

**SNP Administrative Review Findings****Immanuel Lutheran School (K231)****Program Year 2019****Immanuel Lutheran School (K231)**

1700 North Monticello  
Valparaiso, IN 46383-3847

**Food Service Contact**

Mrs. Stephanie Leverich  
Head Cook - Manager  
(219) 462-8207

**Executive Contact**

Mr. Joshua Bachman  
Principal  
(219) 462-8207

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

**Certification and Benefit Issuance - Immanuel Lutheran School (K231)***129. Household notification consistent with Off-site Assessment responses?***Finding 9902: Household notification of eligibility not compliant with regulations.**

The notification of eligibility sent to households did contain the required information or was not sent as required.

**Corrective Action:**

The lunch clerk stated that she will update their letter sent home to households using the template provided. Email with updated template is attached. No further action is necessary.

**Technical Assistance:**

Technical assistance was given on site; the SFA will use the template provided on the state agencies website, which was emailed to them.

*134. Direct Certification matches performed according to required timeframes?***Finding 9025: The SFA does not perform direct certification matches with the State agency according to regulations.**

The SFA only ran a direct certification match at the beginning of the year.

**Corrective Action:**

Direct Certification matches are required to be completed three times a year. We recommend one prior to the start of the school year, another one before you start verification, and one more in January of the school year. The lunch clerk understands and agrees with this. No further action is necessary.

**Technical Assistance:**

Technical assistance was provided during the on-site review.

**Verification - Immanuel Lutheran School (K231)***208. Confirmation Review – documentation on file, required procedures 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 lunch clerk understands that she must complete a confirmation review each year and no further action is necessary.

**Technical Assistance:**

A confirmation review is required to be completed by the SFA each during verification. Technical Assistance provided during the on-site visit. The SFA was shown the proper way to complete the confirmation review by the state agency.

**Resource Management Comprehensive Review - Immanuel Lutheran School (K231)***765. Adult Meals***Finding 9128: Meals served to adults are not priced sufficiently to cover the overall cost of the meals.**

Lunches served to teachers, administrators, custodians and other adults are not priced so that the adult payment in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the

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meals. The overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) used in the preparation of the meals.

**Corrective Action:**

The lunch clerk and principal are in agreement with the raise of the adult meal prices.

**Technical Assistance:**

Technical assistance of adult meal pricing was provided during the onsite visit.

**766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio****Finding 9000: Non program revenue**

The SFA did not assess their compliance with the non-program revenue tool.

**Corrective Action:**

The SFA must complete the Revenue from Non-program Food Tool for a 5-day period in order to show they are in compliance with this requirement and charging appropriately for non-program foods. This should be provided no later than one month from the administrative review letter date.

**Technical Assistance:**

Technical assistance was provided during the onsite visit.

**General Program Compliance - Immanuel Lutheran School (K231)****810. Non-discrimination on appropriate Program materials?****Technical Assistance - Non-discrimination statement****Technical Assistance:**

While your menu does not need the non-discrimination statement on it, you are using an incorrect statement. The correct short statement is "This institution is an equal opportunity provider."

**1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?****Wellness Policy Assessment****Technical Assistance:**

The SFA is required to provide the public with the assessment of the wellness policy that occurs every three years. Please do this through your website, email, newsletter, etc. to notify the public of your assessment and updated wellness policy.

**1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?****Technical Assistance - SFSP Outreach****Technical Assistance:**

While you do not participate in the Summer Food Service Program, you are required to notify your households that there are free summer meals available to them in the area if they are in need of them. Please use our website to notify families within your school district - <https://www.doe.in.gov/sites/default/files/nutrition/all-counties.pdf>. This is a list of all sites in Indiana that are on the SFSP.

**SNP Administrative Review Findings**

**Immanuel Lutheran School (K231)**

*Program Year 2019*

**Immanuel Lutheran School (D090)**

1700 North Monticello  
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**Food Service Contact**

Mrs. Stephanie Leverich  
Head Cook - Manager  
(219) 462-8207

Month of Review: February 2019

Date of Onsite Review: March 11, 2019

**Meal Components & Quantities - Immanuel Lutheran School (D090)**

404. *DOR - signage explaining reimbursable meal near/at beginning of service line?*

**Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

**Corrective Action:**

The SFA is required to display signage showing what a reimbursable meal is. The lunch manager agrees and they will have the required signage. No further action is necessary.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

**General Program Compliance - Immanuel Lutheran School (D090)**

1406. *Most recent Food safety inspection posted, visible to public?*

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

The most recent health inspection was not posted in a public place.

**Technical Assistance:**

Technical assistance was provided on site during review and the lunch manager posted the most recent assessment in a public place.

1407. *SFA written food safety plan 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: improper or insufficient personal hygiene - missing hairnets. In Indiana it is required for food service employees to wear hair restraints.

**Corrective Action:**

The lunch manager states she has never been required to do this by the health inspectors, but agrees that her staff should be wearing hair restraints. No further action is necessary.