

SNP Administrative Review Findings**Calvary Lutheran School (K170)****Program Year 2020****Calvary Lutheran School (K170)**

6111 Shelby Street
Indianapolis, IN 46227-4879

Food Service Contact

Mrs. Jennifer Skojac
Cafeteria Manager
(317) 783-2305

Executive Contact

Mr. Steve Rensner
Principal
(317) 783-2305

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2019

Certification and Benefit Issuance - Calvary Lutheran School (K170)

128. Correct conversion factors used for applications with more than one income frequency

Technical Assistance:

Income on applications was converted to annual. Income should only be converted to annual income when there are different pay frequencies on the application. When only one pay frequency is listed on an application, the incomes should be added together and the correct frequency column reviewed on the income guidelines.

General Program Compliance - Calvary Lutheran School (K170)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Technical Assistance:

The SFA is commended for having a complete wellness policy and for reviewing the policy each year. Please make sure that advertisement to participate in the wellness committee is offered to parents, the public, and students. Advertisement of this ability can be made on the school's social media or website. Please retain proof the advertisement was made.

1213. New School Nutrition Programs Director met food safety certification training requirements

Finding 9000: Food Safety Certification

The food service director has not received a food safety certification.

Corrective Action:

The food service director must obtain and maintain a food safety certification. Please submit proof that the food safety certification has been obtained.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance:

School Food Authorities are required to advertise the availability of summer meals. The IDOE will put a reminder in the weekly email as it nears the end of the school year. Please plan to communicate to your households that summer meals are available in the Indianapolis area free of charge during the summer break.

SNP Administrative Review Findings**Calvary Lutheran School (K170)****Program Year 2020****Calvary Lutheran School (C315)**

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Food Service Contact

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Cafeteria Manager
(317) 783-2305

Month of Review: December 2019

Date of Onsite Review: January 28, 2020

Meal Components & Quantities - Calvary Lutheran School (C315)

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

Technical Assistance:

It was noted that the Bosco sticks used on the day of review were a substituted item. There was another package of Bosco sticks in the freezer as back up. When items are substituted due to unavailability, please make sure that the substitute credits in the way it is intended for menu planning purposes. One of the substitute items was not whole grain rich and did not provide crediting information. Errors in meal pattern can result when substituted items do not match the planned item.

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

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. At breakfast after the bell, the menu changes to a cold option, but did not allow students to take one full cup of fruit with their meal

Corrective Action:

The menu planner needs to have clear documentation of the items served for each menu. The server must be aware of what is required and document the items on the production record daily. Please submit one week of completed breakfast production records that show all available options.

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

Finding 9000: Production Records Incomplete

The production records for breakfast were incomplete and did not list the cold menu option available daily. At lunch, some items were missing serving size listing.

Corrective Action:

The SFA must complete production records fully. Please submit one week of completed production records for both breakfast and lunch.

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Staff at breakfast did not operate breakfast as OVS when they should have.

Corrective Action:

Please submit proof that OVS training has been taken by the breakfast meal server.

General Program Compliance - Calvary Lutheran School (C315)

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

SNP Administrative Review Findings

Calvary Lutheran School (K170)

Program Year 2020

Finding 9150: Storage violations were observed.

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The First In, First Out (FIFO) inventory management method is not being used for items taken out of the original box to fit into the freezer. Individual bags were not date marked.

Corrective Action:

The SFA must date mark all items that are taken out of original packaging that contains the delivery date. This ensures that the oldest items are used first.

If implemented, no further response is needed.