

SNP Administrative Review Findings

Emmanuel-St Michael Lutheran Schools  
(K016)

Program Year 2020

**Emmanuel-St Michael Lutheran Schools  
(K016)**  
1123 Union St  
Fort Wayne, IN 46802-4049

**Food Service Contact**  
Mrs. Roxanne L Pratt  
Food Service Manager  
(260) 422-6712

**Executive Contact**  
Mr. Jacob Pennekamp  
Principal  
(260) 422-6712

No. of Sites / Reviewed: 2 / 1  
Month of Review: November 2019

**Commendations**

- \* The staff approving benefits and conducting verification have kept very detailed records.
- \* As a new director Rachel has added build a meal option meeting all of the daily and weekly requirements.

**Verification - Emmanuel-St Michael Lutheran Schools (K016)**

206. On-site observations validate Off-Site Assessment Tool responses to Verification questions and responses demonstrate compliance with FNS requirements

**Technical Assistance**

**Technical Assistance:**

Discussed with Assistant Financial Manager the importance of having the required number of pay stubs to accurately validate one month's worth of income for the verification process.

**General Program Compliance - Emmanuel-St Michael Lutheran Schools (K016)**

1400. The written food safety plan contains required elements and a copy is available at each school

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Recipes were not divided into the process procedures.

Staff confirmed they did not have a Food Safety Plan written for the St. Michael campus.

**Corrective Action:**

Food Safety Plan is required to be updated at the Emmanuel School site listing the recipe process procedures. A Food Safety Plan needs to be developed for the St. Michael campus listing staff, equipment procedures for any food prepared on site and documentation of temperature logs. Only the Standard Operating Procedures needed for food safety at St. Michael site needs to be included in the Food Safety Plan for St. Michael. Staff will have the corrections available for Field Staff to review. No further action required.

**Technical Assistance:**

Discussed with the Food Service Director that each site needs a site specific Food Safety Plan.

***Program Year 2020***

**Emmanuel-St Michael Lutheran (A215) Food Service Contact**

1123 Union St  
Fort Wayne, IN 46802-4049

Mrs. Roxanne L Pratt  
Food Service Manager  
(260) 422-6712

Month of Review: November 2019

Date of Onsite Review: December 10, 2019

**Meal Components & Quantities - Emmanuel-St Michael Lutheran (A215)**

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

**Technical Assistance**

**Technical Assistance:**

Discussed with Food Service Director the importance of looking at the weekly average of all the grains and compare the lowest from both hot meal and build a meal. It must be calculated that a child could take the lowest grain each day and determine that a total of 8 oz. are available for the week.

**General Program Compliance - Emmanuel-St Michael Lutheran (A215)**

*1411. Review of agricultural food components indicates violations of the Buy American provision*

**Technical Assistance:**

Discussed with Food Service Director that documentation needs to be available when accepting products that are from another country when it is also available in the United States.