



SNP Administrative Review Findings

Central Lutheran School (K027)

Program Year 2024

Central Lutheran School (K027)

900 Green Street
New Haven, IN 46774-1740

Food Service Contact

Mrs. Katrina Davis
Food Service Manager
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Executive Contact

Mr. David Van Spankeren
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: February 2024

Commendations

- * Staff were willing to work with reviewers to make corrections when possible while the review was being conducted on site.
- * Staff were continually cleaning the serving line, tables, and dish room between each meal service. All food was returned to the cooler or ovens between each meal service. Ice packs were placed below and on top of the cold food choices during meal service.
- * Food items were individually wrapped or pre-portioned to assist in quickly serving cold food items.

Technical Assistance

- * All Smart Snack items were approved using the outdated Smart Snack Calculator. It is recommended that compliance for each item be confirmed using the new calculator.
- * Students need to be sure they are stopping to be recorded for a meal served. The teachers were having to quickly find them, and some students were walking right past the teacher recording meals. When they move on to high school, they will have to stop at the cashier for their meal to be recorded. This is a good time to teach the students to follow proper procedures.

Certification and Benefit Issuance - Central Lutheran School (K027)

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

Technical Assistance: Correct frequency conversion

When an application has multiple income sources with the same frequency, those numbers are to be added together to determine the benefit at that frequency. If they have different income frequencies listed, then all income is to be calculated at an annual rate and added together to determine the benefit.

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly.

Corrective Action:

The households were notified on March 19, 2024, of the change in benefits. Fiscal action will be applied for the month of review, February. The fiscal action for March will be applied before the March claim is entered. The actual March free, reduced, and paid numbers are to be emailed to the Field Specialist. The fiscal action will be calculated, and the correct claim numbers will be emailed back to the sponsor to enter into the March claim for reimbursement. **All staff members determining meal benefits are to complete the Direct Certification training in Moodle. Documentation of the training is to be emailed to the Field Specialist.** Next school year, two staff members must confirm the accuracy of the Direct Certification download before assigning benefits to the students. Additionally, to avoid making these same errors next school year, a requirement to conduct a second review of benefits will be required for direct certification and meal applications. Information on completing this requirement will be sent later.

Technical Assistance:

The reviewer discussed with the food service director, principal, and assistant principal that the errors in correctly assigning direct certification benefits exceeded the allowable rate. This will require staff to ensure that two persons are reviewing the Direct Certification list before assigning benefits.



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140. *Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates*

Finding 9032: Direct Certification – updates to Benefits Issuance documents not made accurately and/or timely upon receipt of DC updates

The SFA did not make timely and accurate changes to the benefit issuance documents upon receipt of direct certification updates. The January download of the Direct Certification list had two student names that did not receive the updated meal benefit.

Corrective Action:

The families were notified on March 19, 2024, of the increased benefit. **The school will be refunding the families meals served from January 1-March 19, 2024. Documentation that the families have been refunded is to be emailed to the Field Specialist.**

Technical Assistance:

The reviewer recommends that the school check the Direct Certification list monthly to ensure that families are receiving the best benefit available to them.

Verification - Central Lutheran School (K027)

207. *SFA completed verification and verified applications on file match FNS-742. Reviewer: Enter VSR for SBOA on Finding*

Finding 10127: Summary of Verification Reviewed for SBOA

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Alternate One

Number of applications on file as of October 1: 19.

Number of applications selected for verification: 1.

Number of additional applications verified for cause: 0.

Number of applications with no response: 0.

Number of applications with changes: 0.

Number of verified applications reviewed by state agency staff during the review: 1.

Corrective Action:

Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.

Technical Assistance:

For more information on verification please go to: <https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/>

General Program Compliance - Central Lutheran School (K027)

1217. *SFA's process and frequency for tracking training hours is sufficient*

Finding 10126: Professional Standards Training Requirements and Documentation

Training for all food service staff is not being tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, provide a written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met.**



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Technical Assistance:

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

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. Training documentation was not available for staff who were approving meal benefits.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, provide written procedures for outlining training requirement to ensure this requirement will be met. 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.**

Technical Assistance:

The reviewer discussed with the food service director, principal, and assistant principal that all staff members approving meal benefits and verification are required to annually complete application processing training, direct certification training and verification training.



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Food Service Contact

Mrs. Katrina Davis
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Month of Review: February 2024

Date of Onsite Review: March 20, 2024

Meal Counting & Claiming - Central Lutheran School (A370)

321. Review Period meal counts are reasonable compared to Day of Review meal counts

Finding 9069: Day of Review meal counts not reasonable compared to Review Period meal counts.

The NSLP meals by category reported by the school for each serving day of the review period were compared to meal counts by category reported by the school on the Day of Review. Unreasonable shifts occurred in the counts by category from the review month to the day of review. The school's explanation does not describe an acceptable meal count system. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

A procedure is to be put into place ensuring students are accurately recorded at the point of service. Staff responsible for meal counts are to be re-trained on how to accurately record meals. A copy of the agenda and sign in sheet are to be emailed to the Field Specialist.

Technical Assistance:

The reviewer discussed with the food service director, principal, and assistant principal that students were not stopping to ensure their meal was accurately recorded. The reviewer found that the number of students served on day of the review, was lower than the average meal counts for the month of review. Students need to be sure they are stopping to be recorded for a meal served. The teachers were having to quickly find them, and some students were walking right past the teacher recording meals. The meal counts taken need to ensure that pre-ordered meals are not counted as served if the student did not receive a meal.

Meal Components & Quantities - Central Lutheran School (A370)

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

Finding 10139: Production Records

The following issues were noted with production records: production records were incomplete not showing meal choices selected for each component or the amount of food used to prepare the number of servings listed.

Corrective Action:

As corrective action completed lunch production records for one week must be submitted to the State Agency.

Technical Assistance:

The reviewer explained to the food service director that completing the production record helps ensure that all the details are present to confirm that all the components were available to meet the daily requirements.

General Program Compliance - Central Lutheran School (A370)

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: cold food temperatures not adequately monitored; sanitation concentration not adequately monitored.



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Corrective Action:

The SFA is to daily record cold food temperatures and the concentration level of sanitizer used for cleaning tables and the three-bay sink. A copy of the completed log sheets are to be emailed to the Field Specialist.

Technical Assistance:

The reviewer discussed with the food service director, principal, and assistant principal that logging food safety reports daily assist them in accurately maintaining food safety in the kitchen.