



SNP Administrative Review Findings

Trinity Lutheran School (K173)

Program Year 2025

Trinity Lutheran School (K173)

8540 E 16th Street
Indianapolis, IN 46219-2503

Food Service Contact

Mrs. Mary Horning
Kitchen Manager
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Executive Contact

Mrs. Rebecca. Hoff
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: October 2024

Commendations

- * The staff took time to prepare for the review, referring to the AR checklist. Therefore, the review documents were well organized. The kitchen manager and the office staff were eager to learn and correct the findings noted as soon as possible to meet the School Nutrition Program Requirements.

Technical Assistance

- * The most recent health inspection should be posted for the public to view. It should not be posted behind the serving line.
- * If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute. Those acceptable substitutes can be found at <https://www.in.gov/doe/nutrition/special-dietary-needs/>.
- * To calculate the average daily attendance for the month, take the daily attendance from each school's office and divide it by the number of days meals were served.
- * While the Administrative Review for School Nutrition Programs has been conducted, the 2024 Annual Financial Report will be reviewed and approved separately. If corrective action is required for the AFR, this report could be amended.

Resource Management Comprehensive Review - Trinity Lutheran School (K173)

753. Internal Controls

Finding: Internal Controls

The SFA's internal controls procedures lack oversight with just having one individual handling the funds.

Corrective Action:

Handling of funds should involve at least two individuals. **For corrective action, revise the current internal control policy to include two individuals or more for accountability. Submit a copy of the revised internal control policy to the state agency.**

General Program Compliance - Trinity Lutheran School (K173)

1400. The written food safety plan contains required elements, and a copy is available at each school

Finding: 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).

Corrective Action:

All school food authorities (SFAs) that operate the National School Lunch Program and/or School Breakfast Program must have a food safety plan based on HACCP principles. A well-designed food safety plan will manage potential food safety hazards at every stage of the foodservice process, from receiving to serving. The written food safety plan should be specific to each individual school within the district, considering the physical location, equipment, staff, menu, etc., of that site. Involve site managers in the process and keep the food safety plan on hand for implementation and reference.

For corrective action, please complete the following:

- Review and update the food safety plan. Submit the updated plan to the State agency.
- Provide staff with food safety plan training. Submit proof that training has been completed.

Technical Assistance:

Information on food safety was discussed and sent via email during the onsite review and the AR Exiting Meeting. For additional information and resources, visit IDOE's Food Safety webpage at <https://www.in.gov/doe/nutrition/food-safety/>.



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

Technical Assistance:

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/buy-american-provisions/webinar> To download a copy of the USDA Buy American tool, go here: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>



SNP Administrative Review Findings

Trinity Lutheran School (K173)

Program Year 2025

Trinity Lutheran School (C395)

8540 E 16th Street
Indianapolis, IN 46219-2503

Food Service Contact

Mrs. Rebecca Hoff
Principal
(317) 897-0243

Month of Review: October 2024

Date of Onsite Review: November 21, 2024

Meal Counting & Claiming - Trinity Lutheran School (C395)

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

Finding: Documentation of Meal Count at the Point of Service

On the day of review, the Dove Classroom teachers did not mark all the breakfasts served at the point of service (POS). Since the field specialist arrived about halfway through the classroom's breakfast service, the remaining breakfasts served were correctly marked at the POS.

Corrective Action:

The point of service (POS) refers to the location where a determination can accurately be made that a reimbursable meal has been served to an eligible student. The meal count must be documented when a student receives the meal. **For corrective action, all individuals who are responsible for documenting the POS meal count must complete the Moodle Meal Counting and Claiming training <https://moodle.doe.in.gov/course/view.php?id=405>. Submit copies of the training certificates to the state agency. Confirm that in the future, any SFA individual who is responsible for documenting meal counts will first complete the Meal Counting and Claiming training via Moodle.**

Technical Assistance:

Technical assistance was conducted during the on-site visit. The field specialist reiterated to the SFA kitchen manager and administrators the importance of accurate meal counting procedures.

Meal Components & Quantities - Trinity Lutheran School (C395)

402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding: Standardized Recipes and Recognizing Crediting Information Prior to Serving an Item

On the day of review, the kitchen staff prepared the hot ham and cheese without a standardized recipe. The kitchen manager was unaware of how the sandwich was credited and assumed crediting for the sandwich was 2 ounces of meat/meat alternate and 2 grain ounces. For the meat/meat alternate, the reviewer calculated 1.75 ounces.

Corrective Action:

Prior to serving any food that is used to meet a requirement for either the School Breakfast or Lunch Program, staff should know how it credits. Anything that has two or more ingredients must have a standardized recipe. Since the ham and cheese sandwich falls in this category, it must have a standardized recipe. **For the SFA's corrective action, the Moodle training titled Crediting <https://moodle.doe.in.gov/course/index.php?categoryid=57> must be completed by the kitchen manager. Submit one week's worth of standardized recipes, including the ham and cheese sandwich and the certificate of completion for the Moodle training, to the state agency. Lastly, confirm that moving forward, the crediting information for all foods used for both program requirements will be determined before serving.**

Technical Assistance:

A discussion occurred about why using a standardized recipe is so important. The kitchen manager was given information on locating standardized recipes, along with a sample of a ham and cheese sandwich. The standardized recipe checklist and template were also given to the SFA.



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402. Day of Review- the minimum daily quantity requirements are met for the age/grade group being served

Finding: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion size of the vegetable on the planned menu did not meet the minimum meal pattern requirements for the K-8 grade group scheduled to be served. Prior to the lunch service beginning, only 1/2 cup of vegetable (baked beans) was planned to be served.

Corrective Action:

The students in grades K-8 the planned menu must include at least 3/4 cup of vegetables per day for lunch. A larger portion or two half cup portions may be offered but if only one vegetable is menued, it must be served in 3/4 cup portion. The reviewer notified the kitchen manager and provided the opportunity to increase the vegetable offering. The kitchen manager added two ounces of fresh carrots to meet the minimum requirement of 3/4 cup. **For the SFA corrective action, complete the Moodle Meal Pattern Training <https://moodle.doe.in.gov/course/index.php?categoryid=57> and provide a copy of the training certification to the state agency. Confirm that in the future, grades K-8 will always menu at least 3/4 cup of vegetables for all reimbursable lunches.**

Technical Assistance:

The school was advised and given the opportunity to correct the insufficient quantity of vegetables before the meal service started. Therefore, no lunches were disallowed. The kitchen manager was given a meal pattern chart for grades K-8 and shown the vegetable requirement.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding: Fluid Milk

The site had several findings on milk:

- Two kinds of milk are not always offered to all grades for breakfast and lunch.
- 2% milk was being served.
- The milk section is incomplete on the daily production records.
- The field specialist noted on the day of the lunch review that an insufficient amount of milk would be available for the following day's meal.

Additionally, during the on-site review, the kitchen manager asked if milk was a requirement for breakfast.

Corrective Action:

Schools operating the School Breakfast Program and National School Lunch Program must offer a variety (at least two types) of milk during both meal services. Allowable options include flavored, low-fat milk (1%), unflavored, low-fat milk, and flavored or unflavored fat-free (skim) milk. Unflavored milk must be one of the options offered at each meal service. Low-fat or fat-free, lactose-free or lactose-reduced milk is also allowable.

Production records are documents of what was prepared, served, and leftover, and they should be completed in full daily. These records support the claims of the breakfasts and lunches submitted for reimbursement. They are valuable in forecasting future meal preparation food amounts. Forecasting the amount of milk should be discussed with the supplier to ensure sufficient milk will always be delivered prior to the meals being served.

For corrective action, submit one week of both breakfast and lunch fully completed production records. In addition, provide purchase receipts showing low-fat (1%) or fat-free (skim) milk is served for breakfast and lunch.

Technical Assistance:

The reviewer provided technical assistance was conducted on each specific discrepancy noted. The meal pattern for grades K-8 was given to the kitchen manager. The site production record discrepancies were reviewed with the kitchen managers. The reviewer also provided the fact sheet for the milk offerings to the kitchen manager,

<https://docs.google.com/document/d/1e3tSYeSKWUwJm0vgHmXJapve03LPnbnuuiQKCRx9gDc/edit?tab=t.0>.



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

Finding: Serving Commercially Prepared, Combination Food Items Without a Child Nutrition Label or Product Formulation Statement Available

Ravioli was served during the lunch menu certification week without first obtaining crediting information.

Corrective Action:

If a commercially prepared combination food item (such as ravioli) does not have a Child Nutrition Label, contact the manufacturer for a Product Formulation Statement. If a food item does not have a CN label or PFS, the food item should not be used to meet requirements in the School Breakfast and Lunch Programs. **For corrective action, the SFA needs to confirm that moving forward only commercially prepared, combination food items with either a Child Nutrition Label or Product Formulation Statement will be served. Please provide a one-week menu with supporting crediting documentation.**

Technical Assistance:

During the onsite visit, this finding was discussed with the kitchen manager. Information on CN label or PFS can be found on the School Nutrition Program website at

https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGIVxdo9bQ3QTWQ--K07ReFk/edit?tab=t.0.

General Program Compliance - Trinity Lutheran School (C395)

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

Finding: Storage violations were observed.

The SFA must ensure that all facilities for handling, storing, and distributing purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The walk-in freezer is unclean and disorderly. Several foods were outdated and/or showing signs of freezer burn. Some foods are not stored in containers with tight-fitting lids. The milk cooler is unsanitary.

Corrective Action:

Food Distribution Specialists from the School and Community Nutrition Programs visited the school on November 20, 2024 to discuss with the SFA staff how to discard foods from the Food Distribution Program. Meanwhile, the newly developed food safety plan will help with the food safety issues: milk cooler and freezer's cleanliness, food safety, dating food containers, storing food, etc. **For corrective action, provide copies to the state agency of the standard operating procedures for the food safety plan that will address these specific areas, along with a cleaning schedule.**

Technical Assistance:

Technical assistance was provided during the review.