



SNP Administrative Review Findings
Program Year 2026

DeKalb Co Central United Schools (1835)

DeKalb Co Central United Schools (1835)

3326 CR 427
Waterloo, IN 46793-9532

Food Service Contact

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Executive Contact

Mr. Steve Teders
Superintendent
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No. of Sites / Reviewed: 7 / 3
Month of Review: February 2026

Commendations

- * The staff at JR Watson were very knowledgeable of offer versus serve (OVS) and program compliance.
- * Staff were very professional and conscientious about meeting the School Nutrition Program requirements.
- * The food service staff interacted well with the children and took pride in serving students and teachers.
- * All student benefits that were extended from a household member were well documented.
- * A variety of fresh fruits and vegetables were served at the high school. A variety of choices are a great way of serving whole foods and encouraging the consumption of vegetables, fruits, whole grains, beans, and dairy.
- * Staff at the high school were friendly and eager to learn.

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>.
- * The preschool class is currently practicing offer versus serve (OVS) co-mingling but it seems that they have sufficient time to set up a line for the pre-k meal pattern. If time and space allow, the SFA should make every effort to serve the pre-k meal pattern to their pre-k students.
- * As observed on the day of review, signage explaining what constitutes a reimbursable meal under offer vs. serve (including the requirement that students must select at least ½ cup fruit or vegetable) is not identified near or at the beginning of the meal service line(s). The new milk cooler is now blocking the original signage, and State agency (SA) suggests moving signage forward.

Schools must annually notify households if they are implementing OVS, specifically explaining how it works and describing the different ways students can build their meals.

<https://www.in.gov/doe/nutrition/offer-versus-serve/#Requirements>.

- * When only one income frequency was listed in free and reduced meal applications, the school food authority (SFA) converted household income to annual when processing. When using the income eligibility guidelines, it's not necessary to convert to annual when only one frequency is used.
- * 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, such as 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 the parent or guardian, and the information is retained on file. <https://www.in.gov/doe/nutrition/special-dietary-needs/#Milk>.



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DeKalb Co Central United Schools (1835)

Certification and Benefit Issuance - DeKalb Co Central United Schools (1835)

134. Direct Certification matches were performed according to the required timeframes

Finding 9025: Direct Certification matches not performed according to the required timeframes

The SFA did not conduct Direct Certification matches according to the required timeframes.

Corrective Action:

Corrections must be made to certification errors, and the households must be sent a letter notifying them of the change in eligibility.

For additional corrective action, complete and provide the following:

- Provide documentation that corrected benefits have been updated at the point of sale within the correct timeframe.
- Provide copies of letters sent to households notifying them of their benefit change.
- Complete the Direct Certification training in Moodle. Submit the training certificate to the State agency as documentation that the training has been completed.
- Develop a written standard operating procedure (SOP) that includes a second check process of direct certification benefits once the information has been entered into the point of sale (POS). Submit a copy to the State agency.
- Upload proof that the households with the better benefit have been reimbursed for meals purchased by not utilizing the nonprofit school food service account (NSFSA).

Technical Assistance:

As a reminder, SFAs must conduct direct certification a minimum of three times throughout the school year. Matching must occur at or around the beginning of the school year, three months after the beginning of the school year and six months after the beginning of the school year. While the minimum is three times during the school year, SFAs are encouraged to conduct matching monthly as best practice. More information and resources regarding direct certification can be found here -

<https://www.in.gov/doe/nutrition/free-and-reduced-information/direct-certification/>.

Verification - DeKalb Co Central United Schools (1835)

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

Finding 10154: Notice of Adverse Action

Households for whom benefits were to be reduced or terminated were not given 10 calendar days' written advance notice of the change.

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. For corrective action, notify the household of adverse action, and update the eligibility in the point of service. Submit a copy of the letter and documentation showing the benefit was updated in the POS.

Technical Assistance:

A template Verification Results notification letter is available at the following link:

https://docs.google.com/document/d/1ZCQwk6m_94QaMWwfzaeHpGGtyfGnUUYSqCS028_Kws/edit?tab=t.0

General Program Compliance - DeKalb Co Central United Schools (1835)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements



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DeKalb Co Central United Schools (1835)

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:

1. The review and update of the local school wellness policy did not occur as required.
2. The review and update of the local school wellness policy did not include stakeholders.
3. Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.
4. The results of the most recent assessment of the local school wellness policy are not available to the public.

Corrective Action:

As corrective action the following must occur:

- LEAs must assess the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment and updated wellness policy must be submitted to the State Agency.
- The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.
- Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.

Technical Assistance:

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



SNP Administrative Review Findings
Program Year 2026

DeKalb Co Central United Schools (1835)

DeKalb High School (1345)

3326 CR 427
Waterloo, IN 46793-9532

Food Service Contact

Mrs. Mary L Vaught
Cafeteria Manager
(260) 920-1012

Month of Review: February 2026

Date of Onsite Review: March 4, 2026

Meal Components & Quantities - DeKalb High School (1345)

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

Finding 9000: Milk Promotion

Nothing besides fluid milk (or approved nutritionally equivalent alternates) can be promoted or compete as an alternate selection to milk throughout the food service area. It should also be clear to students that fluid milk is a part of the reimbursable meal.

Corrective Action:

The state agency suggests moving some milk cartons to your cold line, so students are aware it is a part of the reimbursable meal. Please provide a current picture of the milk that was moved.

Technical Assistance:

It should be noticeable to the students that milk is part of the reimbursable meal.

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 were incomplete and portions sold a la carte were not separated from portions served in the reimbursable meal. Additionally, the portion size reported on the production record did not correspond accurately with the recorded crediting.

Corrective Action:

As corrective action, completed breakfast and lunch production records for one week from the reviewed sites must be submitted to the State agency. As corrective action, please provide an updated production record template showing all required data is included. As corrective action, provide proof of production record training for staff.

Technical Assistance:

The school provided technical assistance during the on-site visit. Production record resources can be found here: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keeping. The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.



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Program Year 2026

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 meet the minimum meal pattern requirements for the age/grade group(s). More than half of the fruit or vegetable offerings were in the form of juice. The SFA is serving 6.75 oz juice for lunch and breakfast.

Corrective Action:

For corrective action, please submit menu certification for the 3-week cycle menu validating the menu to 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. Submit the training certificate to the State agency as documentation that the training has been completed.

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 sizes. No more than half of the fruit or vegetable offerings may be in the form of juice. IDOE Moodle can be found here- <https://moodle.doe.in.gov/>.

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

Finding 10171: Standardized Recipes

Standardized recipes were not available for the following menu items served during the review period and/or day of review: "box lunches" and "chef salads".

Corrective Action:

As corrective action, standardized recipes must be developed for the above-mentioned menu items. 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>.

General Program Compliance - DeKalb High School (1345)

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

Finding 10164: Onsite Review Form

The onsite review form was not completed thoroughly as some required information was not filled out.

Corrective Action:

As corrective action the SFA's monitors must complete the "Onsite Review" portion of the "Reviews" training in Moodle via the following link: <https://moodle.doe.in.gov/>. Submit the training certificates to the State agency as proof of completion.

Technical Assistance:

https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_Monitoring_and_Review



SNP Administrative Review Findings
Program Year 2026

DeKalb Co Central United Schools (1835)

J. R. Watson Elementary School
(1351)
3326 CR 427
Waterloo, IN 46793-9532

Food Service Contact
Mrs. Angie Henderson
Cafeteria Manager
(260) 920-1014

Month of Review: February 2026
Date of Onsite Review: March 5, 2026

No Findings during Site 1351 Review



SNP Administrative Review Findings
Program Year 2026

DeKalb Co Central United Schools (1835)

Waterloo Elementary School (1341)

3326 CR 427
Waterloo, IN 46793-9532

Food Service Contact

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Cafeteria Manager
(260) 920-1016

Month of Review: February 2026

No Findings during Site 1341 Review