

SNP Administrative Review Findings**Lutheran School Assn of Evansville (K282)****Program Year 2020****Lutheran School Assn of Evansville (K282)**

111 E. Virginia St.
Evansville, IN 47711-5431

Food Service Contact

Mrs. Betty (Cathy) Bell
Food Service Manager
(812) 424-7252

Executive Contact

Mr. Tony Shull
Principal
(812) 424-7252

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2019

Commendations

- * The food safety plan that has been developed is very detailed and includes specific monitoring requirements.
- * The food service manager should be commended on all efforts made in child nutrition programs since taking the position in October 2019. The food service manager continues to complete training, works with the field specialist well, and provides an inviting atmosphere in the cafeteria.

Certification and Benefit Issuance - Lutheran School Assn of Evansville (K282)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9000: Other Finding

During the application approvals at the beginning of the school year, the determining official approved their own application. The determining official should not be involved in approving an application that involves the same household economic unit they reside in.

Corrective Action:

A system will be put in place that if an employee in the school submits an application, someone else must approve that application. The software system requires a username and password to access the applications to issue benefits which will record who approves certain applications. Additional response is not required.

Resource Management Comprehensive Review - Lutheran School Assn of Evansville (K282)

751. Expenses Exceeded Revenues

Technical Assistance- Labor for NPFSA and AFR**Technical Assistance:**

The foodservice salaries and wages were paid from the general operating fund during the 2018-2019 school year. Currently, the understanding is that foodservice will not have to reimburse those funds. Keep in mind; it is unallowable to require foodservice to reimburse the general operating fund account unless there is a written agreement (to include terms of the loan repayment).

Equipment and supply purchases have been lumped together on the AFR. Please note that non-food supplies should be recorded under misc. expenses. Also, allowable expenses that do not easily fit into one of the provided categories should also be listed under misc. Going forward, please be sure to record foodservice expenses in the correct categories accurately. A copy of the AFR Instructions was provided to the business manager.

767. Nonprogram Revenue and Food Cost Ratio

Technical Assistance- Revenue from Nonprogram Foods**Technical Assistance:**

The SFA determined that prices were priced too low for nonprogram foods prior to the on-site review. The SFA increased some of the nonprogram foods using the raw cost of the food item * 2.5 to 3 times the raw cost formula. It is suggested that the SFA complete a five day reference period to determine if the price increase is sufficient.



SNP Administrative Review Findings**Lutheran School Assn of Evansville (K282)****Program Year 2020****St. Paul Building (D625)**

111 E. Virginia St.
Evansville, IN 47711-5431

Food Service Contact

Ms. Cathy Bell
Food Service Manager
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Month of Review: December 2019

Date of Onsite Review: January 14, 2020

Meal Components & Quantities - St. Paul Building (D625)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met. *Repeat Finding

Based on a review of production records and other supporting food crediting documentation for one week during the Review Period December 2-6, 2019, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed:

Breakfast

1. Insufficient serving of fruit on one day (1/2 cup instead of 1 cup). This also results in the weekly requirement for fruit being insufficient.

Lunch

1. Missing Beans/Pea (legume) subgroup. The menu was planned correctly. However, the food service manager provided a menu substitute for the planned serving of the legume/pea that was in a different vegetable subgroup.

2. The whole grain-rich percentage for the week is 32.6%.

Corrective Action:

The food service manager plans and serves juice with another fruit serving daily for breakfast. The production records will be completed during service instead of in a notebook. Some of the items are not transferred or recorded when actually served. The vegetable subgroup chart was hung in the kitchen and will be referenced when subgroups require substitutions. Vegetable subgroups will be substituted within the same subgroup or the vegetable servings will be switched in the same week. The food service manager will review the menu cycles to check the whole grain-rich percentage. Some items have already been changed to whole grain such as corn dogs by contacting the vendor on the day of review. Additional response is not required.

Technical Assistance:

One day for the week of the review included only one milk type offering. The food service manager did not serve the milk since it was out of date and did reach out to the milk vendor prior to the start of service. It is suggested that the food service manager develop a procedure (in case this happens in the future) to ensure that at least two milk types are offered.

The reviewer provided technical assistance on how to determine whole grain-rich products with the food service manager. Also, the reviewer provided a copy of the vegetable subgroup chart.