



SNP Administrative Review Findings
Program Year 2026

Crawfordsville Community Schools (5855)

Crawfordsville Community Schools (5855)

3 W Athenian Drive
Crawfordsville, IN 47933-1509

No. of Sites / Reviewed: 6 / 2
Month of Review: November 2025

Food Service Contact

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Executive Contact

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Commendations

- * All free and reduced applications were approved correctly and in a timely manner.
- * Hoover Elementary does a very nice job of implementing allergen protocols for its students. The staff have a good procedure in place, and it is executed well.
- * The school food authority (SFA) and food service director (FSD) were very cooperative and helpful during the review. The FSD was able to gather information and answer questions in a timely manner which helped move the review along.

Technical Assistance

- * It is recommended that you add your SFA director to the employee professional standards tracking tool. The FSD hours can be tracked in the tool along with all other employees.
- * When conducting lookups for direct certification, be sure to click the "add to results" button. Doing this will add direct certification data for the students found via lookup to the SFA's direct certification list.
- * All snacks should be validated annually using the Smart Snack product calculator. It is best practice to have a Smart Snack binder with all items sold at each school. Beverages should also be included in the list. The product calculator can be found at the following link: <https://foodplanner.healthiergeneration.org/calculator/>.
- * Students at Hoover Elementary school that did not purchase a reimbursable meal were allowed to take food from the vegetable bar without paying a la carte prices. Students are required to purchase a meal or pay a la carte pricing for any food items. Additionally, all a la carte servings of food items sold must be documented on production records separately from reimbursable meal servings. Continue to utilize share tables, Fresh Fruit and Vegetable Program, and After School Snack Program to supplement meals.

Verification - Crawfordsville Community Schools (5855)

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

Finding 9039: Applications not properly selected for verification.

The applications selected for verification were not appropriately selected for the sample size option used. The SFA did not select applications using the standard (Error Prone) method per letter from the State agency (SA) dated September 2025.

Corrective Action:

Complete the verification training in Moodle and submit a copy of the training certificate as proof of completion.

Technical Assistance:

Verification How To Fact Sheet: https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit?tab=t.0.

Moodle- <https://moodle.doe.in.gov/>.



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214. *Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility*

Finding 9047: Change in benefit levels due to verification results were not changed within required timelines.

When a student's eligibility status changed due to a non-response to verification, benefits were not reduced.

Corrective Action:

Households must be notified of any reduction in benefits and informed of their right to reapply at any time. If benefits are decreased, a notice of adverse action must be sent, and SFAs must provide ten days' advance notification to households that receive a reduction or termination of benefits before the actual reduction or termination takes effect.

The student's benefit was changed, and the letter was sent during the onsite review. No further corrective action is needed.

Technical Assistance:

Verification How To Fact Sheet - https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit?tab=t.0.

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:

Verification has been completed, so no further corrective action is required. As stated in a previous finding, Moodle training is required.

Technical Assistance:

The Moodle webpage is located here - <https://moodle.doe.in.gov/>.

Resource Management Comprehensive Review - Crawfordsville Community Schools (5855)

765. *Adult Meals*

Finding 10163: Covering adult meal costs

Certain non-foodservice staff receive meals at no cost. Teachers were observed taking fruits and vegetables from the vegetable bar and were not being charged. Allowing teachers to eat free meals results in a misuse of nonprofit school food service funds when the costs are not covered by non-federal funds. A procedure has not been established to ensure non-federal funds are correctly restored to the non-profit school foodservice account to cover the cost of these meals.

Corrective Action:

As corrective action the SFA must either charge (non-foodservice) adults for the meals they consume or cover the cost of the meals with a non-federal funds source. If non-federal funds will be used, submit to the State agency a procedure for accurately tracking adult meals served at no cost including the source of non-federal funds that will be used to provide meals for non-foodservice staff at no charge and the frequency in which funds will be restored to the non-profit school foodservice account (should be at least monthly). If non-federal funds are unavailable to cover adult meals, provide the State agency with a procedure which states that all adult meals will be charged, the price for adult breakfast and lunch meals, the formula used to establish the adult meal price, and how the requirement to charge for adult meals will be implemented and monitored.

Technical Assistance:

It is an allowable expense of the non-profit foodservice account, at local discretion, to provide a meal to foodservice staff at no cost. These meals must be tracked in the production record as an adult meal and are not eligible for reimbursement.



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General Program Compliance - Crawfordsville Community Schools (5855)

1219. *Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, non-food service employees who were responsible for duties related to program requirements had not received training.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. For corrective action, explain how the SFA will ensure requirements will be met each year. For employees identified as needing training during the review, provide proof of training, such as certificates or an agenda with topics covered, including attendee names and signatures.

Technical Assistance:

Training courses are available on Moodle - <https://moodle.doe.in.gov/>.

Additional training resources can be found here - <https://www.in.gov/doe/nutrition/trainings/>.

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. *Repeat Finding

The written food safety plan does not comply with the HACCP program criteria described in federal regulations. Missing elements: site specific employee and equipment lists.

Corrective Action:

The food safety plan must be updated to include the missing elements. In addition, the SFA is required to develop a procedure to review the food safety plan annually. When complete, provide the food safety plan and procedure to the State agency for review.

Technical Assistance:

Food safety plan information can be found here - https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information.

1403. *Review of agricultural food components indicates violations of the Buy American provision*

Technical Assistance-USDA Buy American Provision Updated Policy Guidance

Technical Assistance:

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
Program Year 2026

Crawfordsville Community Schools (5855)

Hoover Elementary School (6289)

3 W Athenian Drive
Crawfordsville, IN 47933-1509

Food Service Contact

Ms. Amber Reed
Director of Food Services and Student
Wellness
(765) 362-2342

Month of Review: November 2025

Date of Onsite Review: December 10, 2025

Other Federal Programs - Hoover Elementary School (6289)

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: Afterschool Snack Program Monitoring

The initial monitoring visit for this site's Afterschool Snack Program was completed after the first four weeks of operation.

Corrective Action:

As corrective action, the SFA must monitor the ASSP, and a copy of the completed monitoring form must be included in the submission of the corrective action. A timeline must also be submitted explaining when monitoring visits for the year will be conducted.

Technical Assistance:

Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. Afterschool Snack Program information and resources can be found here: https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.

1700. ASSP – areas identified requiring TA, CA?

Technical Assistance: After School Snack Program

Display signage around each building promoting the After School Snack Program in all schools that participate.

General Program Compliance - Hoover Elementary School (6289)

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

Finding 9105: No Documentation of the SFA's on-site monitoring

At the time of the review, documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current program year and the previous program year was not available at the school.

Corrective Action:

For corrective action, the SFA must conduct on-site monitoring at each of its schools. Submit the completed forms to the State agency.

Technical Assistance:

Each year, all schools that participate under NSLP must be reviewed and 50% of schools that participate in SBP must be reviewed. It is best practice to conduct onsite monitoring for schools at the start of each school year, but it must be completed annually by February 1st. The monitoring form can be found at the following link:

https://docs.google.com/document/d/1KKDtCZgDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?usp=sharing.



SNP Administrative Review Findings
Program Year 2026

Crawfordsville Community Schools (5855)

Willson Kindergarten Center (6305)

3 W Athenian Drive
Crawfordsville, IN 47933-1509

Food Service Contact

Ms. Amber Reed
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Month of Review: November 2025

Date of Onsite Review: December 9, 2025

General Program Compliance - Willson Kindergarten Center (6305)

1502. Records are retained for a minimum of five years

Finding 10227: Meal Count Rosters

Original meal count rosters are not maintained for a minimum of five years.

Corrective Action:

As corrective action the SFA must retain meal count records going forward for a minimum of five years. Additionally, develop and submit a procedure explaining who is responsible for maintaining meal count rosters at the site level, where the records will be maintained, and how long the records will be maintained. Proof of training on the procedure must be submitted to the state agency.

Technical Assistance:

Although the manual rosters are later entered into an electronic point-of-sale, the rosters are the original meal count source and therefore must be maintained.