



SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2025

Cannelton City Schools (6340)

109 3rd Street
Cannelton, IN 47520-1504

Food Service Contact

Mrs. Angie Dykes
Food Service Director
(812) 547-3296
Angie.Dykes@cannelton.k12.in.us

Executive Contact

Dr. Alva Sibbitt
Superintendent
(812) 547-2637
alva.sibbitt@cannelton.k12.in.us

No. of Sites / Reviewed: 3 / 2
Month of Review: March 2025

Commendations

- * The food service director was friendly and eager to learn.

Meal Counting & Claiming - Cannelton City Schools (6340)

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

Finding 9000: Lack of Internal Controls

During the review, it was observed that claims for reimbursement do not receive a second check for accuracy. An underclaim was identified for the month of review. While the SFA has one person completing the paperwork and another submitting the claim, no double-check of the claim paperwork is occurring.

Corrective Action:

For corrective action, the SFA must submit a written procedure detailing how claims for reimbursement will undergo a second check by a secondary reviewer. The person preparing the claim for reimbursement and the secondary reviewer must both sign or initial, and date the claim documentation to demonstrate that internal controls are in place.

Resource Management - Cannelton City Schools (6340)

709. SFA sell nonprogram foods?

Finding 9000: Non-Program Foods *Repeat Finding

It was observed that non-program foods are being given out for free instead of being charged. These are not being planned into the meal pattern; therefore, if someone wants seconds or more of one item (extra entrée), they must pay an a la carte price for the item and the revenue must accrue to the food service account.

Corrective Action:

For corrective action, please provide documentation demonstrating how non-program foods (extras such as entrees, juice/milk) are being tracked and charged into the Non-profit School Foodservice Account since the onsite review. If extra items are planned for the meal pattern, please provide a nutrient analysis that shows the ranges for calories, saturated fat, and sodium are being met, with the supporting production records.

Technical Assistance:

It is best practice to price the non-program foods at least twice the raw food cost to ensure compliance with non-program Revenue regulations. The school experiences a loss in the program annually, requiring annual non-federal fund transfers. Giving free food outside the reimbursable meals contributes to the higher food cost, which is included in the program's loss.

General Program Compliance - Cannelton City Schools (6340)

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 *Repeat Finding

Not all non-food service employees who have responsibilities in the school nutrition program have 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.



SNP Administrative Review Findings
Program Year 2025

Cannelton City Schools (6340)

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:

- a) Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.
- b) The triennial assessment has not been completed as required nor were the results of the most recent assessment of the local school wellness policy made available to the public.

Corrective Action:

For corrective action, the following must occur:

- a) The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy.
- b) LEAs must conduct an assessment of 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.
- c) 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/>.

1213. New School Nutrition Programs Director met food safety certification training requirements

Finding 10176: Food safety certification training requirements

The director did not complete food safety certification training. As a program requirement, the Institute of Child Nutrition (ICN) or equivalent training must be completed, and documentation must be retained by the food service director.

Corrective Action:

For corrective action, please complete the ICN food safety training (or equivalent training) and submit documentation to the state agency.

Technical Assistance:

Technical assistance was provided on the day of the review. The ICN food safety course can be found here:

<https://theicn.docebosaas.com/pages/40/school-nutrition-dashboard?ctl166=se-%22food%20safety%22>. Additional food safety certification options can be found here: <https://www.in.gov/health/food-protection/food-protection-manager-certification/>.

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

Finding 10146: Professional Standards Documentation

Documentation was not provided to validate training for school nutrition staff.

Corrective Action: For corrective action, the SFA must submit plans for future training and procedures for documenting all future training.

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 tracked sufficiently. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017. Several certificates of completion for the Food Service Director were provided, but no training records for the remaining food service staff were provided.



SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2025

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.**

Technical Assistance: Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the training, 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>.

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

Technical Assistance- Annual Review of Food Safety Plan

The current food safety plan has not been updated to reflect recent changes in staffing and processes. The food safety plan should be reviewed annually and updated as needed. Staff should be trained on standard operating procedures.

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

Finding 9143: A copy of the written food safety plan is not available at each school.

A copy of the written food safety plan is not available at each school at the time of the administrative review.

Corrective Action:

For corrective action, create site specific food safety plans for each school and make each plan available at each respective school. Submit the site specific food safety plans to the State Agency.

Technical Assistance:

Food Safety Plan resources and templates are available here - <https://www.in.gov/doe/nutrition/food-safety/>

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 Buy American requirements to become effective PY 2025-2026 school year.

For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>.

To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>.

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.

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

Finding 9151: SFA does not meet reporting deadlines to the State agency as required. *Repeat Finding

The annual financial report and the verification summary report were not submitted to IDOE on time. During the review, a lack of program oversight was observed. Additionally, the sponsor information sheet in CNPweb reports a person of contact who is no longer employed by the SFA.

Corrective Action:

Program administrators discussed and understood reporting requirements. **For corrective action, the SFA will need to create a detailed timeline using the IDOE's Calendar of Due Dates, providing when each required item or process will**



SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2025

be completed and a list of who will be responsible for completing the task. Additionally, the SFA must update the sponsor information sheet in CNPweb with correct and current information.

Technical Assistance:

IDOE's Calendar of Due Dates can be found at

https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit?tab=t.0.

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

Finding 10142: SBP Outreach

Some outreach is not being conducted or does not include all required information.

- School Breakfast Program (SBP) outreach to households did not include necessary information including the price, location, and/or meal service time.
- Offer vs Serve outreach has not occurred for SBP or the National School Lunch Program (NSLP).

Corrective Action:

For corrective action, please complete the following:

- Schools should send reminders regarding the availability of the SBP multiple times throughout the school year, starting at the beginning. The SFA must review the USDA Policy Memo SP 40-2011 referenced in the technical assistance section below. Submit a signed copy of the memo to the state agency as proof that the memo was reviewed.
- Schools must annually notify households if they are implementing Offer Versus Serve, specifically explaining how it works and describing the different ways students can build their meals. Submit copies of breakfast and lunch OVS outreach to the State agency.

Technical Assistance:

USDA Policy SP 40 - 2011 Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program can be found at the following link: <https://fns-prod.azureedge.us/sites/default/files/cn/SP40-2011os.pdf>.

Offer Vs Serve Notification Templates can be found here - https://www.in.gov/doe/nutrition/offer-versus-serve/#Notification_Letters.

IX Special Provision Options - Cannelton City Schools (6340)

2115. CEP most recent approval – documentation support ISP and claiming percentages? Did the School Food Authority send out annual notification to households?

Finding 9000: Allocation of Non-Federal Funds to Cover the Cost of Non-Profit Food Service Deficit

Non-federal funds are not being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement. According to the signed CEP agreement, "The LEA agrees to pay, from sources other than Federal funds, the costs of serving breakfast and lunches that are in excess of the Federal assistance received, including Federal reimbursement."

Corrective Action:

During the onsite review, the SFA restored \$ 5,055.69 for the meals served in excess of the federal assistance received. **For corrective action, please complete the following:**

- The SFA must create a standard operating procedure outlining what non-federal fund(s) will be allocated to cover the cost of the nonprofit school food service deficit annually, including when the restoration will occur.

Technical Assistance:

This finding and corrective action were discussed with the corporation treasurer and principal during the onsite review.



SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2025

Cannelton Jr. - Sr. High School (6733) Food Service Contact

109 3rd Street
Cannelton, IN 47520-1504

Mrs. Angie Dykes
Food Service Director
(812) 547-6183

Month of Review: March 2025

Date of Onsite Review: April 16, 2025

Meal Components & Quantities - Cannelton Jr. - Sr. High School (6733)

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

Technical Assistance - Planning and Forecasting

While all components were available, the server would have run out of the fruit and vegetable components if the reviewer had not corrected the serving line offerings. There was no backup plan to replenish when food ran out. Proper planning and forecasting will ensure there is enough of each food item for the duration of meal service. As a reminder, the last student in line should have access to the same meal options as the first student in line.

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

Finding 9053: Milk variety not offered throughout the serving period on the Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines. Juice was added to the line when staff recognized there would not be enough of each milk option, resulting in a disallowance of five meals.

Corrective Action:

Juice is not nutritionally equivalent to cow's milk and it does not credit toward the milk component, just the fruit component. During the review, the food service director communicated with their vendor and requested that additional milk be delivered moving forward. **If implemented, no further action is required.**

Technical Assistance:

Technical assistance was provided during the onsite review.

406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Finding 9058: Age/grade group meal pattern requirements not being met for multiple menus and/or multiple age/grade groups served. *Repeat Finding

As observed on the Day of Review, when the school is serving multiple menus and/or age/grade groups, it has not structured the meal service to meet the specific meal pattern requirements for each menu type and/or age/grade group being served.

During the review of menus for the school, it was determined that one menu is planned for all grade groupings including the same portion sizes. The SFA has three school buildings and should plan the menus according to the grade grouping at the school. The school must begin to use the 6-8 menu pattern and the 9-12 menu pattern for lunch. These menu pattern requirements do not overlap. The 9-12 grade grouping requires larger portion sizes, an increased amount of calories, and sodium.

Corrective Action:

For corrective action, the meal planner will be required to develop menus that meet all grade grouping requirements. Please provide documentation of how the menu planning has been changed to meet all USDA requirements. Additionally, provide one week of completed production records for 6-8 and 9-12 lunch meal service.

Technical Assistance: The school was provided technical assistance during the on-site visit.



SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2025

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

Technical Assistance - Supporting Documentation

A product formulation statement or CN label was not available for the French Toast and Sausage Tornado served for breakfast. Therefore, the crediting information could not be validated. The menu planner is reminded to plan and serve items with appropriate supporting documentation. Additionally, several labels provided for review were several years old. It's important to maintain up-to-date documentation for items served. Finally, all supporting documentation should be specific to the actual items served.

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: production records were incomplete, the portion size reported on the production record did not correspond accurately with the recorded crediting.

Corrective Action:

For corrective action, completed breakfast and lunch production records for one week from the reviewed sites must be submitted to the State Agency. Additionally, complete and provide proof of production record training for staff.

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. *Repeat Finding

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. The following insufficiencies were noted:

- The weekly grain requirement is insufficient for grades 6-12 at breakfast.
- The weekly grain requirement is insufficient for grades 6-8 at lunch.
- The daily and weekly grain requirement is insufficient for grades 9-12 at lunch.
- The daily and weekly meat/meat alternate requirement is insufficient for grades 9-12 at lunch.
- The daily and weekly fruit requirement is insufficient for grades 9-12 at lunch. This results in 124 lunches being disallowed.
- The daily vegetable requirement is insufficient for grades 9-12 at lunch.

Corrective Action:

For corrective action, please explain how the menu will be corrected to meet portion size requirements. A corrected menu must be submitted to the State Agency along with 1 week of completed production records for breakfast and lunch.

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.

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

Finding 10167: Whole Grain Requirement

The planned breakfast menu does not meet the whole-grain requirement for grains offered each week. The SFA must plan for at least 80% of the grains offered to be whole-grain. The planned menu for the week of review falls below that threshold at 50% whole-grain rich.

Corrective Action:

The SFA must state in writing how the whole grain requirement will be met for all future menus. The SFA must also correct the menu errors and submit all as corrective action. Product formulation statements / CN labels must also be submitted to ensure compliance. Additionally, the FSD must review the FNS whole grain resource, sign it, and submit a copy to the reviewer.



SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2025

Technical Assistance: FNS whole grain resource- <https://www.fns.usda.gov/tn/whole-grain-resource-national-school-lunch-and-breakfast-programs>.

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

Finding 9078: School is not properly implementing Offer vs. Serve (OVS). *Repeat Finding

As observed on the Day of Review, where a student selected a reimbursable meal, the student was made to select an additional item(s) at breakfast. Additionally, students were not given the option to decline the vegetable serving at lunch.

Corrective Action:

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

Technical Assistance: The school was provided technical assistance during the on-site visit.

General Program Compliance - Cannelton Jr. - Sr. High School (6733)

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 onsite review form was not completed for any of the schools at the time of the Administrative Review. The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension.

Corrective Action:

For corrective action, the SFA monitor must complete the on-site reviews for all the schools and submit copies of the on-site review forms to the State agency. Additionally, the monitor must submit a detailed timeline that outlines when each school's meal service will be reviewed for SY 2025-26.

Technical Assistance:

The on-site review forms can be found at

https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?tab=t.0.

1407. SFA written food safety plan is implemented

Technical Assistance – Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Technical Assistance:

Proper HACCP principles not observed: improper or insufficient personal hygiene - staff were observed touching face/glasses with gloved hands. Additionally, some food items in the freezer were removed from the original packaging and were not dated to ensure FIFO (First In, First Out).



SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2025

William Bennett Early Learning Center Food Service Contact (J248)

109 3rd Street
Cannelton, IN 47520-1504

Ms. Kim Jackson
Server
(812) 547-6747

Month of Review: March 2025

Date of Onsite Review: April 15, 2025

Meal Counting & Claiming - William Bennett Early Learning Center (J248)

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

Technical Assistance - Meal Counts at the Point of Service

Not all meal counts were observed to be taken at the actual point of service. In the kindergarten class, students were counted in the line and then served. Tracking students accurately at the point of service was reviewed with the SFA.

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

Technical Assistance - School's meal counts by category not used correctly in the SFA's claim for reimbursement.

One day was not included in the claim for William Bennett, and the secondary approver did not complete a double-check to ensure claim accuracy. The reviewer provided the opportunity to correct the claim during the onsite review. Each person checking the meal counts must sign and date the consolidation sheet to indicate the counts have been checked and are accurate. The procedure must be implemented prior to submitting each claim for reimbursement.

Meal Components & Quantities - William Bennett Early Learning Center (J248)

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

Finding 9052: Day of Review portion sizes insufficient.

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Insufficient portion sizes observed on the Day of Review: the grain with the chicken nuggets is only 0.75 ounce equivalent and the daily minimum requirement is 1 ounce.

Corrective Action:

For corrective action, the SFA must revise the chicken nugget menu to include at least the minimum daily requirement for grain. Submit the revised menu to the State Agency.

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*

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines. The school is serving only 1% unflavored milk.

Corrective Action:

During the review, the food service director communicated with their vendor and requested chocolate milk be delivered to the site in the next delivery. **If implemented, no further action is required.**

Technical Assistance:

At least two milk varieties must be available to kindergarten students at both breakfast and lunch. When Pre-K students are not co-mingled with kindergarten students, only unflavored milk can be served to students in Pre-K.



SNP Administrative Review Findings

Cannelton City Schools (6340)

Program Year 2025

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

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

For corrective action, submit photographic evidence that signage explaining what constitutes a reimbursable meal is available near or at the beginning of the meal service line.

Technical Assistance: The school was provided technical assistance during the on-site visit.

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: production records were incomplete, the portion size reported on the production record did not correspond accurately with the recorded crediting.

Corrective Action:

For corrective action completed breakfast and lunch production records for one week from the reviewed sites must be submitted to the State Agency. Additionally, complete and provide proof of production record training for staff.

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 weekly grain serving was noted at the PK-K grade group for both breakfast and lunch.

Corrective Action:

As corrective action, please explain how the menu will be corrected to meet portion size requirements. A corrected menu must be submitted to the State Agency along with 1 week of completed production records for breakfast and lunch.

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.

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

Finding 10167: Whole Grain Requirement

The planned breakfast menu does not meet the whole grain requirement for grains offered each week. The SFA must plan for at least 80% of the grains offered to be whole grain. The planned menu for the week of review falls below that threshold at 53.57% whole grain rich.

Corrective Action:

The SFA must state in writing how the whole grain requirement will be met for all future menus. The SFA must also correct the menu errors and submit all as corrective action. Product formulation statements / CN labels must also be submitted to ensure compliance. Additionally, the FSD must review the FNS whole grain resource, sign it, and submit a copy to the reviewer.

Technical Assistance: FNS whole grain resource- <https://www.fns.usda.gov/tn/whole-grain-resource-national-school-lunch-and-breakfast-programs>.



SNP Administrative Review Findings
Program Year 2025

Cannelton City Schools (6340)

General Program Compliance - William Bennett Early Learning Center (J248)

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance - Free potable water is not available to all students for lunch in each location where lunches are served during the meal service. and for breakfast (when breakfast is served in the cafeteria)

Free potable water must be available to all students in each location where meals are served for both breakfast and lunch. The location of the potable water must be in the meal service area or immediately adjacent to the meal service area.

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:

For corrective action, submit photographic evidence that the most recent food safety inspection report is posted in a publicly visible location.