



SNP Administrative Review Findings Program Year 2026

Clay Community Schools (1125)

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1013 S. Forest Ave.
Brazil, IN 47834-3182

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 10 / 2
Month of Review: March 2026

Commendations

- * The serving line featured colorful, visually appealing meal and Offer vs. Serve (OVS) signage that helped create an inviting meal experience for the students.
- * The staff at both elementary schools were very friendly and eager to learn more about the program to help make sure it is successful.

Technical Assistance

- * It was observed at Forest Park that a breakfast notification was posted with meal prices. All schools are CEP and students are not charged for meals, so this is confusing. Review all signage at all schools to ensure accuracy. It would be applicable to post a la carte prices.
- * It is recommended that food service staff keep some fruit choices at the end of the line so when a student needs to grab one they do not have to go all the way to the beginning of the line.
- * 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>.

Meal Counting & Claiming - Clay Community Schools (1125)

314. SFA is following the approved SFA-SA agreement

Finding 9049: SFA-SA Agreement and/or Application.

The SFA is not following their approved SFA-state agency application, including the point-of-service procedures. As the field specialist was leaving the building a guardian was carrying her child's lunch tray to her car as she had just picked him up from school.

Corrective Action:

Review policies and procedures with all school administration including but not limited to the policy that no meals can leave the site and must be eaten on site by the child. Send training agenda and sign in sheet to State agency as corrective action.

Technical Assistance:

Meals are intended for consumption at school and during the school day. Meals can only be taken offsite for field trips or if a waiver has been granted by USDA and the State agency due to unintended school closure.

General Program Compliance - Clay Community Schools (1125)

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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Not site specific for each school and has not been reviewed and updated.



SNP Administrative Review Findings
Program Year 2026

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Corrective Action:

The food safety plan must be updated to include the missing elements. When complete, provide the updated food safety plan to the State agency for review. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:

Food safety guidance can be found at the following webpage - https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information.



SNP Administrative Review Findings

Clay Community Schools (1125)

Program Year 2026

Forest Park Elementary School (0942) Food Service Contact

1013 S. Forest Ave.
Brazil, IN 47834-3182

Mrs. Rebecca Miller
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Month of Review: March 2026

Date of Onsite Review: April 13, 2026

Meal Counting & Claiming - Forest Park Elementary School (0942)

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

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. The special needs class were given trays, but the meals were not counted at the point of service and therefore would not have been claimed.

Corrective Action:

This was corrected onsite. The cashier went out with a check-off sheet and checked off meals as each student received a tray. Please make sure all other schools are following this procedure as well. Provide an updated SOP for this service situation and have all schools review and sign off as corrective action. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:

Please reference the Meal Counting Fact Sheet and the Point of Service and Meal Counting Procedures Manual at the following link: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Meal_Counting_and_Claiming. These resources should be used in establishing local procedures for meal counting and claiming.

Meal Components & Quantities - Forest Park Elementary School (0942)

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

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

As observed on the day of review: Offer Vs. Serve is not being implemented correctly at lunch. The school is pre-plating all components but the fresh vegetable option. On the day of the review, students only had the option to decline the vegetable. There was a lot of waste in the trash as a result.

Corrective Action:

As corrective action, retrain all staff in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet of attendees. Corrective action has been submitted; therefore, additional response is not required.

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/>.



SNP Administrative Review Findings

Clay Community Schools (1125)

Program Year 2026

Meridian Elementary School (0949)

1013 S. Forest Ave.
Brazil, IN 47834-3182

Food Service Contact

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Month of Review: March 2026

Date of Onsite Review: April 14, 2026

No Findings during Site 0949 Review