

SNP Administrative Review Findings**Woodburn Lutheran School (K028)****Program Year 2020****Woodburn Lutheran School (K028)**

4502 State Road 101
Woodburn, IN 46797-9741

Food Service Contact

Mrs. Jennifer Osborn
Kitchen Manager
(260) 632-5493

Executive Contact

David Van Spankeren
Principal
(260) 632-5493

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

Commendations

- * Staff were very organized and had items available for the review.
- * The students had a variety of entrée choices as well as vegetable choices.

Certification and Benefit Issuance - Woodburn Lutheran School (K028)

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

Technical Assistance**Technical Assistance:**

Discussed with secretary and Principal that the notification letter should state the secretary as the first person to contact if you have questions and list the hearing official contact information for further investigation.

Meal Counting & Claiming - Woodburn Lutheran School (K028)

314. SFA is following the approved SFA-SA agreement

Technical Assistance**Technical Assistance:**

Food Service Director had not updated CNPWeb site page with the correction in pricing from the PLE Tool completion. Updated on site to reflect what was implemented last October.

General Program Compliance - Woodburn Lutheran School (K028)

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. Deficiencies found on-site: The current policy did not contain two goals under other activities or language about marketing only Smart Snack allowed food items.

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 school is to update the Wellness Policy to contain all of the required components. The updated Wellness Policy is to be emailed to the Field Specialist.

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 and Principal the components that were missing from their current Wellness Policy.

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



SNP Administrative Review Findings

Woodburn Lutheran School (K028)

Program Year 2020

Technical Assistance

Technical Assistance:

Discussed with Food Service Director and Principal that all trainings need to have an agenda attached to the sign in sheet.

SNP Administrative Review Findings

Woodburn Lutheran School (K028)

Program Year 2020

Woodburn Lutheran School (A375)

4502 State Road 101
Woodburn, IN 46797-9741

Food Service Contact

Mrs. Jennifer L Osborn
Cafeteria Manager
(260) 632-5493

Month of Review: January 2020

Date of Onsite Review: February 11, 2020

Meal Components & Quantities - Woodburn Lutheran School (A375)

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 January 13-17, 2020, some meals served during the week reviewed did not meet the appropriate weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed: Grains for the alternative choice did not meet the weekly requirements.

Corrective Action:

The Food Service Director added another grain daily for the alternative meal choice. A copy of one week's production records are to be emailed to the Field Specialist for review.

Technical Assistance:

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

General Program Compliance - Woodburn Lutheran School (A375)

1408. Temperature logs are available

Finding 9149: Complete temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for all days in month of January. Staff did not daily record temperatures during the month of January for the freezer and coolers, only occasionally.

Corrective Action:

A copy of Feb 17-29 temperature log for freezer and coolers are to be emailed to the Field Specialist.

Technical Assistance:

Discussed with Food Service Director and Principal the importance of recording daily the freezer and cooler temperatures to determine that food has been held safely overnight.