nutrition/free-and-reduced-information/>

<https://moodle.doe.in.gov/course/view.php?id=411>

Resource Management Comprehensive Review - Suburban Bethlehem Lutheran School (K013)

767. Nonprogram Revenue and Food Cost Ratio

Finding 10174: Revenue ratio was less than its food cost ratio.

The SFA found that its revenue ratio was less than its food cost ratio and did not take action to adequately resolve the problem.

Corrective Action:

The SFA must take additional steps to ensure compliance with non-program food revenue requirements. Such steps may include sufficiently increase nonprogram food prices.

As corrective action please explain what actions will be taken to ensure compliance with non-program food revenue. Additionally, provide to the State Agency documentation of the following action:

- a) point-of-sale price listing showing a la carte price increases,
- b) plans to regularly maintain the non-federal fund contribution to the non-profit school foodservice account, and
- C) an updated non-program food revenue tool showing compliance as a result of increased prices or the addition of non-federal funds annually.

Technical Assistance:

USDA non-program food revenue guidance can be found at the following websites: <https://www.in.gov/doe/files/sp20-2016s-non-program-food-guidance.pdf>; <https://fns-prod.azureedge.us/sites/default/files/cn/SP39-2011r.pdf>.

General Program Compliance - Suburban Bethlehem Lutheran School (K013)

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 review and update of the local school wellness policy did not occur as required.
- b) The results of the most recent assessment of the local school wellness policy is not available to the public.

Corrective Action:

Submitted corrective action must include the following:

- a) LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness c. 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. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.



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c) 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:

Written examples

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

State Agency provided some verbiage/guidance for School Food Authorities Wellness Policy:

2B: Nutrition Standards: Standards of U.S. Department of Agriculture Child Nutrition Programs and School Meals

The Wellness Committee will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods and beverages to support healthier choices and promote optimal learning. All meals served by the school will meet the federal nutritional guidelines issued by the U.S. Department of Agriculture ("USDA") and follow principles of the Dietary Guidelines for Americans. Guidelines issued by the Wellness Committee will establish nutrition guidelines for all foods available on school campus during the school day that are consistent with federal nutritional guidelines and promote student health and reduce childhood obesity.

The foods and beverages sold and served outside of the school meal programs (e.g., "sold" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. By meeting the Smart Snacks standards, the school aims to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold or served to students on the school campus during the school day will meet the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

See IN Smart Snacks Fundraiser Policy: [Smart Snacks in Schools Fundraiser Policy.pdf - Google Drive](#)

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, there were non-food service employees conducting duties related to program requirements who had not been trained.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. As corrective action, explain how the SFA will ensure requirements will be met each year. 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 and upload to the E-review.

Technical Assistance:

<https://moodle.doe.in.gov/>



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Suburban Bethlehem Lutheran School (A200) Food Service Contact

6318 West California Rd
Fort Wayne, IN 46818-9737

Mrs. Stephanie Wilson
Food Service Director
(260) 483-9371

Month of Review: February 2025

Date of Onsite Review: March 5, 2025

Meal Components & Quantities - Suburban Bethlehem Lutheran School (A200)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for one week during the Review Period February 24-28, 2025, some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern requirements for the age/grade group(s) being served. The SFA did not indicate that the students can have the grain each day with the meal. A grain was also missing on two days of the month of review due to a clerical error.

Corrective Action:

Provide documentation that signage has been implemented for meals pertaining to grains to meet weekly requirements and add additional grains that appeal to your menu items.

The SFA add signage on day of observation with pictures and additional grain choices. The Food Service Director corrected this on-site and provided documentation. **Additional response is not required.**

Technical Assistance:

The school provided technical assistance during the on-site visit. The State Agency suggests adding grains that appeal to each menued item vs only meeting requirement, this will help increase meal participation and decrease waste.

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

Finding 10171: Standardized Recipes

Standardized recipes for the following menu items served during the review period and/or day of review did not reflect appropriate yield: Teriyaki Chicken and Rice and Chicken and Noodles.

Corrective Action:

As corrective action, standardized recipes must be developed for the two menu items. Submit copies of completed recipes to the State Agency. Additionally, the SFA must provide documentation of completed ICN for weights and measures training for both the current and new FSD. Upload the training certificates and the updated recipes to the review tool.

Technical Assistance:

A standardized recipe template with instructions can be found here:

<https://drive.google.com/drive/folders/1TogadACpRuCsyzRu2doy9-9TDKwpKn8K>. Training on ICN: <https://theicn.org/>.

General Program Compliance - Suburban Bethlehem Lutheran School (A200)

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

Finding 9150: Storage violations were observed and the food safety plan does not contain required elements.

Proper HACCP principles not observed:

- Foods in storage were missing "use-by", "preparation" and received dates.
- Dish machine temperatures are not adequately monitored and recorded.
- The checklist and monitoring forms for SOP's have not been developed, reviewed or updated.



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Corrective Action:

The SFA must date-mark all items when removing from original boxes. For example, canned goods in the storeroom were not date marked when taken out of the original case. For corrective action, upload two examples of written SOP's, a completed Food Safety Checklist, and kitchen equipment list.

Technical Assistance:

Food safety resources can be found at the following link: <https://www.in.gov/doe/nutrition/food-safety/>