

SNP Administrative Review Findings

Zion Lutheran School (K342)

Program Year 2022

Zion Lutheran School (K342)

6513 W 300 S
New Palestine, IN 46163-9748

Food Service Contact

Mrs. Kapri Briones
School Secretary
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zionschool@zionnewpal.org
FSMC: CSC of Southern Hancock
County

Executive Contact

Mrs. Kristie Sombke
Principal
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No. of Sites / Reviewed: 1 / 1
Month of Review: March 2022

Meal Counting & Claiming - Zion Lutheran School (K342)

Technical Assistance:

Beginning next school year, the number of adult meals needed daily is to be communicated with the vendor. The adult meals need to be documented for invoice purposes.

General Program Compliance - Zion Lutheran School (K342)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding: Civil Rights Training

The kitchen manager, Mr. Mark Caster, who served all entrees to the students had not completed the civil rights training. Mr. Caster has been in the job position during the entire 2021-22 school year. Civil rights training is mandatory for staff who interact with program applicants or participants (e.g., cafeteria staff, determining officials) and their supervisors.

Corrective Action:

Submit civil rights training documentation for Mr. Mark Caster. Confirm that in the future all food service staff will be civil rights trained immediately once hired.

Technical Assistance:

A technical assistance was conducted.

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:

A triennial assessment is required to be completed for the wellness policy, and although USDA has granted a waiver extension due to the pandemic, it should be kept in the forefront for the 2022-2023 school year.

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

Technical Assistance:

Food service staff members are required annually to complete their assigned position's number of professional standard training hours. These hours need to be documented.

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

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

The written food safety plan did not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing element: procedures for handling vended foods.

Corrective Action:

Confirm that the food safety plan will always include the handling of vended foods.

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Technical Assistance:

A technical assistance was conducted on this specific finding.

1500. Reports are submitted to the Indiana Department of Education as required

Finding: Off-Site Questions

The administrative review offsite questions were not completed prior to the field specialist's onsite administrative review. The food service contact attended the fall 2021 AR Training and was sent various reminders regarding this requirement between October 2021 through April 2022.

Corrective Action:

Confirmed while onsite that in the future offsite questions will be completed as required before the onsite administrative review begins. No further action required.

Technical Assistance:

A technical assistance was conducted.

1500. Reports are submitted to the Indiana Department of Education as required

Finding: SFA does not submit reports as required to the State agency.

At the time of the onsite review, your 2021 Annual Financial Report (AFR) had not submitted. This report was due by September 30, 2021.

Corrective Action:

Reporting requirements were discussed with and understood by Program administrators. The field specialist confirmed in the future reports will be completed and submitted on time. The 2021 AFR was submitted and approved on June 5, 2022. No further action required.

Technical Assistance:

IDOE's SNP Calendar SY 2022-2023 can be found at

<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqaoLlw/edit>

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding: SFSP Outreach

Summer Food Service Program (SFSP) outreach to households had not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. If the SFA agrees to send this information to households at or near the end of the school year, no additional response is required.

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's SFSP Outreach procedures.

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6513 W 300 S
New Palestine, IN 46163-9748

Food Service Contact

Mrs. Kapri Briones
School Secretary
(317) 861-4210

Month of Review: March 2022

Date of Onsite Review: April 19, 2022

Site Findings Zion Lutheran School (B260)

1. *Preschool meals – Meal pattern***Finding: Co-Mingling Preschoolers**

The school thought that the current meal service procedures qualified as co-mingling. When preschoolers are served with another grade group, they can be considered co-mingled and the normal NSLP/SBP meal pattern can be followed. If they are served separately from other grade groups or in a separate location, the CACFP meal pattern must be followed.

Corrective Action:

Confirm that beginning next school year the preschoolers are either co-mingled with at least one upper grade of children or the CACFP Meal Pattern is followed.

Technical Assistance:

A technical assistance was conducted on this specific finding,

Meal Components & Quantities - Zion Lutheran School (B260)

401. *Day of Review- all meals observed and counted for reimbursement contained all of the required meal components***Finding: Non-Creditable Lunches**

Students who brought their lunch were still allowed to select fruits and/or vegetables along with a milk and be counted as receiving a reimbursable meal. On the DOR, this occurred with four students. These four lunches were not claimed for reimbursement.

Corrective Action:

Students must be offered all meal components in order to determine if they have received enough items to be considered a reimbursable meal. The field specialist confirmed during the onsite visit that in the future, no meals will be claimed for reimbursement unless they are creditable. No further action is required.

Technical Assistance:

A technical assistance was conducted on this specific finding.

General Program Compliance - Zion Lutheran School (B260)

1300. *Potable water is free and available to all students during lunch and breakfast***Technical Assistance:**

A water fountain was located outside the cafeteria doors and was available to all students for lunch. The field specialist observed no student receive water from this fountain. It is highly suggested that a water container of some sort be placed inside the cafeteria to help encourage water consumption.

1408. *Temperature logs are not available***Finding: Temperature logs unavailable for review. *Repeat Finding**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperatures were not regularly being documented.

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Corrective Action:

Confirm that in the future food temperatures will always be taken and documented. Confirm food service staff will be trained annually on this standard operating procedure.

Technical Assistance:

A technical assistance was conducted on this specific finding.