

**SNP Administrative Review Findings**

**Concordia Lutheran Grade School (K014)**

**Program Year 2022**

**Concordia Lutheran Grade School (K014)**

4245 Lake Avenue  
Fort Wayne, IN 46815-7268

**Food Service Contact**

Ms. Angie Hunter  
Food Service Director  
(260) 426-9922

**Executive Contact**

Mr. Michael P Rosin  
Principal  
(260) 426-9922

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2021

**Commendations**

- \* Angie Hunter, Food Service Director has kept very organized records and could pull anything that I requested for the review.
- \* Staff were very cooperative in assisting Food Service Director in making sure all requirements were being followed and validating serving sizes. They were extremely friendly with students guiding them through the decision process of receiving their meal.
- \* The Business Manager took time out of her day to complete and correct reports for the review process.

**Resource Management Comprehensive Review - Concordia Lutheran Grade School (K014)**

*752. Limitation on Net Cash Resources*

**Finding 9115: SFA noncompliant with net cash resources requirements.**

Based on the SFA's year-end Statement of Revenue and Expenses for the most recently completed program year, an average monthly expense amount was calculated. The SFA did not limit its nonprofit school food service balance to a level at or below three months' average expenses.

**Corrective Action:**

A spend down plan is to be prepared and emailed to School and Community Nutrition Finance at [scnfinance@doe.in.gov](mailto:scnfinance@doe.in.gov) and Field Specialist. A copy of the monthly expenditures, income and fund balance are to be shared monthly with the Food Service Director. Corrective action was received, no further action is necessary.

**Technical Assistance:**

Discussed with Food Service Director, Finance Manager and Principal the importance of tracking the school food service balance throughout the year and notifying the FSD of the balance.

*756. Equipment Purchases*

**Finding 9000: Unapproved purchase of equipment over \$5,000.**

An equipment purchases over \$5,000 are to be approved by the School and Community Nutrition Finance Team before purchases are completed. An air conditioner costing over \$5,000 was purchased with school nutrition funds without prior approval.

**Corrective Action:**

Concordia Lutheran Grade School Procurement Plan needs to be updated and emailed to Field Specialist. Food Service Director and Business Manager are to complete the InTeam training on Procurement and email copy of certificate to Field Specialist. 6. Procedure for purchasing equipment and repairs for school nutrition needs to be written for Maintenance and a copy emailed to Field Specialist. Corrective action was received, no further action is necessary.

**Technical Assistance:**

Discussed with Food Service Director, Business Manager and Principal the importance of properly procuring items using school nutrition funds.

*766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio*

**SNP Administrative Review Findings****Concordia Lutheran Grade School (K014)****Program Year 2022****Finding 9000: USDA Non-Program Revenue Tool is not completed.**

The SFA had not completed an of the Revenue from Nonprogram Food.

**Corrective Action:**

The SFA is to assess compliance with the Revenue from Nonprogram Food by completing a five-day assessment of non-program food cost and revenue from the week of December 6-10, 2021. A copy of the USDA Non-Program Revenue Tool is to be sent to the Field Specialist. Corrective action was received, no further action is necessary

**Technical Assistance:**

Discussed with Food Service Director the steps in how to complete the USDA Non-Program Revenue to full five days.

*771. Indirect Cost Consistency***Finding 9135: SFA did not handle indirect costs consistently in all activities of the SFA.**

Handling of indirect costs must be consistent in all activities of the SFA unless otherwise exempted. For example, if the nonprofit school food service account is charged for electricity costs based on square footage, all other activities of the SFA must be similarly charged, as applicable.

**Corrective Action:**

A procedure is to be written on how indirect cost will be consistent with all Federal Funded Programs in the SFA. Corrective action was received, no further action is necessary

**Technical Assistance:**

Discussed with Food Service Director, Business Manager and Principal the importance of all Federal Funded activities in the SFA incurring indirect cost.

**General Program Compliance - Concordia Lutheran Grade School (K014)***808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements***Finding 9000: Teachers who take meal counts have not completed Civil rights training annually.**

The SFA was unable to show documentation that Civil Rights Training has been conducted for all staff members taking meal counts.

**Corrective Action:**

As a part of your corrective action, provide civil rights training for staff involved in taking meal counts. Submit a copy of the documents from the training, including training dates, agenda, signed attendance sheets and the name of the presenter. Corrective action was received, no further action is necessary

**Technical Assistance:**

Discussed with the Food Service Director and Principal the importance of training staff annually on Civil Rights.

*810. The USDA non-discrimination statement is on appropriate Program materials***Finding 9000: Non-Discrimination Statement not visible on Website.**

The nondiscrimination statement was not included on the website.

**Corrective Action:**

Please explain how your program will comply with this regulation by updating the Web page with a link to the nondiscrimination statement and sending in the date this has been completed. Corrective action was received, no further action is necessary

**Technical Assistance:**

Discussed with the Food Service Director, Business Manager and Principal the importance of having the non-discrimination statement or link to it on their web page.

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

**Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found. \*Repeat Finding**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The local wellness policy did not include updated Smart Snack guidelines, language about marketing food on campus, non sold food procedures, how meetings will be advertised, and a list of the current Wellness Policy Team members.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Wellness Policy is to be updated listing the Smart Snack Guidelines, guidelines for non-sold food brought into the school, guidelines for food marketing language find in the school, updated Wellness Team including parents, students and business representatives and guidelines for assessing the Wellness Policy and how outcomes will be posted. Updated policy or timeline when it will be updated is to be emailed to Field Specialist. Corrective action was received, no further action is necessary

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Discussed with Food Service Director, Business Manager and Principal the importance of the Wellness Policy and how it can be useful for keeping their students healthy.

1500. *Reports are submitted to the Indiana Department of Education as required*

**Finding 9151: SFA does not submit reports as required to the State agency.**

The Annual Financial Report was not submitted to IDOE on time.

**Corrective Action:**

Reporting requirements were discussed with and understood by Program administrators, and they decided to mark staff calendars with the due dates. No further action required.

**Technical Assistance:**

IDOE's Calendar of Due Dates can be found at  
[https://docs.google.com/document/d/1gQejacWaNHaz\\_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit](https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit).

**SNP Administrative Review Findings**

**Concordia Lutheran Grade School (K014)**

*Program Year 2022*

**Concordia Lutheran Grade School  
(A205)**

4245 Lake Avenue  
Fort Wayne, IN 46815-7268

**Food Service Contact**

Ms. Angie Hunter  
Food Service Director  
(260) 426-9922

Month of Review: December 2021

Date of Onsite Review: January 11, 2022

**Meal Components & Quantities - Concordia Lutheran Grade School (A205)**

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

**Finding 9000: Recipe corrections**

It was observed that the salad recipe did not accurately record the amount of meat/meat alternates available. The crouton recipe did not accurately record the grain crediting.

**Corrective Action:**

The Salad recipe and crouton recipe are to be updated and emailed to the Field Specialist. Corrective action was received, no further action is necessary

**Technical Assistance:**

Discussed with the Food Service Director on how to confirm the crediting for recipes by using the Food Buying Guide.

**General Program Compliance - Concordia Lutheran Grade School (A205)**

*1105. Foods and beverages sold to students during the school day meet Smart Snacks standards*

**Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards. It was observed that two cookies were packaged together for a la carte sales and the assessment approved the sale of one cookie.

**Corrective Action:**

Confirm what date the cookies were separated with only one in a package by emailing the Field Specialist. Corrective action was received, no further action is necessary

**Technical Assistance:**

Discussed with Food Service Director that the Smart Snack compliance for the cookie was for one cookie. The cookie needs to be packaged as one and pricing adjusted.

*1404. A copy of the written food safety plan is site-specific and available on-site*

**Technical Assistance:**

Discussed with Food Service Director on the importance of updating staff names and equipment.