



SNP Administrative Review Findings

Program Year 2026

Career Academy (K397)

Career Academy (K397)

3801 Crescent Circle
South Bend, IN 46628-1302

No. of Sites / Reviewed: 4 / 1
Month of Review: November 2025

Food Service Contact

Mr. Nathan Boyd
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FSMC: Chartwells

Executive Contact

Mrs. Candida VanBuskirk
Superintendent
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Commendations

- * The food service staff at the reviewed school worked well together. On the day of observation, lunch schedules were changed without notice, putting the staff in a tough situation as they tried to serve meals quickly and accurately. Additionally, the health department arrived for an unannounced inspection. The staff never lost focus and ensured each student received a full reimbursable meal. The food service staff should be commended for a job well done.

Technical Assistance

- * The proper use and implementation of a share table was discussed with the food service director and kitchen staff. The USDA memo on share table guidance is located here: https://fns-prod.azureedge.us/sites/default/files/cn/SP41_CACFP13_SFSP15_2016os.pdf.

Resource Management Comprehensive Review - Career Academy (K397)

757. Allowable Costs Test

Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.

The State agency reviewed a sample representing 10% of expenses for the most recently completed program year, using the school food authority's (SFA) detailed general ledger. Some recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs.

Unallowable expenses:

1. Cell phone stipend for two employees - \$100 total
2. Food Service Management Company (FSMC) food service director (FSD) bonus - \$6595.36
3. General Liability Insurance - \$1038.23 (unless the FSMC can provide the district-specific insurance policy)

Questionable expenses:

1. Vehicle Lease - \$21
2. Vehicle Depreciation - \$954.33
3. CFA amort - \$3666.66

Corrective Action:

The SFA must review all charges before paying the FSMC invoice each month. Any questionable charges must be researched. Anything found to be unallowable from the non-profit food service account must be paid for with non-federal funds.

As corrective action, please complete the following:

1. The State agency will require the SFA to submit information on the questionable expenses. Any expenses deemed unallowable must be restored to the non-profit food service account and documentation of this restoration must be provided.
2. Each month from December 2025-May 2026, the SFA will submit the monthly invoice and supporting documentation to the state agency for review.
3. Internal controls must be established by SFA personnel to obtain and view the underlying support of transactions charged by the food service management company to verify the transaction was for an allowable school food service purpose. The SFA must obtain and review source documents, such as invoices or proof of payment for vendor transactions or a schedule of employees, assigned locations, salaries, and hours to be worked for payroll transactions submitted by the food service management company for reimbursement.



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767. Nonprogram Revenue and Food Cost Ratio

Finding 10173: Calculation of Adult Meal Cost

The adult meal cost reported in the non-program food revenue tool was calculated incorrectly. The full value of USDA foods was not included in the non-program adult meal cost calculation.

Corrective Action:

When USDA entitlement and bonus donated foods are utilized in the preparation of meals sold to non-program adults, the cost calculation of the meals must include the value of the donated foods used. The PAL value as found in the Food Distribution Program Allocation Form can be used or the fair market value. As corrective action, the non-program food revenue tool must be updated to reflect the correct cost of foods for non-program adult meals. Should the updated tool result in a need to increase non-program revenue, please explain what measure will be taken to meet the non-program food revenue requirement. Such steps may include:

- sufficiently increase nonprogram food prices,
- add sufficient funds to the SFA's nonprofit food service account,
- and/or take other actions to adequately resolve the problem.

Additionally, provide to the State Agency documentation of the actions such as:

- point-of-sale price listing showing a la carte price increases,
- deposit of non-federal funds and
- plans to regularly maintain the non-federal fund contribution to the non-profit school foodservice account, and
- an updated non-program food revenue tool showing compliance as a result of increased prices or the addition of non-federal funds.

General Program Compliance - Career Academy (K397)

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

Technical Assistance - Wellness Policy

The SFA should continue to develop the wellness policy and develop measurable goals. Additionally, the Triennial Assessment should be fully completed, including describing the progress of goals and next steps for each goal. Wellness policy guidance can be found here - <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

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

Corrective Action:

As 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/learn/courses/21/food-safety-in-schools>. Additional food safety certification options can be found here: <https://www.in.gov/health/food-protection/food-protection-manager-certification/>.



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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>.



SNP Administrative Review Findings

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Success Academy at Boys and Girls Club (1132)

3801 Crescent Circle
South Bend, IN 46628-1302

Food Service Contact

Mrs. Lauren Balanow
Director of Dining Services
(574) 299-9800

Month of Review: November 2025

Date of Onsite Review: December 10, 2025

Meal Counting & Claiming - Success Academy at Boys and Girls Club (1132)

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

Technical Assistance - Daily Participation Projection

After observing the lunch meal service, it would be helpful if the kitchen staff could receive estimated participation totals each morning to assist with preparing the correct amounts of food. Currently, the kitchen staff always prepare 120 meals, leaving up to 20 meals to be discarded at the end of meal service.

Meal Components & Quantities - Success Academy at Boys and Girls Club (1132)

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

Technical Assistance - Breakfast Variety

Technical assistance was provided on offering a hot breakfast option a few times per week. Currently, the only options for breakfast are shelf stable items. The ability to serve hot breakfasts will provide students with new, higher protein options and would help to increase participation.

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

Technical Assistance - Serving Utensils

Since all meals are transported by each student from the serving area to the seating area, measures should be in place to ensure the possibility of spills is minimized. Using serving utensils, such as slotted spoodles, can be useful to ensure excess liquids are drained from vegetables and fruits.

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 - Milk Variety

While the SFA had two varieties of milk available, chocolate was automatically distributed. Students must always have the option to choose between two varieties of milk, with unflavored milk always being one option. The nutrition standards for milk can be found here and now include whole milk for lunch - <https://www.fns.usda.gov/cn/school-nutrition-standards-updates/milk>.



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

Technical Assistance - Cohesive Meal

The SFA should create cohesive meals, ensuring foods complement each other.

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

Technical Assistance - Documentation of Foods Served

The SFA must ensure all components served are documented on the production record. During the week of review, the 'Fun Lunch' consisted of a muffin, goldfish crackers, yogurt, and cheese stick. All components were recorded on the recipe; however, the cheese stick was not recorded on the production record.