INDIANA DEPARTMENT of EDUCATION

SNP Administrative Review Findings — Elwood Community School Corp (5280)

Program Year 2026

Elwood Community School Corp (5280)
1306 North Anderson Street
Elwood, IN 46036-1104

Food Service Contact
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Executive Contact
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Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: October 2025

Commendations

* The wellness policy requirements were fully implemented. By doing this, it demonstrates the importance the SFA puts on the students' health and well-being.
* During the on-site review, the cashiers were correctly implementing Offer vs. Serve (OVS) at breakfast and lunch.

Certification and Benefit Issuance - Elwood Community School Corp (5280)

142. Benefits are changed on the Benefits Issuance document if a family declines or requests lower benefits

Technical Assistance- Free/Reduced Applications with Zero Income

If a submitted household application lists “zero” or “no income” next to any household member, the application must be approved for free meals based on its face value. The approver should flag this application to Verify for Cause. Refer to the Verification for Cause Fact Sheet for more information at the following link: https://docs.google.com/document/d/1FAEMUdFj_Z1YCsDEMjHTNrL4sqXxsYRcsuDlFS0kikk/edit?usp=sharing.

142. Benefits are changed on the Benefits Issuance document if a family declines or requests lower benefits

Technical Assistance- Processing SNAP or TANF Case Number Applications

When an application is received that includes a SNAP or TANF case number, SFAs should perform a Direct Certification (DC) lookup. If the case number is not found but meets the format (10 digits long, beginning with 10 or 60), the SFA should approve the application at face value and flag it for verification of cause. If the case number does not meet the format, contact the household for additional information.
Technical assistance was provided during the review, and the food service director updated the reason for approval before the review was complete for selected applications. For more information, refer to the SNAP and TANF Fact Sheet at the following link: https://docs.google.com/document/d/1q9R8PIqzyFkKCKBlEBkDDTBCwx7nmYhTdDn9fNwBV6s/edit?tab=t.0.

Resource Management Comprehensive Review - Elwood Community School Corp (5280)

768. Unique Situations

Technical Assistance- Pricing of A la Carte and Smart Snacks

The SFA's a la carte prices should cover the cost of producing the item, including food, supplies, and labor costs. A la carte pricing should be priced so that the student chooses the reimbursable meal over the la carte item because it is a better value. It is recommended to price a la carte and smart snack food items 2.5 to 3 times the raw price.

General Program Compliance - Elwood Community School Corp (5280)

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

Technical Assistance-Professional Training Standards Hour Assignment

During the on-site review, the reviewer went over the required number of hours foodservice staff must annually complete for professional standards. Since SY 2016-2017, the required annual training hours for foodservice personnel have been:

- Program directors - 12 hours
- Program managers - 10 hours
- Program staff > 20 hours per week - 6 hours
- Program staff < 20 hours per week - 4 hours

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.

SNP Administrative Review Findings — Elwood Community School Corp (5280)

Program Year 2026

Elwood Elementary School (5157)
1306 North Anderson Street
Elwood, IN 46036-1104

Food Service Contact
Ms. Patricia Weileman
Manager
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Month of Review: October 2025
Date of Onsite Review: November 5, 2025

Meal Components & Quantities - Elwood Elementary School (5157)

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- Preschooler Milk

Unless preschool students are co-mingled with an upper grade, the milk served to children aged two through five years old must be unflavored, low-fat (1 percent) or unflavored, fat-free (skim) milk as required by current standards.

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

Technical Assistance- Grain Ounces During Breakfast

The menu planner is encouraged to avoid offering too many grains at breakfast, as additional calories could exceed the daily or weekly calorie allowance. Consider reducing the biscuit portion, decreasing meat/meat alternate serving sizes, or adjusting the portion overall. These changes can help lower sodium and fat content while still meeting meal pattern requirements. Additionally, the food cost for breakfast would be lower.

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 menu components planned and served met the minimum meal pattern requirements for the age/grade group(s) served. For the week submitted for lunch menu certification, 7.50 grain ounces were served; a minimum of 8 ounces is required.

Corrective Action:
As corrective action, please explain how the menu will be corrected to meet portion size requirements. Submit two weeks of lunch menus to the State Agency, demonstrating the minimum daily and weekly grain ounce equivalents offered meet the K-5 meal pattern requirements.

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. A reference can be found at https://www.fns.usda.gov/school-meals/nutrition-standards/nslp-meal-pattern.

General Program Compliance - Elwood Elementary School (5157)

1407. SFA written food safety plan is implemented

Technical Assistance- Cross Contamination

Preschool teachers should be reminded not to touch trash containers while wearing gloves and then touch food without first removing and changing their gloves. Cross-contamination of germs occurs when proper glove use is not enforced.