

SNP Administrative Review Findings

Wyneken Memorial Lutheran School (K001)

Program Year 2022

Wyneken Memorial Lutheran School (K001)

11565 N US Highway 27
Decatur, IN 46733-9799

Food Service Contact

Mrs. Kathy Palacios
Food Service Director
(260) 639-6177
kitchen@wyneken.org

Executive Contact

Mr. Andrew Gavrun
Principal
(260) 639-6177
principal@wyneken.org

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

Commendations

- * Kathy and office staff had highly organized material for the Administrative Review.
- * Staff continually were cleaning kitchen and cafeteria during meal service. The storerooms, cooler and freezer were highly organized and clean.
- * Staff were very diligent in taking and recording temperatures during cooking and serving of the food. They were properly cooling the leftover food down at the end of meal service.

Resource Management Comprehensive Review - Wyneken Memorial Lutheran School (K001)

753. Internal Controls

Finding 9000: Missing Internal Controls

Internal controls are not in place for daily/monthly deposits.

Corrective Action:

Two staff members will check and sign off on the deposit slips starting April 13, 2022. No further action required.

Technical Assistance:

The reviewer discussed with principal and front office staff the importance of having internal controls for depositing food service funds.

General Program Compliance - Wyneken Memorial Lutheran School (K001)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Technical Assistance Publicly notify stakeholders

The reviewer discussed with principal and food service director about the Wellness Policy having specific instructions on how the stakeholders will be notified of upcoming meetings. They will post in school newsletter how stakeholders may contact Wellness Team members. As a reminder the Triennial Assessment is to be completed every 3 years. Available resources to complete the assessment may be found at <https://www.in.gov/doi/nutrition/wellness-policies/>.

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance:

The reviewer discussed with the food service director the importance of having documentation for each training completed. - sign in sheets and agenda. We discussed where to find Professional Standard Tracking worksheets on our webpage at <https://www.in.gov/doi/nutrition/professional-standards/>.

SNP Administrative Review Findings

Wyneken Memorial Lutheran School (K001)

Program Year 2022

**Wyneken Memorial Lutheran School
(A045)**

11565 N US Highway 27
Decatur, IN 46733-9799

Food Service Contact

Mrs. Kathy Palacios
Food Service Director
(260) 639-6177

Month of Review: March 2022

Date of Onsite Review: April 12, 2022

No Assigned Module - Wyneken Memorial Lutheran School (A045)

1. SFA Name

Technical Assistance:

The reviewer explained to the food service director that pre-school students are only allowed to have white milk. Correction will need to be made for meal service starting next week. The meat/meat alternate will need to be 1.5 oz. daily. The serving size was corrected today to ensure the pre-school students received 1.5 oz. meat/meat alternate.

Meal Counting & Claiming - Wyneken Memorial Lutheran School (A045)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Technical Assistance:

The reviewer discussed with food service director and principal that meal counts are to be taken at point of service and not after a student is seated. This procedure needs to be enforced with all teachers.

Meal Components & Quantities - Wyneken Memorial Lutheran School (A045)

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

Technical Assistance:

The reviewer discussed with food service director the importance of tracking the number of servings for students and adults for each of the components. This information allows the reviewer to determine if enough fruit and vegetables were served to meet the offer versus serve guidance.