



**SNP Administrative Review Findings**  
**Program Year 2025**

**Bloomfield School District (2920)**

**Bloomfield School District (2920)**

501 W Spring Street  
Bloomfield, IN 47424-1111

**Food Service Contact**

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**Executive Contact**

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No. of Sites / Reviewed: 2 / 1  
Month of Review: March 2025

**Commendations**

- \* Staff were friendly and accommodating during the review.
- \* The kitchen manager was eager to learn and asked several questions during the review.

**Certification and Benefit Issuance - Bloomfield School District (2920)**

*123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance - Record of Eligibility Determinations**

The SFA's determining official is not documenting how eligibility determinations are made, nor signing and dating applications. Determining officials must record the eligibility determination as follows:

- Indicate the approval date;
- Indicate the level of benefit for which the children or each child is approved (if the levels are different); and
- Sign or initial and date the application.

This information may be recorded on the application itself or on a separate piece of paper attached to one or more applications.

*126. Certification: selected applications correctly approved.*

**Finding 9901: Selected applications correctly approved**

Multiple applications were certified incorrectly or were approved with missing information. This contributed toward fiscal action calculations. A total of 117 students were identified as receiving incorrect benefits. Of that total, 103 students were receiving benefits with no eligibility documentation, 6 students were receiving a benefit less than their determined eligibility, 3 students were receiving a greater benefit than their determined eligibility and 5 students were approved for benefits when the household application should have been denied.

**Corrective Action:**

**Corrections must be made to certification errors, and the households must be sent a letter notifying them of the change in eligibility. For additional corrective action, complete and provide the following:**

- Develop written procedures for conducting a second check of randomly selected meal applications. Submit the established procedure and implementation date to the state agency.**
- Provide documentation that corrected benefits have been updated at the point of sale (POS) and any supporting documentation submitted by households, such as a new free and reduced application.**
- Upload into the review tool copies of letters sent to households notifying them of their benefit change.**
- A written procedure must be established to ensure carryover benefits are expired. Submit a copy of the procedure to the state agency.**
- Complete free and reduced application processing training in Moodle and submit the training certificate to the state agency.**

**Technical Assistance:**

Errors were reviewed with the determining official on the day of review.



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*129. Household notification of eligibility is consistent with Off-Site Assessment responses*

**Technical Assistance - Household Notification of Eligibility Not Compliant with Regulations**

The SFA did not maintain documentation of the notification of eligibility to households. Households must be notified, either in writing (letter or email) or verbally, of their eligibility status as approved for free or reduced price benefits. Household notification must be documented and maintained according to recordkeeping requirements.

*130. Household notification of denied benefits is consistent with FNS requirements*

**Technical Assistance - Notification Sent to Denied Households**

Notification sent to denied households was not maintained. Households must be notified in writing of the denial (letter or email) and cannot be notified verbally. Household notification must be documented and maintained according to recordkeeping requirements.

*134. Direct Certification matches were performed according to the required timeframes*

**Technical Assistance - Direct Certification matches not performed according to the required timeframes**

The SFA did not conduct Direct Certification (DC) matches according to the required timeframes. As a reminder, SFAs must conduct DC a minimum of three times during the school year. Matching must occur at or around the beginning of the school year, three months after the beginning of the school year and six months after the beginning of the school year.

While the minimum is three times during the school year, SFAs are encouraged to conduct matching monthly as a best practice. DC resources can be found here - [https://www.in.gov/doe/nutrition/free-and-reduced-information/direct-certification/#Direct\\_Certification\\_Resources](https://www.in.gov/doe/nutrition/free-and-reduced-information/direct-certification/#Direct_Certification_Resources)

*135. Direct Certification lists are retained on file by the SFA*

**Technical Assistance - Retaining Direct Certification Documentation**

The SFA is not keeping DC lists on file nor is the SFA maintaining record of any individual DC lookups. SFAs should always maintain any documentation that supports a student's eligibility. The DC Process Fact Sheet is available here - <https://docs.google.com/document/d/1Cph-GHj0176qBSSps-cDxgrLh4f2RKOpOAMd-NP2pSc/edit?tab=t.0>

*138. Updates to the Benefits Issuance documents are made accurately and timely*

**Technical Assistance - Updates to the Benefits Issuance Documents Not Made Accurately and/or Timely**

Benefits issuance documents were not always updated accurately or within required timeframes. Changes in eligibility as a result of verification, resubmitted applications, new students, transferred students, or withdrawn students should always be documented. The SFA is not accurately using its electronic system to record free and reduced eligibility data; therefore, a record of eligibility changes is not maintained. The SFA is strongly encouraged to receive training for its electronic system.



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**Verification - Bloomfield School District (2920)**

208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

**Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

**Corrective Action:**

The confirming official must be someone other than the original application processor(s). This step ensures that the selected meal applications were approved correctly by the initial processor(s). **For corrective action, indicate the person who will be responsible for completing the confirmation review moving forward.**

**Technical Assistance:**

Technical assistance was provided onsite to ensure that a confirmation review takes place moving forward.

211. *SFA's verification notification letter included all required information*

**Technical Assistance - Verification Notification**

The SFA's verification notification letter must include all required information, as follows: A statement that the household application for Free and Reduced Price Meals has been selected for verification; A telephone number for assistance; The type of information or documents the school accepts; A statement that the household is required to submit the requested information to verify eligibility for free or reduced-price meals, by the date determined by the local educational agency; A statement that the household may, instead, submit proof that the children receive SNAP, FDPIR, or TANF assistance; A statement that the household may, instead, request that the local educational agency contact the appropriate officials to confirm that their children are foster, homeless, migrant, or runaway. All communications with households concerning verification must be in an understandable and uniform format and, to the maximum extent practicable, in a language that parents and guardians can understand.

A template notification letter can be found here:

[https://docs.google.com/document/d/11FIlcHuKQMMpXtO\\_D5AWe6CTvSQZSCARGFyaRI0jfQ/edit?usp=sharing](https://docs.google.com/document/d/11FIlcHuKQMMpXtO_D5AWe6CTvSQZSCARGFyaRI0jfQ/edit?usp=sharing).

215. *SFA completed verification by November 15*

**Finding 9048: Verification not completed by November 15.**

For the current school year, the SFA did not complete its Verification process prior to November 15. The state agency did not approve an extension that would have allowed the SFA to complete its Verification process by December 15. At the time of review, the SFA had not completed its Verification process.

**Corrective Action:**

**For corrective action, the SFA must complete verification. To validate completed verification, the state agency must receive documentation (applications, letters, household information submitted, etc.).**

**Technical Assistance:**

Technical assistance was provided to the SFA during the onsite review. The difference between verify for cause and verification was discussed with the SFA. The verification process was explained and resources were provided. Guides and resources for the verification process are available at the following link - [https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/#Annual Traditional Verification](https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/#Annual%20Traditional%20Verification).

**Delinquent Funds and Bad Debt Policy - Bloomfield School District (2920)**

313. *On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Finding 10150: Delinquent Funds and Bad Debt Policy**

The SFA is providing meal charge policies and procedures to households that are not current and do not align with implemented practices. Further, the SFA is not implementing its bad debt policy and procedures.



## SNP Administrative Review Findings

## Bloomfield School District (2920)

### Program Year 2025

#### Corrective Action:

Policies regarding the collection of unpaid meal charges should be included in the written meal charge policy that is required of all SFAs participating in the Federal school meal programs no later than July 1, 2017 (see SP-46, Local Meal Charge Policies, July 8, 2016). It is up to the district to determine at what point the debt will be considered uncollectable and reclassified as bad debt. All districts are required to have a Bad Debt Policy.

#### For corrective action, complete the following:

- Provide to the State Agency an updated meal charge policy that addresses the collection of delinquent funds and a policy for bad debt. The policy must state that the loss will not be absorbed by the non-profit school foodservice account and will be restored using non-federal funds.**
- Update the student handbook and school website with the revised meal charge procedures. Submit documentation to the State agency demonstrating the updates.**

#### Technical Assistance:

Please utilize the following charge policy development checklists to ensure a comprehensive policy is developed:

<https://osp.k12.wa.us/sites/default/files/2023-08/mealchargepolicychecklist.pdf>.

Unpaid meal charges, like any other money owed to the NSFS, are considered "delinquent debt" when payment is overdue, as defined by state or local policies. When local officials determine that further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt." Further guidance for unpaid meal charges and clarification on collection of delinquent meal payments can be found here: <https://www.fns.usda.gov/cn/unpaid-meal-charges-clarification-collection-delinquent-meal-payments>.

### Resource Management - Bloomfield School District (2920)

#### 700. SFA accurately track all revenues and expenses, including Supply Chain Funds?

##### **Finding 10123: Supply Chain Funds are not tracked/were not deposited into the food service account/were spent on unallowable items**

The funds received through several USDA Supply Chain Assistance programs were not tracked separately to ensure they were spent on domestic and minimally processed foods.

#### Corrective Action:

During the on-site review, the reviewer provided technical assistance regarding local tracking procedures related to Supply Chain Assistance (SCA) funding. The reviewer also provided the IDOE optional tracker that can be used at the local level, showing the SCA amount received and spent on minimally processed items such as milk, fresh produce, etc. **For corrective action, the SFA must start tracking the SCA funds locally. Please provide a copy of the SCA tracking.**

### Resource Management Comprehensive Review - Bloomfield School District (2920)

#### 766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

##### **Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio**

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:

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](https://www.in.gov/doe/nutrition/financial-management/#Revenue%20from%20Non%20Program%20Foods).



**SNP Administrative Review Findings**  
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**General Program Compliance - Bloomfield School District (2920)**

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 foodservice employees have not completed civil rights training within the last 12 months.

**Corrective Action:**

**For corrective action, please submit documentation of the employee's completed civil rights training.**

**Technical Assistance:**

All staff members or volunteers completing tasks for the school food service program must complete civil rights training annually.

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

**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 could not be validated during on-site observations. Discrepancies or deficiencies found on-site: There is no documentation to support that the triennial assessment of the local school wellness policy is occurring.

**Corrective Action:**

**For corrective action, the SFA must complete an assessment of the implementation of the local school wellness policy and submit the completed assessment to the State Agency. The results of the assessment must also be made available to the public. This can be done by posting them on the school webpage. Submit documentation or a web address demonstrating that the results are available to the public.**

**Technical Assistance:**

Wellness Policy webpage: <https://www.in.gov/doe/nutrition/wellness-policies/>

Minimum Requirements: <https://www.in.gov/doe/files/minimum-requirements.pdf>

Evaluation Checklist: <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

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

**Finding 9000: Vending Machines and Smart Snack Compliance**

During the review, it was observed that junior high students (grades 6-8) have access to a vending machine during the school day that sells beverages that are not compliant for students in grades 6-8. Access is allowed in the morning before school starts. The school day is defined as midnight to 30 minutes after the end of the school day.

**Corrective Action:**

**For corrective action, the SFA must ensure that students in grades 6-8 do not have access to non-compliant beverages during the school day. The timer on the vending machine could be adjusted, or the non-compliant beverages could be removed from the machine. Submit supporting documentation demonstrating changes to the vending machines.**

**Technical Assistance:**

A Guide To Smart Snacks In School - <https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>



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

**Finding 10126: Professional Standards Training Requirements and Documentation**

Training for all food service staff is not being routinely conducted nor tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017.

**Corrective Action:**

Annual training for all staff with food service responsibilities is a program requirement. **For corrective action, provide a written procedure outlining how staff training will be conducted and documented moving forward to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training, such as certificates or agendas of topics covered with attendee names and signatures. Finally, provide a completed training tracker.**

**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/1Ho8j7bMBtNtlYwq14INtakNMHpySVN9ALp6iPsCTzk/edit?usp=sharing>

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

Professional Standards Training FAQ Sheet - <https://docs.google.com/document/d/13iQ5p0ZBndLIBW - mgAvojW7j3EAcnLVTC0qgoRUKmU/edit?tab=t.0>





## SNP Administrative Review Findings

## Bloomfield School District (2920)

### Program Year 2025

#### Bloomfield Elementary School (2417)

501 W Spring Street  
Bloomfield, IN 47424-1111

#### Food Service Contact

Ms. Sarah Helms  
Food Service Director  
(812) 384-2401

Month of Review: March 2025

Date of Onsite Review: April 9, 2025

### Meal Components & Quantities - Bloomfield Elementary School (2417)

#### 410. Review Period- planned menu quantities meet the meal pattern requirements

##### **Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.**

Production records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group(s) being served. An insufficient grain serving for the week was noted at the K-5 grade group for lunch.

The weekly requirement for the grain component for lunch for the K-5 grade group is 8-9 ounces of equivalent grains. The main entree option for lunch, at 7.5 ounces, is insufficient grain for the weekly requirement, and the Uncrustable/Peanut Butter Sandwich option, at 6 ounces, is insufficient grain for the weekly requirement.

##### **Corrective Action:**

**As corrective action, please explain how the menu will be corrected to meet portion size requirements. A corrected menu with planned portion sizes must be submitted to the State Agency.**

##### **Technical Assistance:**

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

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

##### **Technical Assistance - Implementing Offer vs. Serve**

As observed on the Day of Review, many students were instructed to take all menu items and were only allowed to decline the milk option during breakfast service. At breakfast, schools must offer at least four food items from the three required components (fruit, grains and/or meat/meat alternates, fluid milk) and students must select at least three food items, one of which must be 1/2 cup fruit and/or vegetable.

Offer Vs Serve Fact Sheet for Breakfast - <https://fns-prod.azureedge.us/sites/default/files/resource-files/OVS%20Breakfast%20tip%20sheet.pdf>

Offer Vs Serve Fact Sheet for Lunch - <https://fns-prod.azureedge.us/sites/default/files/resource-files/OVS%20Lunch%20tip%20sheet.pdf>

#### 501. Cafeteria staff have been trained on OVS

##### **Technical Assistance - Offer Vs Serve Training**

While staff have received training on Offer Vs Serve, it is recommended to retrain all staff as a refresher on the topic.



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**General Program Compliance - Bloomfield Elementary School (2417)**

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

**Technical Assistance - Onsite Review Form**

The onsite review form was not completed thoroughly, as some required information was not filled out. It was also not signed by either a school representative or the person completing the review. Additionally, the individual completing the form should not be someone who is involved with daily operations.

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

**Technical Assistance - Food Safety Plan Update**

The current food safety plan has not been updated since 2017 and contains outdated information. The food safety plan should be reviewed annually and updated as necessary.

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:**

The most recent food safety inspection report was posted in a publicly visible location during the onsite review. **Therefore, no additional corrective action is required.**