



SNP Administrative Review Findings
Program Year 2026

Fort Wayne Community Schools (0235)

Fort Wayne Community Schools (0235)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Mr. Felipe Guerra Aravena
Nutrition Services Director
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Executive Contact

Dr. Mark Daniel
Superintendent
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No. of Sites / Reviewed: 50 / 7
Month of Review: September 2025

Commendations

- * The staff at Indian Village Elementary did a good job taking food temperatures and tracking. Additionally, they have a great system in place to ensure all foods are served to students at the appropriate temperatures by returning all foods to the cooler or warmer between lunch services.
The staff also had a firm understanding of OVS and implemented it well.
- * The food service manager at Brentwood is to be commended for running a one-person show. To set up the serving line after the students vacate the gym takes hustle.
- * At the middle school, as a courtesy to the students, cards are displayed on the serving line for each entree served daily stating the allergen, nutrition facts, and crediting information.
- * The cafeteria manager at Irwin Elementary School does a great job in conducting offer vs. serve!
- * The kitchen manager at Abbett Elementary school was very knowledgeable and did a great job of keeping the lines running smoothly and efficiently. There is a good process in place to use the clicker to count the students and to prevent mistakes as well.
- * The staff is to be commended for their dedication for scratch cooking. This enhances meal quality and flavor and promotes healthier eating habits among students.
- * The team at the nutrition center are very focused on procedure and executing the standard of the program correctly. It is apparent they follow a goal oriented standard.
- * The kitchen manager at Brentwood is to be commended for documenting meals and also trying to make sure meals are reimbursable with at least 1/2 cup fruit or vegetable. Several students needed to be reminded to get at least 1/2 cup fruit or vegetable and while the manager caught these before marking them as reimbursable, it really would be wise to have a second person who is checking prior to the student getting to the point-of-service (POS). The food service coordinator stepped in and it worked well the second lunch period.



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Technical Assistance

- * At Abbett Elementary the current serving line set up appears to be too tall for preschool. They could not see nor reach the fruit component. In addition, the serving line could be enhanced to create a more visually appealing and inviting experience by utilizing mobile serving lines with hot and cold wells.
- * Write a Standard of Operation district wide for share tables and a resale of food policy to be cohesive as a district when utilizing share tables. Include school nurses in training for food safety and civil rights if necessary.
https://www.in.gov/doe/nutrition/food-safety/#Food_Waste_and_Recovery.
- * A serving cart custom built to hold the wire racks that could be set up in the satellite kitchen and then pushed out would make the serving line look more appealing and keep the food in the bottom racks warmer. An additional food service staff person to assist with serving line set up and meal distribution would enhance the meal experience and make it less hectic for the manager.
- * The USDA "And Justice for All" poster is required to be visibly displayed on the grab-and-go cart located in the hallway.
- * Food boats are flimsy and hard to carry at the elementary schools, consider a different type of vessel for younger children.
- * Update CNP Web Breakfast and Lunch with specific serving times for each site, addresses, manager names and phone numbers.
- * It is allowable to serve breakfast after posted serving times as long as service does not occur once lunch has started.
- * The State Agency would like to see fresh produce choices included at the POS in addition to the choice currently available. This will help to ensure that students who forget to select a fruit or vegetable can have more choices available to them.
- * It is suggested that consideration be made for serving the food to elementary students using actual serving lines that are portable and can be moved around to accommodate the different uses of the multipurpose gym/cafeteria. Giving children exposure to meal service lines that display food they would see it in a normal retail cafeteria or as currently happens in the upper grades, affords them the opportunity to make choices within components, and encourages them to take foods that they are more likely to eat. While the current serving method meets the requirements if run appropriately by food service staff, it is unique in the presentation of food in a serving line. Children learn to make healthy choices at a young age; eating in the cafeteria should be a learning laboratory for good nutrition for a lifetime of wellbeing. Additional suggestions include to update and laminate marketing materials, utilize/enhance the food cart at the high school entrance to make it eye catching, and to promote student access to meals.
- * Administrative and Food Service personnel share the same goal: to create an environment where students are healthy, focused, and ready to learn. The NSLP plays a vital role in achieving this mission by providing nutritious, appealing meals that meet USDA standard and support student success. Collaboration and communication between administration and FS are essential to maximizing program impact, participation and compliance. The state agency recommends:
Establish shared goals/mission, strengthen communication, promote the program as part of the educational environment, support professional development, and collaborate on Program marketing.
- * Elementary production records need to have grade groupings and OVS indicator.
- * Be sure to actively send notification letters such as CEP, School Breakfast Program (SBP), OVS and SFSP for families and retain this information for 5 years plus the current year. The state agency recommends sending these notifications at this time for OVS, CEP, and SBP to families.
- * Establish a POS and student identifier at elementary schools for tracking purposes to eliminate liability issues, such as but not limited to food borne illness and allergy tracking.
- * The serving line set up at Brentwood does not allow for an easy way to record milk sales to children who bring a lunch or adult meal sales. An actual point-of-sale with direct access to student and adult accounts would resolve this issue. Even if the policy of Ft. Wayne food service is to give free milks to students who bring a lunch, they should be recorded and factored into the non-program revenue equation.
- * Since students are coming through the line so quickly, a colorful sign right where the fruit and vegetable offerings are might help to remind them to take at least ONE fruit or vegetable to make a complete meal.



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Resource Management Comprehensive Review - Fort Wayne Community Schools (0235)

752. Limitation on Net Cash Resources

Technical Assistance - Employee Compensation

Staffing can be problematic, especially when other opportunities present themselves. Reduced staffing during the summer as well as other higher paying jobs in food service-related industries are barriers to quality and consistent staffing. To ensure stability in the workforce and to retain quality staff, consider using some of the excess funds to increase food service employee pay and benefits. USDA requires excess funds to be used for immediate program needs, especially where staffing is concerned to continue to provide nutritious meals to students.

756. Equipment Purchases

Finding 10113: Purchased Equipment without State Agency Approval

The SFA purchased vehicles for food service program use that were more than \$10,000 and not on the state agency's approved equipment list.

Corrective Action:

While vehicles purchased only for food service use can be an allowable expenditure, they are not on the pre-approved equipment list. As corrective action complete the following:

- Contact SCN finance to inquire about retroactive approval for the fleet vehicles.
- Provide a copy of approval, if obtained, as well as the invoices for the vehicle purchases. Any unapproved expenditure would need to be paid for using non-federal funds.
- Provide a copy of the SFA's procurement procedures, and update if necessary to ensure approval is obtained for all single item purchases of more than \$10,000.

Technical Assistance:

For all single item purchases more than \$10,000, the item must either be on the state agency's pre-permission to purchase must be requested by the procurement specialist. Quotes must be provided to the procurement specialist prior to approval.

General Program Compliance - Fort Wayne Community Schools (0235)

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

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy: The review and update of the local school wellness policy did not occur as required. Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.

Corrective Action:

As corrective action the following must occur:

- LEAs must conduct an assessment of 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 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.



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Technical Assistance:

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

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.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: All food safety plans need to be updated to include a current staff and equipment list.

Corrective Action:

Please provide the State Agency updated pages for the food safety plan. Please note that these particular pages must be site specific.



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Fort Wayne Community Schools (0235)

Abbett Elementary (0137)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Ms. Theresa Stevenson
Cafeteria Manager-Satellite Operation
Elementary
(260) 467-5831

Month of Review: September 2025

Date of Onsite Review: October 21, 2025

General Program Compliance - Abbett Elementary (0137)

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. Two storage tubs of individual condiments did not have a date on them.

Corrective Action:

Ensure that all food/condiments that are out of their original boxes are dated. Please retrain staff and provide the state agency with a dated agenda and sign-in sheets.



SNP Administrative Review Findings
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Fort Wayne Community Schools (0235)

Brentwood Elementary (0153)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Ms. Kristy Battershell
Cafeteria Manager-Satellite Operation
Elementary
(260) 467-6787

Month of Review: September 2025

Date of Onsite Review: October 21, 2025

Meal Components & Quantities - Brentwood Elementary (0153)

501. Cafeteria staff have been trained on OVS

Technical Assistance - Non-food Service Staff

Anyone who is working on the serving line should be trained in OVS, so they know to make sure students take the minimum required components including 1/2 cup fruit or vegetable.

502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line

Technical Assistance - Signage for Fruit/Vegetable Offerings

Adding signage near the fruit/vegetable choices on the serving line would be helpful for students to make a reimbursable meal choice and could be a fun addition to enhance the look of the serving line.



SNP Administrative Review Findings
Program Year 2026

Fort Wayne Community Schools (0235)

Indian Village Elementary (0189)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Mrs. Shari Vansumeren
Cafeteria Manager-Satellite Operation
(260) 467-5209

Month of Review: September 2025

Date of Onsite Review: October 21, 2025

Meal Counting & Claiming - Indian Village Elementary (0189)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Technical Assistance - Reimbursable Meal Offerings

For a meal to be claimed as reimbursable, all components must be offered to the student. In the event a student packs a lunch from home and only selects milk, to be counted as a reimbursable meal, the student must be offered all five food components for lunch. The student must be allowed to select at least three components, one of which must be at least a half cup of fruit or vegetable. Students cannot only be offered fruit and vegetable with their milk. Extra milks can be sold a la carte without the additional menu items.



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Fort Wayne Community Schools (0235)

Irwin Elementary (0193)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Ms. Cathy Null
Cafeteria Manager-Satellite Operation
Elementary
(260) 467-5330

Month of Review: September 2025

Date of Onsite Review: October 21, 2025

Meal Components & Quantities - Irwin Elementary (0193)

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

Finding 9000: Lactose Intolerant Students

Lactose-intolerant students are not offered a milk substitute in accordance with program requirements. The United States Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in meals through the Child Nutrition Programs for children who are unable to eat the normally provided meal because of a medical need, disability, and/or impairment.

Corrective Action:

If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute. For corrective action, train all school managers on this specific requirement. Submit signed and dated documentation stating staff have been trained and will provide appropriate milk substitutes for students as needed.

Technical Assistance:

A Fluid Milk Substitutions for the Child Nutrition Programs can be found at
<https://www.in.gov/doe/files/milk-substitution-fact-sheet.pdf>.

General Program Compliance - Irwin Elementary (0193)

1300. Potable water is free and available to all students during lunch and breakfast

Technical Assistance - Potable Water

The potable water is available but not visible to the students. A sign should be posted above the water to inform students of its availability.

1408. Temperature logs are available

Technical Assistance - Temperatures of Hot Foods

The temperatures of hot foods were only tested and documented for the first batch of food prepared. The SFA is reminded to test and record temperatures for each batch of food prepared.

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

Technical Assistance - Dating Food Items

Food items in food storage are dated with the month and day. A best practice is to include the month, date, and year.



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Fort Wayne Community Schools (0235)

North Side High School (0101)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Milledge Katy
Cafeteria Manager
(260) 467-2790

Month of Review: September 2025

Date of Onsite Review: October 22, 2025

Meal Components & Quantities - North Side High School (0101)

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

Technical Assistance - Serving Line Signage

Signage on the line for OVS was worn and not visibly attractive. The recommendation is to have all signage laminated before putting on the line. Another option would be to use markers and write on the sneeze guards each day of offerings.

General Program Compliance - North Side High School (0101)

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day including snacks and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards

*The vending machine in main hallway was turned on and contained food items that did not comply with smart snack standards such as candy and chips. The soda machine was turned on as well and also contained non-compliant items.

*The soda machines displayed marketing images of non-compliant beverages.

Corrective Action:

Contact the vending machine company to have a timer put on so the machines can be shut off during school hours.

Marketing for the soda machine must have a compliant logo on it that markets allowable Smart Snacks products (i.e., bottled water). Contact vendor to get it switched out and provide proof this has been completed.

1405. Two food safety inspections are received each school year from the local health department

Finding 9146: Food Safety Inspections

Documentation was not available to substantiate that the SFA has requested two food safety inspections for the current year.

Corrective Action:

Please provide an updated letter to the BOH requesting two inspections for each school yearly. Upload the letter as corrective action.

Technical Assistance:

By sending the annual notification to the Health Department at the beginning of the school year requesting two inspections, each site remains in compliance whether the health department can complete two inspections or not. For this reason, the School Food Authority should annually submit a request using the template found here:

<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>. Additional information on Food Safety can be found here <https://www.in.gov/doe/nutrition/food-safety/>.



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1407. SFA written food safety plan is implemented

Technical Assistance - Cafeteria Tables

It was noted that none of the tables were cleaned in between lunch periods. Students should be given a clean space to eat their meal. A procedure needs to be in place as to who will clean them and how often.

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 numerous items in the dry storage, freezer and walk in with no date marking after being taken out of the original case.

Corrective Action:

Retrain staff on date marking and provide SA with agenda and sign-in sheet for the training.



SNP Administrative Review Findings
Program Year 2026

Fort Wayne Community Schools (0235)

Price Elementary (0221)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Month of Review: September 2025

Food Service Contact

Ms. Jacqueline Piercy
Cafeteria Manager-Satellite Operation
Elementary
(260) 467-4971

No Findings during Site 0221 Review



SNP Administrative Review Findings
Program Year 2026

Fort Wayne Community Schools (0235)

Shawnee Middle School (0240)

3211 West Ludwig Road
Fort Wayne, IN 46818-1387

Food Service Contact

Ms. Michelle Burlison
Cafeteria Manager
(260) 467-6548

Month of Review: September 2025

Meal Counting & Claiming - Shawnee Middle School (0240)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Technical Assistance - Breakfast Point of Sale

For breakfast meal service, students must be offered all items before the point of sale to be considered a reimbursable meal.

321. Review Period meal counts are reasonable compared to Day of Review meal counts

Technical Assistance - Breakfast Participaton

The sponsor should explore options to try and increase breakfast participation.

Meal Components & Quantities - Shawnee Middle School (0240)

400. Day of Review- all required meal components were available to all students during the entire meal service

Technical Assistance - Prepare Fruit for Quick Consumption

At breakfast, all fruit should be pre-portioned and easy for students to take quickly (i.e. cups, bags, or wrapped whole fruit).