

SNP Administrative Review Findings

Concordia Lutheran High School (K012)

Program Year 2024

Concordia Lutheran High School (K012)

1601 St. Joe River Drive
Fort Wayne, IN 46805-1433

Food Service Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: January 2024

Commendations

- * A variety of hot and cold entrees are offered daily and not repeated throughout the week. Daily a variety of fresh fruits and vegetables are offered along with other pre-packaged choices.
- * Staff work together on an assembly line to put together the salad and sandwich plates allowing them to produce a variety each day.
- * Staff were willing to work with the reviewer to correct what they were able to correct on site.

Technical Assistance

- * A zero income and categorical application should be processed based on face value. It is recommended that the SFA check in a month or two to see if the student shows up on the DC download. If not, then this would be an application to want to conduct verification for cause. Check to ensure that the household has a letter showing they are receiving DC benefits, or the zero-income household is not living with someone else or considered Homeless.

Certification and Benefit Issuance - Concordia Lutheran High School (K012)

133. Direct Certifications were correctly certified

Technical Assistance

Technical Assistance:

Three students identified during the benefit issuance review received a lesser benefit than qualified. Due to a notification error in CNPWeb, the SFA was unaware of the increased benefits for these students. The reviewer provided technical assistance onsite on how to identify the new changes. The school food service director implemented the new changes on February 6, 2024, and provided the effective date documentation to the reviewer. Additionally, the FSD refunded the households for the incorrect benefit based on transaction history.

Verification - Concordia Lutheran High School (K012)

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: Standard, Error Prone OR if the SFA qualifies Alternate One or Alternate Two

Number of applications on file as of October 1: 25

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: 1

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.

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Technical Assistance:

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

212. SFA met follow-up requirements if the household failed to respond to the verification request

Technical Assistance: Second notification

The reviewer discussed that the verification process requires that the notification letter has a deadline listed on the letter as the date benefits must be terminated due to no response. The staff are responsible to make a second attempt to receive the information before the deadline to terminate current benefits.

Resource Management Comprehensive Review - Concordia Lutheran High School (K012)

770. Correct Rate/Base Calculation

Finding 9133: SFA did not apply the correct indirect cost rate for the appropriate year.

Indirect Cost Rate provided for in the Indirect Cost Rate Agreement for the program year being reviewed: Did not have an approved rate so thus the 10% de minimis rate is to be applied. The total calculations of the indirect rate reported on the AFR exceeded the allowable 10% de minimis rate.

Corrective Action:

The School Corporation is to refund \$7,183.75 back to the school food service account. Documentation of the transfer is to be emailed to the Field Specialist. A process of how the indirect rate will be applied going forward needs to be reassessed and a procedure written. Documentation of the procedure is to be emailed to the Field Specialist.

Technical Assistance:

The reviewer discussed the process on how the allowed 10% de minimis rate is calculated.

General Program Compliance - Concordia Lutheran High School (K012)

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.

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: Guidelines for SMART Snack requirements are not up to date.

Corrective Action:

The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements. Please provide an updated Wellness Policy or a timeline for when the policy committee will review the policy and make updates, as required.

Technical Assistance:

Wellness Policy webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

Evaluation Checklist: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c9ced4b1-e08e-44a0-be71-0b647e60b422>

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:

The review and update of the local school wellness policy did not occur as required.

Corrective Action:

As corrective action the following must occur:

LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment must be submitted to the State Agency.

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

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(A195)**
1601 St. Joe River Drive
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Food Service Contact
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Month of Review: January 2024

Date of Onsite Review: February 7, 2024

General Program Compliance - Concordia Lutheran High School (A195)

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: Sanitation logs are not kept for dishwashing sinks, dishwashers, and sanitizer buckets.

Hand sink does not maintain sufficient hot water temperature.

Corrective Action:

The SFA is to record sanitation logs for the remainder of the February and send documents to the Field Specialist. Kitchen staff are to be trained on Food Safety Standard Operating Procedure (SOP) for keeping contact surfaces sanitized and documentation of training is to be sent to the Field Specialist.

Documentation on how hand washing sinks will be changed to ensure that handwashing temperature reaches the required 100-degree F. Kitchen staff are to be trained on the Handwashing SOP and a documentation of the training sent to the Field Specialist.

Technical Assistance:

The reviewer discussed the requirements of handwashing sinks reaching the temperature of 100 degrees.