



SNP Administrative Review Findings Program Year 2026

Christel House Academy (9380)

Christel House Academy (9380)

2405 Madison Ave.
Indianapolis, IN 46225-2106

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

Food Service Contact

Mr. Timothy Sopko
Food Service Director/Director of
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FSMC: Quest Food Management
Services

Executive Contact

Mrs. Emily Masengale
Chief Executive Officer
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Commendations

- * The onsite monitoring was done timely, and the reviewer takes detailed notes on the review form.
- * The share table sign is vibrant and easy to locate and includes a poster with share table rules.
- * The staff were friendly and eager to learn and make corrections when needed.

Resource Management Comprehensive Review - Christel House Academy (9380)

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 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:

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)

General Program Compliance - Christel House Academy (9380)

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>.



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Christel House Academy (9380)

Christel House Academy West (5871)

2405 Madison Ave.
Indianapolis, IN 46225-2106

Food Service Contact

Ms. Crystal Zeledon
Manager
(720) 917-4965

Month of Review: February 2026

Date of Onsite Review: March 10, 2026

Other Federal Programs - Christel House Academy West (5871)

4. Validate snack counts – snacks properly counted and claimed?

Technical Assistance: Snack Production Records

One day in the review period, the snack counts on 2/19/26 did not match the production records number. 81 meals were claimed for the day, but the production records indicate that 54 meals were served. This was discussed with the staff, and it was determined that the food service staff member did not update her production records to reflect that additional meals were served. Going forward, please ensure that proper production records practices are followed.

1901. FFVP: Cost documentation support the school's reimbursement claim? Enter data.

Finding 9157: Cost documentation

Cost documentation for the Fresh Fruits and Vegetables Program did not support the school's FFVP claim for reimbursement. An underclaim was reported.

Corrective Action:

As corrective action, the SFA must develop a written standard operating procedure detailing the process that will be implemented to ensure that accurate claims are submitted moving forward. Submit the standard operating procedure to the State agency.

Technical Assistance:

SFAs must ensure proper and efficient tracking is taking place to enter accurate claims. Please note that claims can only include what was actually used for the program.

1904. FFVP: Offered during the school day, outside NSLP/SBP meal service times?

Finding 9000: FFVP Offered After the School Day

The FFVP item was served to some students at the end of the day while students were waiting for the bus or car rides.

Corrective Action:

As a program requirement, FFVP must be served during the school day outside of SBP and NSLP mealtimes. Please submit a schedule and plan detailing how FFVP will be implemented going forward to ensure program requirements are met. Additionally, FFVP training in Moodle must be completed by director and manager. Submit the training certificates to the State agency as proof the training has been completed.

Technical Assistance:

Issues and program expectations were discussed with the SFA on the day of the review. FFVP resources can be found at the following links: <https://www.in.gov/doe/files/FFVP-Fact-Sheet.pdf> and <https://app.smores.com/n/ba4tm>



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1905. FFVP: Widely publicized within the school?

Finding 9173: Fresh Fruits and Vegetables Program (FFVP) Publicized

The FFVP is not widely publicized within the school.

Corrective Action:

As corrective action, explain what actions will take place to publicize the FFVP within the school. Additionally, provide documentation such as website screenshots, copies of menus, or pictures of bulletin boards to the State agency.

Technical Assistance:

The FFVP can be publicized by having student-created posters around the school, adding it to the monthly lunch menu, or even having a notification to the school community distributed at the beginning of the school year.

1909. FFVP: Adults/teachers provided FFVP fruits and vegetables?

Technical Assistance: Nutrition Education in the FFVP

As observed on the day of the review, teachers did not pass out the FFVP item while students received information on the item. It is best practice for the students to participate in consuming the snack while receiving nutrition education on the item.

1910. FFVP: Meal service follow HACCP principles, sanitation standards?

Finding 9178: Fresh Fruits and Vegetables Program meal service did not follow HACCP principles and applicable sanitation and health standards.

FFVP items are usually delivered to classrooms between 10:00 am and 11:00 am and are not served until 2:00 pm by the majority of the teachers. No cooler is used to keep items at the proper temperature. This practice poses a serious food safety concern for students.

Corrective Action:

As corrective action, please submit a food safety standard operating procedure (SOP) detailing how FFVP foods will be delivered to classrooms and how leftovers will be handled. Additionally, food safety training in Moodle must be completed by manager and director. Submit the completed training certification to the State agency.

Technical Assistance:

Technical assistance was provided on the day of the review and proper food safety techniques were discussed. Food safety training in Moodle can be found here: <https://moodle.doe.in.gov/course/index.php?categoryid=57>

Meal Counting & Claiming - Christel House Academy West (5871)

324. Review Period- there were no questionable patterns in the reported meal counts by category. Reviewer: Compare eligibles and average daily attendance within the site claim.

Technical Assistance: Electronic POS

It is encouraged to use the point of sale at breakfast to avoid clerical issues since this site does have the ability to do so. It was observed and discussed that breakfast is fast paced, and the use of the POS could help slow the line down to ensure students are taking a reimbursable meal.



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Meal Components & Quantities - Christel House Academy West (5871)

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

Technical Assistance: Signage

Additional signage is encouraged to prompt students that only one juice may be taken at breakfast, as multiple students were observed selecting two juices on the day of the review.

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

Technical Assistance: Share Table

The share table must include a cooler or ice tray as many items requiring temperature control, such as milk, were placed in the share table area.

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

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the day of review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s) or meals were counted as reimbursable under OVS when a meal was incomplete due to missing the minimum number of required meal components and required correction from State agency. Two meals were counted when the student had not received a reimbursable meal omitting a fruit or vegetable on their tray.

Corrective Action:

The two claimed meals were corrected by staff when the reviewer brought it to the staff's attention, and the student was told to get a fruit or vegetable. As additional corrective action, meal pattern training must be completed by food service staff and documentation of training certificates must be submitted to State agency. Additionally, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation for the training, including the date, the agenda, and a sign-in sheet of attendees.

Technical Assistance:

The school was provided with technical assistance during the on-site visit. Training courses are available on Moodle - <https://moodle.doe.in.gov/>. OVS information can be found here: <https://www.in.gov/doe/nutrition/offer-versus-serve/>.

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

All cafeteria staff members had not been trained in OVS.

Corrective Action:

As corrective action, offer vs serve training in Moodle must be completed by all food service staff and training documentation must be submitted to the State agency.



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Technical Assistance:

The school was provided technical assistance during the on-site visit. Moodle training can be found here

<https://moodle.doe.in.gov/course/index.php?categoryid=57>

Dietary Specifications - Christel House Academy West (5871)

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served. How is the SFA working towards transitional standards for sodium? Add sugar limit technical assistance here.

Technical Assistance: School Nutrition Standards

USDA Final Rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans has established added sugar limits for the following products served in the School Nutrition Programs effective July 1, 2025: breakfast cereals, yogurt, and flavored milk. Weekly added sugar limits are to be implemented beginning July 1, 2027.

Additional information and updates to school nutrition standards can be found at the following link:

<https://www.fns.usda.gov/cn/school-nutrition-standards-updates>.