

SNP Administrative Review Findings

Redeemer Lutheran School (K310)

Program Year 2023

Redeemer Lutheran School (K310)

705 Southway Blvd E
Kokomo, IN 46902-4384

Food Service Contact

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Executive Contact

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

Commendations

- * The food service staff at Redeemer Lutheran strive to put out a tasty lunch for their students each day that meet all program requirements.
The SFA was well prepared for the Administrative Review and used findings as learning tools.

Technical Assistance

- * Food Service purchases pizza from a local pizza chain every Friday for lunches. As food costs rise, the SFA should explore other options for pizza Friday such as making their own pizza. They could purchase pre-made dough, make their own dough, and add the students' favorite toppings.
- * The SFA has a Point-of-Sale system that is not user friendly. It makes running reports difficult and tracking reimbursable meals challenging. It would benefit the SFA to research new POS systems.
- * The State Agency discussed ways to increase revenue for the food service program. Two great ways would be to offer breakfast and a la carte items. The SFA was reminded to reach out to their field specialist with any questions.

Certification and Benefit Issuance - Redeemer Lutheran School (K310)

126. *Certification: selected applications correctly approved*

Finding 9017: Correct implementation of application approval process

The application approval process is not implemented correctly. When SFA approved application, the eligibility determination section of the income application was not completed. The SFA must list how the application was approved/denied according to income and household size listed.

Corrective Action:

The SFA is required to complete income application training on Moodle. They will submit their training certificate as corrective action.

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

Finding 9000: Income Frequency

When only one income frequency was listed, the SFA converted household income on income applications to yearly before processing. Income should only be converted to yearly when more than one frequency is listed on the income application.

Corrective Action:

The SFA is required to complete Income application training on Moodle. They will submit their training certificate as corrective action.

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

Finding 9000: Application Processing

One application was not processed within 10 days of receiving. All income applications must be processed within 10 days.

Corrective Action:

The SFA will complete income application training in Moodle. They will submit their training certificate as corrective action.

Technical Assistance:

Best practice: Time/date stamp application when received to ensure the application is processed within 10 days of receiving.

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134. *Direct Certification matches were performed according to the required timeframes*

Technical Assistance

The SFA is reminded to approve/deny possible matches on the Direct Certification site. This is the first year for the State Agency's new Direct Certification platform. Training for the new system can be found at:
<https://www.in.gov/doe/nutrition/free-and-reduced-information/direct-certification/>

General Program Compliance - Redeemer Lutheran School (K310)

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

Finding 9000: Civil Rights

SFA used CACFP documents to train staff on Civil Rights and also used CACFP complaint log and procedures documents instead of those required for use with NSLP.

Corrective Action:

The SFA will use all NSLP Civil Rights documents to train staff and record any Civil Rights violations. During the on-site review, the SFA obtained all appropriate Civil Rights documents and has discarded all others. The sponsor corrected the issue immediately and no further action is required.

Technical Assistance:

Civil Rights documents can be found at: <https://www.in.gov/doe/nutrition/civil-rights-requirements/>

810. *The USDA non-discrimination statement is on appropriate Program materials*

Finding 9000: Incorrect Non-Discrimination Statement

The SFA posted an incorrect version of the Non-Discrimination Statement on their school website.

Corrective Action:

The SFA will submit proof that the non-discrimination statement has been corrected on the school website.

Technical Assistance:

Current Non-Discrimination statement verbiage can be found at: <https://www.in.gov/doe/nutrition/civil-rights-requirements/>

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: No Wellness Policy committee exists at Redeemer Lutheran. Also, since the last administrative review, no meetings have taken place to discuss or update the policy.

Corrective Action:

Corrective action required: The SFA will submit their plan to organize a Wellness committee and bring the policy up-to-date.

Technical Assistance:

Wellness Policy guidelines and assessment can be found at: <https://www.in.gov/doe/nutrition/wellness-policies/>

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Finding 9000: Bottled water

Bottled water was purchased using food service funds. Water was not sold; it was provided to staff free of charge.

Corrective Action:

The SFA has discontinued the purchase of bottled water for staff. If implemented as discussed, no further action is needed.

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. *Repeat Finding

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: only template had been printed out. Nothing had been added to make it school-specific and no Standard Operating Procedures were listed.

Corrective Action:

The SFA has created a food safety plan that is specific to their school kitchen and contains all required elements. A copy of the Food Safety Plan has been obtained by the State Agency and no further action is required.

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Mrs. Carrie A Cardwell
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Month of Review: December 2022

Date of Onsite Review: December 14, 2022

Meal Components & Quantities - Redeemer Lutheran School (B367)

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

Finding 9000: Standardized Recipes

Standardized recipes did not include crediting information. Each recipe must list the serving size and how it contributes to the meal pattern requirements.

Corrective Action:

The SFA has already determined crediting information for each recipe. They will simply add it to the standardized recipe so that all required information is in one location. If implemented as discussed, no further action is needed.

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

Finding 9000: Tracking Milk Usage

Milk was not tracked on production records for the week of review. Milk must be tracked to ensure the component was available in two different varieties to meet meal pattern requirements.

Corrective Action:

The SFA has spoken with all staff members and has instructed them to include beginning, ending, and served totals for milk each day on the production record. If implemented as discussed, no further action is needed.

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.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period November 2022, 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. Chef salad entrée option did not contain sufficient amount of grain. One day during the week of review was insufficient and the weekly requirement was also not met.

Corrective Action:

The SFA was able to add enough credible grain to the menu each day so that the grain component requirement is now met daily and weekly. If implemented as discussed, no further action is needed.