



SNP Administrative Review Findings

Area 30 Career Center (6700)

Program Year 2025

Area 30 Career Center (6700)

1 North Calbert Way
Suite A
Greencastle, IN 46135-7336

Food Service Contact

Ms. Chelsea Edwards
Food Service Director
(765) 653-3515
cedwards@area30.k12.in.us

Executive Contact

Mr. Chad Nunley
Director
(765) 653-3515
cnunley@area30.k12.in.us

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2025

Commendations

- * The director is new in the position but demonstrates a willingness to learn and succeed. She will seek guidance and knowledge when unsure and then implement any needed changes.
- * The serving line was well organized, visually appealing, and offered a variety of choices. There were many fruit options available as well which the students seemed to enjoy.
- * The storage facilities were clean, well-organized, and properly maintained. All items were date marked and neatly organized.

Technical Assistance

- * Make sure all planned menu items served each day are listed on the menu.
- * It is recommended to use a 5oz cup size for cupping up fruit to ensure the proper 1/2c is being served.
- * It is required that each training course that takes place is documented with an agenda and sign-in sheet.

Resource Management Comprehensive Review - Area 30 Career Center (6700)

767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Non program revenue tool

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

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:

Attend the state agency webinar on 4/10/25 for guidance on completing the non-program revenue tool. The link was sent via email. 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/financial-management/#Revenue_from_Non_Program_Foods.

General Program Compliance - Area 30 Career Center (6700)

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

Finding 10137: Wellness Policy

The following findings were noted regarding the review and update of the local school wellness policy:
The review and update of the local school wellness policy did not occur as required.

Corrective Action:

As corrective action the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy and current member list must be provided as corrective action.

Technical Assistance:

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



SNP Administrative Review Findings
Program Year 2025

Area 30 Career Center (6700)

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Finding 9010: Smart Snacks information on the Off-site Assessment Tool not validated, or deficiencies found.

Numerous vending machines with non-compliant smart snacks are always turned on throughout the building and students always have access to them.

Corrective Action:

As corrective action, the resources below must be reviewed by the SFA and FSMC directors to help gain a better understanding of the Smart Snacks requirements. Additionally, the vending machines containing non-compliant items must be programmed to remain inaccessible to students from midnight until 30 minutes after the school day ends. Alternatively, the vending machines could be stocked with Smart Snack compliant items. Provide confirmation from the vending company as to the changes implemented.

Technical Assistance:

A Guide to Smart Snacks in Schools: <https://www.fns.usda.gov/sites/default/files/resource-files/smartsnacks.pdf>.

Indiana's Fundraisers Rule: <https://drive.google.com/file/d/1ilvfWWYSXCbl2xXU-hfv1Fyz-44G3b2l/view?usp=sharing>.

Nutrition Standards for All Foods Sold in Schools: https://fns-prod.azureedge.us/sites/default/files/resource-files/allfoods_summarychart.pdf.



SNP Administrative Review Findings

Area 30 Career Center (6700)

Program Year 2025

Area 30 Career Center (7080)

1 North Calbert Way
Suite A
Greencastle, IN 46135-7336

Food Service Contact

Ms. Chelsea Edwards
Food Service Director
(765) 653-3515

Month of Review: March 2025

Date of Onsite Review: April 1, 2025

Meal Components & Quantities - Area 30 Career Center (7080)

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

Finding 10139: Production Records

The following issues were noted with production records:

- a) The production record format did not include all required information,
- b) production records were incomplete,
- c) menu substitutions were not documented on production records,
- d) the portion size reported on the production record did not correspond accurately with the recorded crediting.

Corrective Action:

As corrective action completed lunch production records for one week from the reviewed sites must be submitted to the State Agency. Also, for corrective action provide proof of production record training for staff.

Technical Assistance:

When making substitutions do not erase items being subbed out.

General Program Compliance - Area 30 Career Center (7080)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9000: Food safety plan is not updated

The current food safety plan has not been updated to reflect recent changes in staffing, processes or regulatory requirements. The last documented review was over three years ago.

Corrective Action:

For corrective action please review and update your plan and create a SOP for reviewing and updating at least annually. Submit to SA an updated SOP and policy.

Technical Assistance:

Information on food safety plans can be found here. https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information.