



SNP Administrative Review Findings
Program Year 2025

Danville Community School Corp (3325)

Danville Community School Corp (3325)

200 Warrior Way
Danville, IN 46122-1573

Food Service Contact

Mrs. Stephanie Stuemke
Food Service Director
(317) 745-0366
sstuemke@danville.k12.in.us

Executive Contact

Dr. Tracy Shafer
Superintendent
(317) 745-2212
tshafer@danville.k12.in.us

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

Commendations

- * The food service director and her administrative staff were well organized for the review. All requested items were available and easy to find. This was much appreciated to keep things moving smoothly and efficiently.
- * The breakfast program is well run and has a very high participation rate. There are many great choices offered daily, and it is well organized, which I am sure attributes to the high participation rate. Great job!
- * It was exciting to see all the different entrees and side options the students have at the elementary school. There is an excellent variety of both, and they are presented in an appealing manner.

Technical Assistance

- * USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year. For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>. To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>. To download a copy of the USDA Buy American tool, go here: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.
- * Work on getting a member of the community on the Wellness committee so that you have all the required members.



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Program Year 2025

Danville Community School Corp (3325)

South Elementary School (2745)

200 Warrior Way
Danville, IN 46122-1573

Food Service Contact

Mrs. Denise Silvers
Manager/Head Cook
(317) 745-2131

Month of Review: March 2025

Date of Onsite Review: April 30, 2025

Meal Components & Quantities - South Elementary School (2745)

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: The production record format did not include all required information and were incomplete.

1. Pack size was not always filled out
2. The handwritten production record is not always the same as the printed (final) version.
3. Temps were only taken once during the period reviewed. No cold temps are being taken at all.
4. Plan/start column is not always filled out.

Corrective Action:

As corrective action accurately complete (breakfast and lunch) production records for one week from the reviewed site and submit to the State Agency. Production records must be complete going forward.

Technical Assistance:

It was recommended to contact the software company to see if the blank (handwritten production records) can have column headers like the printed version to avoid confusion. It is also recommended that a signature be added to the production record for added accountability. Since the corporation has smart temps installed, it is recommended that this school utilizes this for temperature control. Note: At the exit conference the food service director stated she had contacted the software company, and they provided her with information on revising the production sheets.

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding 9000: Items on menu but not being offered

The written menu at breakfast has numerous options being offered but the daily production records show only certain items are being offered. All items on the written menu should be prepared and offered daily.

Corrective Action:

Provide one week of completed production records along with the menu to the SA as corrective action.

General Program Compliance - South Elementary School (2745)

811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits

Finding 9101: Justice For All poster not displayed in prominent location.

The USDA "And Justice for All" poster was not displayed in a prominent location where it is visible to recipients of benefits on the breakfast carts in the hallways.

Corrective Action:

Please provide proof that the posters are prominent and visible on each cart.

Technical Assistance: And Justice for All posters have been requested through the State Agency but none are currently available so please just make copies.



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

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The First In, First Out (FIFO) inventory management method is not being used as there were several bags or containers with no date markings on them that were not in their original boxes.

Corrective Action:

Please provide the SA with a training agenda and sign-in sheet on date marking (FIFO) for all staff.