



**SNP Administrative Review Findings**

**Lakeview Christian School (K393)**

*Program Year 2020*

**Lakeview Christian School (K393)**

5318 South Western Ave  
Marion, IN 46953-5744

**Food Service Contact**

Mrs. Tina L Lodge  
Food Service Manager  
(765) 677-4266

**Executive Contact**

Dr. Brian Crouse  
Administrator  
(765) 677-4266

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

**Certification and Benefit Issuance - Lakeview Christian School (K393)**

*126. Certification: selected applications correctly approved*

**Technical Assistance:**

To ensure applications are processed within 10 days of receiving, SFA should date stamp all applications the day they are received.

*126. Certification: selected applications correctly approved*

**Finding 9901: Selected applications correctly approved**

Multiple applications were certified incorrectly or utilizing incomplete information. This contributed toward fiscal action calculations. Two applications reviewed were certified incorrectly and eligibility was therefore determined incorrectly.

**Corrective Action:**

Households must be notified of the change in eligibility and given the appropriate timeframe before changing status in POS system. SFA will submit the household notification letters as corrective action.

*127. Correct income eligibility guidelines used to certify applications*

**Technical Assistance:**

If the SFA has a household with students enrolled in the school and in the CACFP program, the SFA must only accept the NSLP income application. In addition to this, income applications can only be given to households after July 1st to be valid for the following school year.

*128. Correct conversion factors used for applications with more than one income frequency*

**Finding 9019: Incorrect conversion factors used when processing applications**

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income. When more than one income frequency is listed, the SFA must convert all income to yearly to determine eligibility. All applications reviewed that listed more than one income frequency were figured incorrectly.

**Corrective Action:**

The SFA will complete the Free and Reduced Application Training before approving any applications for the 2020-2021 school year. SFA will submit their estimated date of completion as corrective action.



**General Program Compliance - Lakeview Christian School (K393)**

*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: wellness committee must be further developed to include parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public.

**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 SFA will describe how they will develop their wellness committee to include the above stated persons.

**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:

*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: Standard Operating Procedures.

**Corrective Action:**

The SFA will develop SOP's for each topic listed and maintain them with the food safety plan. The SFA will submit a timeline to the SA as to when these procedures will be developed and implemented in the food safety plan.



**SNP Administrative Review Findings**

**Lakeview Christian School (K393)**

*Program Year 2020*

**Lakeview Christian School (B145)**

5318 South Western Ave  
Marion, IN 46953-5744

**Food Service Contact**

Mrs. Tina Lodge  
Food Service Manager  
(765) 677-4266

Month of Review: February 2020

**Meal Components & Quantities - Lakeview Christian School (B145)**

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

**Technical Assistance:**

The SA suggested offering a larger variety of items for breakfast. Currently the schools are on a one week cycle menu. Many options are available such as grab and go grain options, thaw and serve items, and baked goods. A variety of breakfast items should be offered to attempt to increase breakfast participation.

*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. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The production records for Wednesday during the week of review indicate only 2oz of vegetable was offered with the reimbursable meal.

**Corrective Action:**

The SFA will submit, in writing, how they will ensure meal pattern issues will be corrected for all future meals.

**Other Federal Programs: Seamless Summer Option - Lakeview Christian School (B145)**

*1816. Lunch/supper minimum daily requirements met for age/grade group?*

**Finding 9255: For lunch and/or supper, the minimum daily requirements of grains/breads, meat/meat alternate, fruits and vegetables are not being served.**

NSLP minimum daily requirements for fruits and vegetables are not being met for the age/grade group being served as required in 7CFR 210.10. Children must be served one full cup of fruit at breakfast and 3/4 cup of vegetables at lunch.

**Corrective Action:**

SFA has adjusted their menu to reflect the changes necessary. No further action required.