



SNP Administrative Review Findings Program Year 2026

Anderson Preparatory Academy (9790)

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101 W. 29th St.
Anderson, IN 46016-5209

Food Service Contact

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No. of Sites / Reviewed: 2 / 1
Month of Review: February 2026

FSMC: BFFoodsystems

Commendations

- * The kitchen was extremely clean.
- * The food service team is relatively new, yet they are motivated to understand the program requirements so they can do their jobs correctly.

Technical Assistance

- * The USDA Professional Standards Training Tracking Tool, or a comparable option, is recommended to consolidate all SFA employees completed and required annual hours into a single document for better organizational oversight.
- * Technical support was provided to the kitchen staff with clear guidance: when a vegetable runs out, it should be replaced with another vegetable from the same vegetable subgroup. A copy of the vegetable subgroup chart was also given to the kitchen staff for reference.
- * On the review day, cherry tomatoes and Sun Splash Vegetable Juice were served for lunch. Since the students did not generally favor these items, they were positioned at the far end of the line and were treated as not part of the reimbursable lunch. The field specialist suggested mixing them into the standard meal service by adding them alongside the other foods, noting that they are part of the fully reimbursable meal. Hopefully, this approach will encourage more students to choose the vegetables.
- * Every other Wednesday at 9:15 am ET/ 8:15 am CT, a biweekly webinar is held. The session includes guest speakers covering current program topics, along with helpful reminders and common issues found during administrative reviews. Attendees receive additional clarity on key "hot" topics, and it concludes with the following question: who would like to schedule a one-on-one call with their field specialist to talk about something in more detail? Nearly 80 people regularly attend, and the team would love to welcome even more food service staff. To join, simply click the link included in the email sent before the meeting.
- * Accurate meal counts are critical because the USDA relies on them to determine the SFA's reimbursement. This issue was addressed with the food service manager at the end of the day during the meal service observation on May 13, 2026.
- * Multiple menu substitutions were implemented during the week of menu certification. It is recommended that the vendor provides the SFA with a monthly menu that lists every substitution, submitted together with the invoice. This allows the SFA to confirm precisely what was delivered, instead of relying on assumptions that the posted menu was served as written.

Meal Counting & Claiming - Anderson Preparatory Academy (9790)

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Finding 9000: Individual Site Monthly Edit Checks

An edit check is not conducted for each school.

Corrective Action:

To address corrective action, create a standard operating procedure that mandates monthly edit checks be completed for every site for both breakfast and lunch. The SOP should also specify that a copy of each edit check must be filed with the monthly claim. Conduct annual training for all applicable staff on this key procedure and submit a completed edit check for the most recent claim for reimbursement.

Technical Assistance:

Edit checks are internal controls used to verify the accuracy of daily meal counts before schools submit claims for state or federal reimbursement. They compare daily meal counts (free, reduced-price, and paid) against attendance-adjusted enrollment to stop accidental or fraudulent over-claiming. Edit checks were thoroughly discussed during the onsite review and



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exit meeting between the field specialist and Anderson Preparatory Academy and vendor personnel. Edit check and meal counting and claiming guidance can be found on the State agency website at <https://www.in.gov/doe/nutrition/national-school-lunch-program/#Meal Counting and Claiming>.

Resource Management Comprehensive Review - Anderson Preparatory Academy (9790)

768. Unique Situations

Finding 9000: Non-Program Revenue Tool

The SFA did not assess its compliance with the requirements for revenue from non-program foods.

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.

Technical Assistance:

Non-Program Revenue Tool can be found at

https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQRFBhzMIWEKRyQB/edit?usp=drive_link&oid=110759398141739829682&rtpof=true&sd=true. The non-program food revenue tool to utilize for a reference period can be found at the following link:

<https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>.

Additional guidance can be found at the following link:

<https://www.in.gov/doe/nutrition/financialmanagement/#Revenue from Non Program>.

General Program Compliance - Anderson Preparatory Academy (9790)

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

Finding 10152: Civil Rights Training

One or more applicable employees at Anderson Preparatory Academy have not completed the required civil rights training within the past 12 months. The Child Nutrition Civil Rights Training must be completed each year.

Corrective Action:

For corrective measures, please provide documentation confirming that Anderson Preparatory Academy employees completed the Child Nutrition Civil Rights Training.

Technical Assistance:

As discussed during the administrative review, all staff and volunteers who carry out duties for the School Nutrition Programs are required to complete Child Nutrition Civil Rights Training.

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:



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<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>.

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

Technical Assistance-SFSP Outreach

The SFA is reminded to conduct outreach at the end of each school year, so households know where to receive SFSP meals once NSLP participation ends. 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. Additionally, this information is posted in the weekly school nutrition newsletter.



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**Anderson Preparatory Academy K-5
(5092A)**
101 W. 29th St.
Anderson, IN 46016-5209

Food Service Contact
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Month of Review: February 2026
Date of Onsite Review: May 13, 2026

Meal Counting & Claiming - Anderson Preparatory Academy K-5 (5092A)

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

Finding 9066: Inaccurate meals count by eligibility category at the POS.

While some meals served for lunch on the day of review were served at the point-of-service, many meals served were not counted at the point-of-service and therefore not reimbursable. As a result, 50 lunches were disallowed. All breakfasts served were also disallowed as meal counts were not taken at the point-of-service.

Corrective Action:

To address the issue, the program should create and put into practice a standard operating procedure that explains how breakfast and lunch count will be completed. The SOP must specify the number of workers responsible for counting and identify what tools or materials will be used to tally meals at the point of service. Any materials used must be annually approved through CNPweb. Finally, the SOP should state that staff will receive annual training on these procedures. Submit this SOP into the review tool.

Technical Assistance:

Technical assistance was provided to the staff during the onsite and exit meeting by the field specialist. It is suggested that periodic monitoring be conducted throughout the year to ensure the SOP is being followed.

Meal Components & Quantities - Anderson Preparatory Academy K-5 (5092A)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance- Availability of Choices

Menu options are frequently unavailable for the last students during meal services. Every student, from the first served to the last served, should have access to the same menu choices. The school must plan, prepare, and replenish food appropriately throughout the serving periods to ensure that enough food is available for all students until the end of service. Historical data from production records must be referenced to ensure the number of servings prepared is increased as needed after serving in a previous cycle. Also consider rotating which students and/or classes are served last to avoid the same students missing out on choices. This observation was reviewed with the staff during both the onsite and the exit meetings, with the field specialist facilitating the discussion.

General Program Compliance - Anderson Preparatory Academy K-5 (5092A)

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.

The SFA did not conduct an on-site review of the school's meal counting and claiming procedures prior to February 1 of the previous Program Year. At the time of the review, the SFA had not conducted onsite reviews for any of the schools for the current Program Year.



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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