

SNP Administrative Review Findings

St John Lutheran School (K226)

Program Year 2018

St John Lutheran School (K226)
301 S. Oak Street
Kendallville, IN 46755-1758

Food Service Contact
Mrs. Melissa Murphy
Food Service Director
(260) 347-2444

Executive Contact
Mr. Tim Walz
Principal
(260) 347-2444

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2018

Commendations

- * The staff are working together and assisting each other in meal production.
- * The upgrades to the facility allows for better meal service.

Verification - St John Lutheran School (K226)

207. Verified applications on file match FNS-742 and Off Site question #200?

Finding 9000: Technical Assistance**Technical Assistance:**

Explained to Food Service Director that if an application has a food stamp number and they are found on the DC list, do not report that as a categorically free application. They will be reported under the DC numbers.

General Program Compliance - St John Lutheran School (K226)

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

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: Marketing language is missing in the Wellness Policy and the pop machine is located in a public area viewed by students.

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: SFA shall update the Wellness Policy to include all of the current language addressing marketing and non-sold food brought into classrooms.

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: Discussed with the food service director that the pop machine needs correct marketing and a sign stating only teachers are allowed to use or place on a timer to not be operational during school hours.

1400. Food safety plan – contain required elements, copy available at each school?

Finding 9000: Technical Assistance**Technical Assistance:**

Discussed with the Food Service Manager that the Food Safety Plan needs to be updated to include SOP's for Receiving deliveries, Handling a Food Recall, Washing Fruit and Vegetables, Preventing Cross-Contamination During Storage and Preparation.

SNP Administrative Review Findings

St John Lutheran School (K226)

Program Year 2018

St. John Lutheran School (C985)
301 S. Oak Street
Kendallville, IN 46755-1758

Food Service Contact
Melissa Murphy
Food Service Director
(260) 347-2444

Month of Review: January 2018

Date of Onsite Review: February 19, 2018

Other Federal Programs - St. John Lutheran School (C985)

*4. Validate snack counts – snacks properly counted and claimed? Enter data.***Finding 9221: Snacks are not being properly counted and claimed.**

The snack counts claimed for reimbursement for the review period could not be validated. SFA inaccurately claimed paid as the same number as the free. It was also found that 2 days did not have a compliant grain served-January 16 and January 23.

Corrective Action:

SFA shall explain how they will implement procedures to be sure correct meal count is recorded. .

Technical Assistance:

Discussed with the Food Service Director the importance of double checking numbers for claim.

*1700. ASSP – areas identified requiring TA, CA?***Finding 9155: Afterschool Snack Program areas required technical assistance or corrective action as noted on the Afterschool Snack Program review.**

Areas requiring technical assistance: Areas requiring Corrective Action: Grains served did not have all the crediting documentation to confirm they were 1 oz. grain equivalent.

Corrective Action:

The SFA shall update cycle menu with grains that are compliant. It was decided that the cookies would be removed and replaced with an item already in the rotation. No further action required.

Meal Components & Quantities - St. John Lutheran School (C985)

*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 for breakfast

Corrective Action:

SFA shall post a sign stating what constitutes as a reimbursable breakfast under offer versus serve requirements and email a photo of the sign to the Field Specialist.

Technical Assistance:

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

General Program Compliance - St. John Lutheran School (C985)

*1409. Storage violations observed, on-site, off-site?***Finding 9150: Storage violations were observed.**

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The food storage facility has water leaking on top of canned goods.



Corrective Action:

SFA shall address and eliminate the leaking of water on top of canned goods.

Technical Assistance:

Discussed with food service director the importance of repairing the leak above the canned food.