

SNP Administrative Review Findings

Holy Cross Lutheran School (K018)

Program Year 2023

Holy Cross Lutheran School (K018)

3425 Crescent Avenue
Fort Wayne, IN 46805-1505

Food Service Contact

Mrs. Beth Greenwell
Food Service Manager
(260) 739-6545
bgreenwell@holycrossfw.org

Executive Contact

Ms. Emily Johnson
School Principal
(260) 739-6511
ejohnson@holycrossfw.org

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2022

Commendations

- * Kitchen surfaces, equipment, walk-in cooler and freezer and storeroom were well maintained and clean. Nice job cleaning tables and serving lines in between serving groups. Staff were continually changing soiled gloves in between tasks. They were assisting each other in keeping food on the serving line.
- * The food service staff did a terrific job planning, organizing, and preparing for their 2023 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements.
- * Several menu items planned and served to students were creative and appetizing. Three entrée choices as well as five vegetable choices.

Technical Assistance

- * Milk substitutes must meet the nutritional values of milk or documentation from a medical professional stating that another substitution must be provided. Guidance can be found on our website under special dietary needs https://docs.google.com/document/d/1e2k_EzKBSPS843Vgc9cOCModxjpPUfEoglwTV4-X0Ik/edit
- * Staff are encouraged to review the charges weekly to ensure students are not exceeding the allowed charging amount on their account. The negative balances are not to be rolled over into the new school year without a payment plan in place. See further guidance on our webpage at <https://www.in.gov/doi/nutrition/financial-management/>.
- * Non-food service staff with duties related to the program must complete and document civil rights training annually and must receive annual training on their job duties related to the program.

Certification and Benefit Issuance - Holy Cross Lutheran School (K018)

129. Household notification of eligibility is consistent with Off-Site Assessment responses

Finding 9020: Household notification of eligibility inconsistent with Off-Site Assessment Tool response

The SFA's notification of eligibility to households is inconsistent with the SFA's response to question #107 on the Off-Site Assessment Tool. The correct hearing official was not listed on the notification letters.

Corrective Action:

The SFA has corrected the master notification letter with the correct hearing official listed. No further action is required.

Technical Assistance:

The reviewer discussed with the bookkeeper the correct way to list contacts on the notification letter. The hearing official selected by the school is to be listed on the official notification letter.

General Program Compliance - Holy Cross Lutheran School (K018)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9008: Civil Rights 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 Civil Rights procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The staff member approving applications has not completed Civil Rights Training.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from

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Program Year 2023

the Off-site Assessment Tool: The reviewer explained to the principal and food service director that all staff members directly involved with the food service meal application procedures must complete the Civil Rights Training,

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: The current policy does not list two goals for other activities.

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: The Wellness Policy is to be updated listing two goals under Other Activities. A copy of the updated Wellness Policy or the date the team will meet to update is to be emailed to the Field Specialist.

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: The reviewer discussed with the principal and food service director where to find the guidance for updating their wellness policy.

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Program Year 2023

Holy Cross Lutheran School (A225)

3425 Crescent Avenue
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Food Service Contact

Mrs. Beth A Greenwell
Food Service Manager
(260) 739-6545

Month of Review: December 2022

Date of Onsite Review: January 31, 2023

General Program Compliance - Holy Cross Lutheran School (A225)

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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Partial cases of food were stored without dates applied to the remaining items.

Corrective Action:

The reviewer discussed with the food service staff the importance of dating items removed from the original case. These dates will help with any possible food recalls. The staff agreed to date each individual package removed from the case. If implemented as discussed, no further action is required.

Technical Assistance:

The reviewer discussed with the food service director the importance of dating all items stored in the refrigerator and cooler.