



SNP Administrative Review Findings
Program Year 2026

21st Century Charter School @ Gary (9545)

21st Century Charter School @ Gary (9545)

1440 East 35th Avenue
Gary, IN 46409-1401

No. of Sites / Reviewed: 6 / 2
Month of Review: January 2026

Food Service Contact

Ms. Erika Mead
Director of Food Service for Gary
sites
(219) 886-9339
emead@geoacademies.org
FSMC: Chartwells

Executive Contact

Mrs. Dana Teasley
Superintendent
(317) 713-4225
dteasley@geoacademies.org

Commendations

- * Staff at 21st Century Charter School were eager to learn during the review process.
- * All review materials were organized, and staff were prepared for the administrative review process.

Technical Assistance

- * Some of the recipes and production records provided for the week of review contain serving sizes that differed from what was provided to students. While the daily and weekly components were still met, please ensure that planned serving sizes reflect what is occurring in the kitchen.
- * The staff at 21st Century Upper Elementary School were not batch cooking on the day of review which led to a large number of leftovers. The State agency highly recommends starting batch cooking for certain products which can cut down on food waste and lead to fresher food.
- * The SFA is not completing the monthly USDA reconciliation report. Please be sure to work with your food service management company to complete this. Located here is our food distribution program webpage - <https://www.in.gov/doe/nutrition/foods-distribution-program/>.

General Program Compliance - 21st Century Charter School @ Gary (9545)

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:

- 1 - The review and update of the local school wellness policy did not occur as required.
- 2 - The results of the most recent assessment of the local school wellness policy are not available to the public.

Corrective Action:

As corrective action the following must occur:

- 1 - LEAs must assess the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment and updated wellness policy must be submitted to the State Agency.
- 2 - Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.



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

Finding 10215: Professional Standards Training Requirements and Documentation

Training for all food service staff is not being routinely tracked. No documentation to support professional standards requirements was available for review.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement, including documentation of training, which has been required since the Professional Standards requirements in 2015-2016. For corrective action, provide an updated professional standards tracking spreadsheet with all completed training.

Technical Assistance:

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation.

Required Professional Development Training Hours:

<https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHpypSVN9ALp6iPsCTzk/edit?usp=sharing>

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>

1403. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance-USDA Buy American Provision Updated Policy Guidance

USDA has recently updated guidance to program sponsors regarding the Buy American provision. The following are some of the Buy American requirements that have been codified in regulations: Two limited exceptions when non-domestic foods may be purchased by school food authorities; A new threshold for school food authorities that use exceptions (in SY 2025-26, the non-domestic food purchases cap will be 10 percent); The requirement for SFAs to maintain documentation to demonstrate the use of exceptions. Visit the following website to view additional requirements: <https://www.fns.usda.gov/cn/buy-american-provisions>. A recorded webinar on updates to the Buy American provision can be found here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>. A copy of the USDA Buy American tracking tool can be downloaded here: <https://www.fns.usda.gov/sites/default/files/resource-files/SP23-2024a.xlsx>.



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21st Century Charter School @ Gary (9545)

21st Century - Upper Elementary (3-5) Food Service Contact
(4164B)

1440 East 35th Avenue
Gary, IN 46409-1401

Tiffany Harper
FSMC Director
(773) 606-8755

Month of Review: January 2026

Meal Components & Quantities - 21st Century - Upper Elementary (3-5) (4164B)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Technical Assistance - Dietary Substitutions

Food substitutions and/or other reasonable modifications to a student's meal may be necessary to meet the dietary needs of students who meet the USDA definition of a disability, such as a food intolerance, allergy, or other medical condition. A medical statement signed by a licensed medical authority may be required to accommodate a special dietary need and ensure a student is accommodated safely and properly. Milk-substitution requests should be accommodated with an acceptable milk alternative. Juice cannot be substituted for milk unless instructed to do so by a guardian, and the information is retained on file. For the form and guidance regarding acceptable milk substitutions, go here:

<https://www.in.gov/doe/nutrition/special-dietary-needs/#Milk>

General Program Compliance - 21st Century - Upper Elementary (3-5) (4164B)

1409. On-site or off-site storage violations were observed

Technical Assistance - Storage Violations

The SFA keeps fruit juice in a milk cooler that is not functioning properly. The SFA is instructed not to store any food items that need to be kept at cold hold temperatures.



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21st Century Charter School @ Gary (9545)

**GEO Next Generation Elementary
Academy (9952)**
1440 East 35th Avenue
Gary, IN 46409-1401

Food Service Contact
Kim Sanders
FSMC Food Service Manager
(463) 231-9525

Month of Review: January 2026
Date of Onsite Review: March 31, 2026

Meal Counting & Claiming - GEO Next Generation Elementary Academy (9952)

322. Review Period- daily meal counts by category do not exceed the number of eligible students by category

Finding 9070: Meal counts exceeded number of free, reduced price and/or paid eligible students.

The number of meals reported by the school on one or more days of the review period was more than the number of free, reduced-price, or paid eligible students. Dates in the review period where meal counts exceeded the number of free, reduced-price, or paid eligible students: January 9, 2026, lunch meal service exceeded number of eligible students by 7 meals.

Corrective Action:

An accurate edit check for February and March 2026 must be submitted to the state agency as corrective action. In addition, please provide written procedures detailing how this will be checked in the future to ensure meals are not claimed over the number of eligibles for each category.

Technical Assistance:

Manual edit check instructions can be found here <https://www.in.gov/doe/files/Edit-Check-Daily-Meal-Counts.pdf>. An accurately performed edit check is designed to catch situations where counts exceed eligible students and therefore allows for investigation and correction prior to filing a claim for reimbursement.

323. Review Period- daily lunch counts by category do not exceed the number of attendance-adjusted eligible students by category

Finding 9000: Edit Check

The SFA's edit check does not include the number of eligible students and the average daily attendance (ADA).

Corrective Action:

As corrective action, the SFA is required to review the edit check instructions and provide written confirmation to the State agency. Additionally, provide a completed edit check to the State agency for the month of March and April 2026.

Technical Assistance:

Edit check instructions can be found here <https://www.in.gov/doe/files/Edit-Check-Instructions.pdf>

324. Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.

Finding 9073: Questionable patterns in the reported counts of free, reduced, and paid meals for the Review Period.

There were patterns in the reported counts of meals for the Review Period that appear questionable. Questionable meal count practices: meal count hashmarks are skipped (55 meals are skipped for breakfast on 1/14 and 8 meals skipped on 1/21 at lunch). These meals are disallowed.

Corrective Action:

As corrective action the following must occur:

- Meal counting and claiming training must be completed and documentation of completion submitted to the State agency.
- Accurately completed meal count forms must be submitted to the State agency for the month of April.



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Technical Assistance:

Only CEP sponsors are allowed to use daily meal count forms with hashmarks; however, only the amount of hashmarks marked during meal service for meals served students are allowed to be claimed for reimbursement. Any gap in hashmarks indicates meals not served.

325. *Review Period- meal counts by category were correctly used in the claim for reimbursement*

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Corrective Action:

As corrective action a double-check procedure must be developed and submitted to the State agency. The procedure must be implemented prior to submitting each claim for reimbursement. Each person checking the meal counts must sign and date the consolidation sheet to indicate the counts have been checked and are accurate.

Technical Assistance:

Meal Counting and Claiming Resources: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Meal_Counting_and_Claiming.

Meal Components & Quantities - GEO Next Generation Elementary Academy (9952)

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Technical Assistance- Fruit Portioning:

It was observed that 4 oz cups are used for mixed fruit. It is best practice to use a 5 oz or 5.5 oz cup to ensure students are receiving a full 1/2 cup of fruit.

404. *Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

Technical Assistance- Signage:

Team Nutrition Iowa signage that mentions protein as a component is used. It's encouraged to use signage that mentions meat/meat alternate as a component to have consistent program verbiage.

500. *Day of Review- Offer vs. Serve was properly implemented*

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the day of review, some students were made to get milk when they already had a reimbursable meal. Additionally, students were leaving the line with no fruit or vegetable on their tray, and the State agency had to notify staff that the meal was incomplete.

Corrective Action:

As corrective action, retrain food service staff in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation for the training, including the date, the agenda, and a sign-in sheet of attendees.



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Technical Assistance:

The school was provided with technical assistance during the on-site visit. Training courses are available on Moodle - <https://moodle.doe.in.gov/>. OVS information can be found here: <https://www.in.gov/doe/nutrition/offer-versus-serve/>.

General Program Compliance - GEO Next Generation Elementary Academy (9952)

901. On-site monitoring review(s) were completed prior to February 1

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.

At the time of the review, the SFA had not conducted the onsite review for GEO Next Generation Elementary Academy for the current program year.

Corrective Action:

For corrective action, the SFA must conduct on-site monitoring at each of its schools. Submit the completed forms to the State agency.

Technical Assistance:

It is best practice to conduct onsite monitoring for schools at the start of each school year, but it must be completed annually by February 1st. The monitoring form can be found at the following link:

https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?usp=sharing

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

During the on-site review, the food service director posted the most recent health inspection in the cafeteria. Therefore, additional corrective action is not required.

Technical Assistance:

As a reminder, the SFA should ensure all schools have the health inspection posted in a location visible to the public.