



SNP Administrative Review Findings

Program Year 2026

Crothersville Community Schools (3710)

201 South Preston Street
Crothersville, IN 47229-1627

No. of Sites / Reviewed: 2 / 1

Month of Review: September 2025

Crothersville Community Schools (3710)

Food Service Contact

Mrs. Annette L King
Cafeteria Director
(812) 793-2601
aking@crothersville.k12.in.us

Executive Contact

Dr. Chrystal M Street
Superintendent
(812) 793-2601
cstreet@crothersville.k12.in.us

Commendations

- * The kitchen manager and staff do an excellent job of preparing many scratch items, including taco meat from ground beef, grilled chicken strips from raw chicken, etc.
- * The kitchen manager and staff do a great job of batch cooking throughout meal service to ensure the food is fresh and to assist with producing the correct portions of food.
- * Documents needed for the review were prepared in advance and organized into a binder.

Resource Management Comprehensive Review - Crothersville Community Schools (3710)

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/1yERVzWRoukH4jghAQ-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.

General Program Compliance - Crothersville Community Schools (3710)

810. The USDA non-discrimination statement is on appropriate Program materials

Technical Assistance: Non-compliance with the USDA non-discrimination statement

Ensure that all household notifications, including social media posts, include at least the short form of the non-discrimination statement. The full non-discrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. The most current non-discrimination statement can be found at: <https://www.usda.gov/non-discrimination-statement>. Please review the school nutrition weekly newsletter regularly for any updates.

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 Review and Update

The reviewers provided the triennial assessment tool onsite. Ensure that this tool is used to update the policy and post the updated policy on the school website. Be sure to include the date of last update on the written policy.

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.



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1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Crothersville Community Schools (3710)

Technical Assistance: Smart Snacks information

A la carte items must be run through the Smart Snacks calculator at <https://foodplanner.healthiergeneration.org/calculator/>. These calculator determinations must be documented and retained, either through physical copies or through saved screenshots.

A Guide to Smart Snacks in Schools: <https://www.fns.usda.gov/sites/default/files/resource-files/smartsnacks.pdf>.

Indiana's Fundraisers Rule: <https://drive.google.com/file/d/1ilfWWYSXCbI2xXU-hfv1Fyz-44G3b2l/view?usp=sharing>.

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

Technical Assistance: Professional Standards Documentation

At the beginning of the school year, a training plan should be in place that details how and when the year's training hours will be met. Additionally, trainings such as Civil Rights and Offer vs. Serve should be offered at the very beginning of the school year, to ensure staff are in compliance with current practices.

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 conducted or tracked sufficiently. Several certificates of completion for the Food Service Director were provided, but training documentation for other food service staff was insufficient. In addition, there were non-food service employees conducting duties related to School Nutrition Programs, and these staff did not complete Civil Rights training.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, provide a written standard operating procedure (SOP) 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 an agenda listing the 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/1Ho8j7bMBtNtlYwq14INTakNMHpypSVN9ALp6iPsCTzk/edit?usp=sharing>.

General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>.

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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Crothersville Community Schools (3710)

Crothersville Jr-Sr High School (3121) Food Service Contact

201 South Preston Street
Crothersville, IN 47229-1627

Ms. Amy Schelter
Cafeteria Manager
(812) 793-2601

Month of Review: September 2025

Date of Onsite Review: October 28, 2025

Meal Components & Quantities - Crothersville Jr-Sr High School (3121)

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 - Dietary Substitutions

Food substitutions and/or other reasonable modifications to a student's meal may be necessary to meet the dietary needs of students who meet the USDA definition of a disability, including those with a food intolerance, allergy, or other medical condition. A medical statement signed by a licensed medical authority may be required to accommodate a special dietary need and ensure a student is accommodated safely and properly. Milk-substitution requests should be accommodated with an acceptable milk alternative. Juice cannot be substituted for milk unless instructed to do so by a medical prescription signed by a licensed medical authority, and the information is retained on file. Visit the following link for guidance regarding acceptable milk substitutions: <https://www.in.gov/doe/nutrition/special-dietary-needs/#Milk>.

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 did not include all required information, the production record did not detail all choices offered within one or more meal components, and production records were incomplete.

Corrective Action:

Fully completed production records serve as proof that meal pattern requirements were met, support planning future production of the same menu, and assist in costing meal costs. **As corrective action, completed lunch production records for one week for the Jr.-Sr. High School must be submitted to the State Agency. Additionally, food service staff must complete the production record training in Moodle and provide proof of completion to the State Agency.**

Technical Assistance:

IDOE Moodle production record training can be found at the following link: <https://moodle.doe.in.gov/>.

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 met the minimum meal pattern requirements for the age/grade group(s) being served. Insufficient servings of grains in the alternate meal, as well as missing vegetable subgroups (dark green and beans, peas, and lentils) were noted for the week of reviewed menus.

Corrective Action:

As corrective action, please explain how the menu will be adjusted to meet portion size requirements. A corrected menu with detailed portion sizes must be submitted to the State Agency.

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 size requirements.



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

Finding 10171: Standardized Recipes

Standardized recipes, CN labels and/or product formulation statements (PFS) were not available for some of the planned menu items. While vendor product availability may affect some products, it is important to have crediting information for products before menu planning to ensure meal pattern compliance.

Corrective Action:

As corrective action, standardized recipes must be developed and or used going forward. CN labels or product formulation statements must be maintained for applicable products as well. Submit copies of completed recipes to the State Agency.

Technical Assistance:

A standardized recipe template with instructions can be found here:

<https://drive.google.com/drive/folders/1TogadACpRuCsyZRu2doy9-9TDKwpKn8K>.

Crediting Resources can be found here:

<https://docs.google.com/document/d/1VG7MQlssW4ReH48qQqxnuunWQIAqWOQpERLZUIfomel/edit?tab=t.0>

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, students were asked to go back and select milk, even though three or more components were already on the tray. Additionally, all trays were served with all items, unless specifically requested without a component.

Corrective Action:

As corrective action, retrain cashiers 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:

Ensure that all staff receive Offer vs. Serve training at least once per year. This should be done before the start of the school year.

Dietary Specifications - Crothersville Jr-Sr High School (3121)

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served.

Technical Assistance- School Nutrition Standards

Some cereals served at breakfast contained more than 6g of sugar per dry ounce. USDA Final Rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans has established sugar limits for the following products served in the School Nutrition Programs effective July 1, 2025: breakfast cereals, yogurt, and flavored milk. Weekly 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>.

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served.

Finding 10219: Menu Planning for Multiple Grade Groupings in One School Building

During the review of menus for Crothersville Jr-Sr High School, it was determined that one menu with the same portion sizes was planned for all grade groups. However, the 6-8 and 9-12 menu pattern requirements do not overlap.

Corrective Action:

The school serves two grade groups with multiple meal service periods and should plan menus for each grade grouping. The school must begin to use the 6-8 menu pattern and the 9-12 menu pattern for lunch.



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For corrective action, please explain how the menu will be corrected to meet portion size requirements. One week of corrected menus, along with completed production records, must be submitted to the State Agency.

Additionally, complete the Meal Pattern training in Moodle.

Technical Assistance:

The meal pattern for the 9-12 grade group requires larger portion sizes, more calories, and allows for higher sodium levels. Lunch Meal pattern resources can be found here- https://www.in.gov/doe/nutrition/national-school-lunch-program/#Lunch_Meal_Pattern.

IDOE Moodle can be found here- <https://moodle.doe.in.gov/>.

General Program Compliance - Crothersville Jr-Sr High School (3121)

1409. On-site or off-site storage violations were observed

Technical Assistance - Food Storage

On the day of review, there were a few uncovered items in the cooler that were said to be trash but had not yet been discarded. Daily checks of all equipment and any food to be discarded should be a part of standard operating procedures.