

SNP Administrative Review Findings

Zion Lutheran School, Decatur (K374)

Program Year 2019

Zion Lutheran School, Decatur (K374)

1010 W. Monroe Street
Decatur, IN 46733-1529

Food Service Contact

Angie Gunsett
Secretary
(260) 728-9995
FSMC: North Adams Community
Schools

Executive Contact

Mitch Hill
Principal
(260) 728-9995

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

Certification and Benefit Issuance - Zion Lutheran School, Decatur (K374)

123. On-site observation validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions?

Finding 9764: Certification & Benefits Issuance 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 Certification and Benefits Issuance procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: Meal benefit applications were not processed and eligibility was not determined for the current school year. Prior school year eligibility was kept for students during the first two months of school and was not updated until verification activities began. The household application approval process is not being completed within ten operating days of receipt of the application. Households eligible to receive free or reduced-price meal benefits are not being notified either verbally or in writing.

Corrective Action:

Corrective Action required to address deficiencies in the SFA's Certification and Benefits Issuance procedures: Sponsor is required to attend a meal benefit training this summer. Sponsor will not be approved to operate for next school year until one staff member from the school attends the training.

Technical Assistance:

Discussed with principal and food service director in detail the process of completing applications within 10 days of receiving the application.

132. Direct Certification list – correct information, from proper agency?

Finding 9000: Direct Certification

Direct Certification was not conducted at all during the current school year.

Corrective Action:

Direct certification matching efforts are required to be conducted according to the proper time frames (at least once at or around the beginning of the school year, three months after the initial effort, and six months after the initial effort). Discussed in detail with the food service director on how to complete this task. No further action required.

Technical Assistance:

Discussed with food service director how to upload the student list into the STN data base and process matches.

Verification - Zion Lutheran School, Decatur (K374)

208. Confirmation Review – documentation on file, required procedures followed?

Finding 9038: Confirmation review required procedures not followed.

The SFA did not follow the required procedures when a confirmation review didn't validate the original determination. Sponsor did not change student meal benefits after confirming that they were to receive free.

Corrective Action:

Sponsor is required to have verifying staff and confirming staff attend or watch training next year before starting the verification process. Application was corrected during on-site review. No further action required.

Technical Assistance:

Discussed with food service director and principal in detail the process of completing verification.

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Program Year 2019

General Program Compliance - Zion Lutheran School, Decatur (K374)

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?

Finding 9008: Civil Rights 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 Civil Rights procedures demonstrated non-compliance with FNS requirements: Student handbook did not have the non-discrimination statement.

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: Sponsor is required to update student handbook with USDA non-discrimination statement. Updated copy sent to Field Specialist, no further action required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool: Discussed with food service director and principal the requirement of adding the non-discrimination statement to all material sent to parents in regards to the school lunch program.

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 demonstrate non-compliance with FNS requirements: Currently the policy and any assessments are not being posted publicly. The policy also needs to be updated to reflect what is actually happening at the school and current requirements.

Corrective Action:

Sponsor is required to update their wellness policy and post it publicly to the school community.

Technical Assistance:

Discussed with food service director the requirement to notify parents and ways to update their policy to match what happens in their school.

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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Food Safety Plan is not written for this specific kitchen.

Corrective Action:

Sponsor is required to update food safety plan for the specific kitchen. A copy of the updated Food Safety Plan needs to be emailed to the Field Specialist.

Technical Assistance:

Discussed with North Adams food service director what is required for the food safety plan at Zion Lutheran, as meals are vended. North Adams food service director will update the plan.

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Zion Lutheran School (A050)

1010 W. Monroe Street
Decatur, IN 46733-1529

Food Service Contact

Mitch Hill
Principal
(260) 728-9995

Month of Review: October 2018

Date of Onsite Review: November 29, 2018

Meal Components & Quantities - Zion Lutheran School (A050)

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement?

Finding 9000: Pre-plating: OVS not implemented correctly

Kitchen staff is pre-plating all hot items and fruit on the student plate. Students are not allowed to decline any of the hot food.

Corrective Action:

Sponsor is required to re-train staff on offer versus serve procedures. A copy of the training sign in sheet shall be emailed to field specialist as corrective action.

Technical Assistance:

Discussed with food service director and kitchen staff how offer versus serve should be implemented.