

**SNP Administrative Review Findings****Bethany Christian Schools (K064)****Program Year 2023****Bethany Christian Schools (K064)**

2904 South Main St  
Goshen, IN 46526-5421

**Food Service Contact**

Mrs. Tara Swartzendruber-Landis  
Food Services Director  
(574) 534-2567  
tswartzendruber@bethanycs.net

**Executive Contact**

Mr. Tim Lehman  
Head of School  
(574) 534-2567  
tlehman@bethanycs.net

No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2023

**Commendations**

- \* The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff was available to learn throughout the day while the review was conducted. This allowed the review to be completed quickly.
- \* Several scratch cooked menu items planned and served to students were creative and appetizing. Items such as Korean Beef, Chana Masala, Thai Sweet and Spicy Chicken were unique to school meals. The food was prepared in batches to keep it fresh for each meal service. It is important to ensure recipes include proper crediting for menu component sizes.
- \* A wonderful variety of fresh fruits and vegetables are included on the vegetable cart. Students were allowed to have an unlimited serving from the cart. The signage was easy to read and informed the students what was a serving size of the item to assist them in meeting the required fruit/vegetable serving for a reimbursable meal.
- \* Kitchen surfaces, equipment, walk-in cooler and freezer and storeroom were well maintained and clean. Nice job cleaning tables and serving lines in between serving groups.

**Technical Assistance**

- \* The charging policy needs to address accrued bad debt. No negative balance may be rolled over into the next school year unless a prepayment plan is signed by the parent. The school food service account may not cover any bad debt.
- \* Reviewer recommends tracking each employee professional training hours on one excel spreadsheet. Examples are located on the Professional Standards web page at <https://www.in.gov/doe/nutrition/professional-standards/>
- \* Non-food service staff members who complete verification are to ensure that they have completed job specific training. Next year before the verification process starts, verification training needs to be completed and documented as completed.
- \* All staff members assisting in the kitchen need to complete offer versus serve training. It is recommended that all food service staff complete the Basic Meal Pattern Training and Production Record Training in Moodle.
- \* The edit check report needs to be pulled at the end of each month and reviewed to ensure the total number of allowable meals were claimed for each day. This report should be retained with the claim information.

**No Administrative Findings during Review**

SNP Administrative Review Findings

Bethany Christian Schools (K064)

Program Year 2023

**Bethany Christian Schools (B015)**

2904 South Main St  
Goshen, IN 46526-5421

**Food Service Contact**

Mrs. Tara Swartzendruber-Landi  
Food Services Director  
(574) 534-2567

Month of Review: January 2023

Date of Onsite Review: March 1, 2023

**Meal Components & Quantities - Bethany Christian Schools (B015)**

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

**Finding 9000: Insufficient grains and meat/meat alternates \*Repeat Finding**

Monday the Grilled Cheese sandwich had only 1 oz. of m/ma insufficient for the high school students. 117 meals.

Tuesday the braised Korean Beef has only 1oz. grain served resulted in insufficient grain for high school.

Tuesday the vegetable chili had .75 oz. m/ma insufficient m/ma for K-12. The 1 oz. grain offered is insufficient for the high school. 128 meals disallowed.

Wednesday the hot dog bun 1.5 oz. is insufficient grain for high school. School closed to weather no students served this meal.

Wednesday the baked potato and egg served w/one roll 1.5 oz. is insufficient grain for high school. School was closed so no students were served this meal.

Thursday the sausage gravy .75 oz. is insufficient m/ma, and biscuit 1.75 oz. is insufficient grain for high school students. 145 meals disallowed.

Thursday the Chana Masala entree served only 1/2 cup rice is an insufficient grain for high school. 59 meals disallowed.

Friday Thai sweet Chicken chili offers only 1/2 cup of rice which is insufficient grain for high school. 58 meals disallowed.

**Corrective Action:**

Fiscal action will be taken for the 507 meals served with insufficient grain and meat/meat alternate components. The cycle menu for week 1 is to be updated to contain all the required meat/meat alternates and grains for each age group. The updated menu along with supporting crediting documentation for the week this menu is served in April is to be emailed to the Field Specialist.

**Technical Assistance:**

The reviewer discussed with the food service director how the crediting documents and production records did not meet the required meat/meat alternates or grains required or each age group served. Guidelines for meal pattern requirements may be found on our web page at <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

*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 planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. The current production record does not accurately record all the components served each day. It does not have a column to record reimbursable students served from the extra entrees and adult sales or a break down for each age group served.

**Corrective Action:**

Staff are to be trained on how to complete the production records. Documentation of completed training and one week's worth of corrected production records are to be emailed to the Field Specialist or uploaded into the review tool.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.