



SNP Administrative Review Findings
Program Year 2020

St John-Emmanuel Lutheran School (K026)

St John-Emmanuel Lutheran School (K026)

12912 Franke Road
Monroeville, IN 46773-9559

Food Service Contact

Kalynn Sorg
Head Cook
(260) 639-0123

Executive Contact

Axel Gruen
Principal
(260) 639-0123

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

Certification and Benefit Issuance - St John-Emmanuel Lutheran School (K026)

126. *Certification: selected applications correctly approved*

Finding 9017: Correct implementation of application approval process

The application approval process is not implemented correctly. Did not find an application on file for 3 students who were a part of one family.

Corrective Action:

Finding was noted for the three students. No further action.

Technical Assistance:

Discussed with principal the importance of having on file all of the applications.

Resource Management Comprehensive Review - St John-Emmanuel Lutheran School (K026)

755. *Allowable Costs*

Technical Assistance:

Even though the SFA may not have any unpaid student debt, a written policy should be in place to ensure federal funds are not utilized for this purpose.

770. *Correct Rate/Base Calculation*

Finding 9000: Other Finding

The SFA did not use the correct direct cost base. As a result, there was an overpayment from the food service account to the general fund of \$1,026.98 for indirect costs. Parochial schools are capped at an annual 10% indirect cost rate.

Corrective Action:

The SFA must reimburse \$1,026.98 to the nonprofit school foodservice account for the overpayment of indirect costs. A receipt showing the transfer must be sent to the Field Specialist as a part of corrective action. In addition, provide written confirmation that this finding is understood and procedures are in place to prevent this error in the future. Additionally, the SFA must revise their 2019 Annual Financial Report to reflect a reduction in misc. expenses and indirect costs. Change misc. expense (line 13) to \$256; and change indirect costs (line 14) to \$2,473.02.

General Program Compliance - St John-Emmanuel Lutheran School (K026)

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



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Finding 9000: Incorrect Non-discrimination statement listed on benefit issuance letter

Incorrect Non-discrimination statement listed on benefit issuance letter.

Corrective Action:

Documentation of corrected letter is to be sent to Field Specialist. Documentation of Civil Rights Training is to be sent to Field Specialist. No further action required.

1216. School Nutrition Programs staff met/will meet annual training requirements

Technical Assistance:

Discussed with food service director that all staff need to complete training annually. Those working part time will need job specific training.

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Technical Assistance:

Discussed that staff members processing applications need to attend training annually.

1400. The written food safety plan contains required elements and a copy is available at each school

Finding 9000: Due to COVID-19 school closure review of the Food Safety Plan was not completed.



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Program Year 2020

St John-Emmanuel Lutheran School (K026)

**St John-Emmanuel Lutheran School
(A365)**

12912 Franke Road
Monroeville, IN 46773-9559

Food Service Contact

Mrs. Kalynn Sorg
Cook
(260) 639-0123

Month of Review: March 2020

Date of Onsite Review: May 28, 2020

Meal Components & Quantities - St John-Emmanuel Lutheran School (A365)

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 March 9-13, 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. Insufficient vegetable serving on March 10-13.

Corrective Action:

Food Service Director is required to send a copy of menu and meal certification worksheets prior to serving meals in school year 2020-2021.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Discussed with current food service director the importance of having 3/4 cup of vegetable available each day.