



SNP Administrative Review Findings

Woodburn Lutheran School (K028)

Program Year 2025

Woodburn Lutheran School (K028)

4502 State Road 101
Woodburn, IN 46797-9741

Food Service Contact

Mrs. Jennifer Osborn
Kitchen Manager
(260) 632-5493
osbornjlo@yahoo.com

Executive Contact

Mr. John March
Principal
(260) 632-5493
principal@wlsedu.org

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2025

Commendations

- * The State Agency appreciated the director's organization and cooperation with collecting review documentation.
- * The SFA has many choices for students and a beautiful vegetable bar. There are a variety of great choices for kids: tri-colored carrots, mini tomatoes & snap peas.
- * The staff are very friendly and open to technical assistance.

Technical Assistance

- * When only one income frequency was listed in free and reduced meal applications, the SFA converted household income to annual when processing. Applications with only one frequency should be approved using the income chart with that same frequency.
 - * Information regarding the confirmation review process has been emailed to the director.
- 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/buyamerican-provisions/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>.
- * OVS for preschool is unallowable.
 - * The SFA will email the two-health inspection request at the start of the school year.
<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/e>

No Findings during Review



SNP Administrative Review Findings

Woodburn Lutheran School (K028)

Program Year 2025

Woodburn Lutheran School (A375)

4502 State Road 101
Woodburn, IN 46797-9741

Food Service Contact

Mrs. Jennifer L Osborn
Cafeteria Manager
(260) 632-5493

Month of Review: March 2025

Date of Onsite Review: April 23, 2005

Meal Components & Quantities - Woodburn Lutheran School (A375)

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

Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.

***Repeat Finding**

Productions records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group being served. An insufficient fruit serving was noted at the K-8 grade group for April 11th, 21st and March 3rd. The SFA was cutting oranges in half. The insufficient portions occurred on the following dates:

- April 11th- 58 servings
- April 21st- 100 servings
- March 3rd- 84 servings

As this is a repeat finding, fiscal action must be calculated, but because it is under the state agency waiver of \$600, no fiscal action will be assessed. To avoid fiscal action in a future review, please ensure corrective action resolves this finding.

Corrective Action:

As corrective action, upload May's production record and vendor invoice indicating a full fruit portion was offered (1/2 cup of orange).

Technical Assistance:

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. Below is a website for the Food Buying Guide training and webinars.

<https://www.fns.usda.gov/tn/fbg/training>

General Program Compliance - Woodburn Lutheran School (A375)

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. All food is not stored at least 6 inches off the floor. Potentially hazardous foods that were refrigerated, prepared, or opened, and held for more than 24 hours were not date-marked.

Corrective Action:

As corrective action, train all school foodservice team members on date marking and food safety. Submit training documentation including a dated agenda and sign-in sheet.