

**SNP Administrative Review Findings**

**Emmaus Lutheran School (K202)**

*Program Year 2020*

**Emmaus Lutheran School (K202)**

1224 Laurel St  
Indianapolis, IN 46203-1908

**Food Service Contact**

Mrs. Carol Chandler  
Office Manager  
(317) 632-1486  
FSMC: Aramark

**Executive Contact**

Mr. Raymond Smith  
Principal  
(317) 632-1486

No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2020

**Commendations**

- \* Site staff were eager to correct issues noted during the review. Staff were open and honest about current practices.

**Certification and Benefit Issuance - Emmaus Lutheran School (K202)**

*133. Direct Certifications were correctly certified*

**Technical Assistance:**

It appears that Emmaus qualifies for Community Eligibility Provision (CEP). The reviewer recommends applying for CEP for next school year to ease the burden of applications and verification. The CEP application opens April 1 and goes through June 30 and is based solely on percentage of the enrollment that can be Directly Certified for Free as of April 1.

**Verification - Emmaus Lutheran School (K202)**

*208. Documentation demonstrates a confirmation review was conducted and required procedures were followed*

**Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

**Corrective Action:**

The SFA must have someone other than the approving official confirm the application chosen for verification was initially approved correctly. This must be documented on the back of the application.

The SFA exhibited understanding of this corrective action at the time of review. No further response is needed.

**Technical Assistance:**

If the SFA goes onto Community Eligibility Provision, the formal verification process will not be required.

**Meal Counting & Claiming - Emmaus Lutheran School (K202)**

*313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Finding 9007: Meal Counting and Claiming 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 Meal Counting & Claiming procedures could not be validated during on-site observations. An edit check is not performed monthly.

**Corrective Action:**

The SFA must perform an edit check of daily claim numbers prior to the submission of a claim.

SFA staff exhibited understanding of this requirement at the time of review. If implemented fully, no further response is needed.

**Technical Assistance:**

Food service staff was provided with the edit check form at the time of review. The link to the document is also provided below.

Link to edit check form: <https://www.doe.in.gov/sites/default/files/nutrition/nslp-reviews02edit-check-daily-meal-counts.pdf>

**General Program Compliance - Emmaus Lutheran School (K202)**

*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. The current Local Wellness Policy does not meet USDA requirements. Additionally, there is no wellness committee in place to review and update the policy.

**Corrective Action:**

Please provide a time frame for when the wellness policy will be updated to USDA requirements.

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

**Finding 9000: Other Finding**

The food service director does not have a current food safety certification.

**Corrective Action:**

Please provide proof that a food safety certification has been obtained by the food service director.

**Technical Assistance:**

There are many options for obtaining the food safety certification.

ServSafe or a similar commercial food safety certification.

The Institute of Child Nutrition has an online training (8 hours in length, can be taken in sections) "Food Safety in Schools" : <https://theicn.docebosaa.com/learn>

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

**Finding 9009: SFSP & SBP Outreach****Technical Assistance:**

The SFA is not advertising the availability of summer meals. Please notify households at the end of the school year that meals are available all summer long through the Summer Food Service Program. The SFA can direct households to the IDOE meal finder at the website below.

<https://www.doe.in.gov/nutrition/summer-food-service-program>

**SNP Administrative Review Findings****Emmaus Lutheran School (K202)****Program Year 2020****Emmaus Lutheran School (C680)**

1224 Laurel St  
Indianapolis, IN 46203-1908

**Food Service Contact**

Mrs. Carol Chandler  
Office Manager  
(317) 632-1486

Month of Review: January 2020

Date of Onsite Review: February 4, 2020

**Meal Components & Quantities - Emmaus Lutheran School (C680)**

*404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

**Finding 9000: Meal Signage**

The SFA did not have sufficient signage posted in the meal service area explaining what comes with a reimbursable meal.

**Corrective Action:**

The SFA was provided with links to signage options. Please confirm the signage has been posted in the meal service area.

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

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Production records have not been provided to the school from the vendor to complete on-site. The production records submitted for review were records kept at the production site and were not completed by the SFA after service.

**Corrective Action:**

Please submit one week of production records that have been started by the vendor and completed by the school.

**General Program Compliance - Emmaus Lutheran School (C680)**

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

**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 apples on the day of review were delivered in milk crates. It did not appear the milk crates were cleaned or intended to be used for the purpose of transporting ready to eat food.

**Corrective Action:**

The SFA must work with the vendor to ensure that foods are delivered in food safe containers.