



**SNP Administrative Review Findings**  
**Program Year 2025**

**Jac-Cen-Del Community School Corp (6900)**

**Jac-Cen-Del Community  
School Corp (6900)**  
723 N. Buckeye St.  
Osgood, IN 47037-8507

**Food Service Contact**  
Mrs. Arden Devers  
Head Cook  
(812) 689-4643  
adevers@jaccendel.k12.in.us

**Executive Contact**  
Mr. Samuel Melton  
Superintendent  
(812) 689-4114  
smelton@jaccendel.k12.in.us

No. of Sites/Reviewed 2/1  
Month of Review: February 2025

**Commendations**

- \* The Jac-Cen-Del Jr-Sr High School cafeteria was full of posters and small signs about nutrition and the School Breakfast and Lunch Program Requirements.
- \* The overall student debt is being kept very low because of the constant point-of-service (POS) communications sent to the households.
- \* Staff were friendly and eager to learn.
- \* On the day of review, cashiers were implementing Offer vs Serve (OVS) correctly.

**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/buyamerican-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%2Ffnsprod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.
- \* The monthly edit check is used to record the daily meal counts for each school for reporting each month. The State Agency emphasizes the importance of keeping this form and filing it with a copy of the claim form. This document should be used to identify and correct errors in meal counts and ensure accurate reimbursement claims.
  - \* There were several signs or posters that explained the meal pattern and OVS. Some were correct with the explanation of OVS, but there was one on the serving line that did not have the regulation that stated a fruit or vegetable must be included for lunch, and that a fruit component must be taken for breakfast. Be sure that posters or signs are with updated regulations.
  - \* Individual cans must be dated when removed from the original packaging. It should have the same date as the case.
  - \* The foodservice department does have a food safety plan in each kitchen. This should be reviewed yearly and updated as needed for each kitchen. The cafeteria manager should date and sign when the plan was reviewed.

**Certification and Benefit Issuance - Jac-Cen-Del Community School Corp (6900)**

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 (DC) matches according to the required timeframes. DC must happen at least three times a year minimum, but the best practice is to do it every month.

**Corrective Action:**

During the on-site review, the Food Service Director (FSD) completed the second DC matching for program year 2025. **For corrective action, please submit to the State Agency a detailed timeline of when the DC matching will occur and who is responsible for completing it.**

**Technical Assistance:**

The FSD should complete annual training for DC provided by the State Agency. Upcoming SNP Weekly Newsletters will highlight when training will be offered next school year.



## SNP Administrative Review Findings

## Jac-Cen-Del Community School Corp (6900)

### Program Year 2025

#### 137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

##### **Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document**

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (rosters, electronic POS system, etc.).

##### **Corrective Action:**

**For corrective action, please complete the following:**

- There must be a Standard Operating Procedure (SOP) to ensure that the student's eligibility is transferred correctly to the POS system, including a double-check system for entering this information. Please provide a copy of the SOP to the State Agency.**
- Submit documentation showing the eligibility change in the point-of-service.**

#### 138. Updates to the Benefits Issuance documents are made accurately and timely

##### **Finding 10148: 30 Day Carryover**

Benefits carried over from the prior school year did not expire on the 31st operating day for some households who failed to reapply for meal benefits during the current school year.

##### **Corrective Action:**

**As corrective action, the SFA must give the households 10 days' notification of a reduction in benefits. The FSD must guarantee that carryover eligibility expires on the 31st operating day by updating the calendar each year with a reminder. Submit the household notification letters to the State Agency as corrective action. Additionally, submit documentation showing the eligibility change in the point-of-service.**

##### **Technical Assistance:**

Prior year's eligibility benefits expire when a new benefit is determined in the current year or on the 31st operating day, whichever comes first. If using an electronic point-of-sale system, check to see if the system has the capability to automatically expire prior year's eligibility determinations on the 31st operating day. For more information, the 30-Day Carryover Fact sheet can be found here:

<https://docs.google.com/document/d/1o8MXjpnjs248XKWsrRtIU6oFAyczkmdY3SZHq1pgnk/edit>. The USDA Eligibility Guidance Manual can be found here: [https://fns-prod.azureedge.us/sites/default/files/cn/SP36\\_CACFP15\\_SFSP11-2017a1.pdf](https://fns-prod.azureedge.us/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf).

## General Program Compliance - Jac-Cen-Del Community School Corp (6900)

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

##### **Finding 9000: Wellness Policy**

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.
- 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 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 triennial assessment and must be submitted to the State Agency for your corrective action plan along with the committee members' names and their positions related to the school or community.**
- 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**  
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**Jac-Cen-Del Community School Corp (6900)**

**Jac-Cen-Del Jr-Sr High School (7193)**

723 N. Buckeye St.  
Osgood, IN 47037-8507

**Food Service Contact**

Mrs. Arden Devers  
Head Cook  
(812) 689-4643

Month of Review: February 2025  
Date of Onsite Review: April 2, 2025

**Meal Components & Quantities - Jac-Cen-Del Jr-Sr High School (7193)**

*406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served*

**Finding 9000: Grade Group Meal Pattern**

When the school is serving multiple menus and/or grade groups, it has not structured the meal service to meet the specific meal pattern requirements for each menu type and/or age/ grade group being served.

During the review of menus for the school, it was determined that one menu is planned for all grade groupings that includes the same portion sizes. The school must begin to use the 6-8 menu pattern and the 9-12 menu pattern for lunch. These menu pattern requirements do not overlap. The 9-12 grade grouping requires larger portion sizes, an increased amount of calories, and sodium.

**Corrective Action:**

**For corrective action, the meal planner will be required to develop menus that meet all grade grouping requirements. Please provide documentation of how the menu planning has been changed to meet all requirements set forth by USDA. Additionally, provide one week of completed production records for 6-8 and 9-12 lunch meal service.**

**Technical Assistance:**

Technical assistance was provided by reviewing the meal pattern. Reviewers recommended limiting the number of grains for the lower grade group to help with the weekly dietary specifications.

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Technical Assistance: Child Nutrition Labels/Product Formulation Statements**

Child Nutrition (CN) labels or the Product Formulation Statements (PFS) were not available for some entrees when the onsite review started. This documentation is necessary to determine how the food items credit for the meat/meat alternate component and possibly the grain component. During the onsite review, the FSD was able to provide the documentation, so the meal certification could be validated. It is recommended that the food service department have a file for each entree with the most recent CN label or a PFS.

*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 records were incomplete, and the portion size reported on the production record did not correspond accurately with the recorded crediting.

**Corrective Action:**

**For corrective action, please complete the following to the State Agency:**

- Submit completed (breakfast and/or lunch) production records for one week from the reviewed sites.**
- Provide an updated production record showing all required data is included.**
- Complete production record training in Moodle and submit training certificates showing completion of the training. IDOE Moodle <https://moodle.doe.in.gov/>**



**SNP Administrative Review Findings**  
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**Jac-Cen-Del Community School Corp (6900)**

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

**Finding 10171: Standardized Recipes**

Standardized recipes were not available for the following recipes: Chicken Alfredo.

**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:**

Schools must make sure recipes are standardized. Standardized recipes produce the same yield, serving size, and number of servings every time the recipe is followed as written. Standardizing recipes is the only way a school can guarantee students are getting the correct portion to meet their daily and weekly meal pattern requirements. A standardized recipe template with instructions can be found here: <https://drive.google.com/file/d/1BHYXAAlaAcY1oFfepyCFJjY2-fOYGT0r/view?usp=sharing>.

**General Program Compliance - Jac-Cen-Del Jr-Sr High School (7193)**

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

**Finding 9000: Foods sold to students not compliant with Smart Snacks standards.**

Some foods sold to students during the school day, including foods in the vending machine, did not meet Smart Snacks standards.

**Corrective Action:**

The SFA should continue to use the Smart Snack Calculator to check for compliance. The FSD immediately removed the food items that were not Smart Snack compliant. **No further action is required.**

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

**Finding 9161: Beverages sold in the school do not meet Smart Snack requirements for the youngest age/grade group enrolled.**

The school has grades 7-12 for enrollment. Beverages sold in a school with mixed grades must meet the Smart Snacks standards for the youngest age/grade group enrolled. The school was not compliant with this requirement at the time of the on-site visit. The vending machines with drinks contain diet soda.

**Corrective Action:**

**Beverages not meeting the Smart Snack standards for grades 7-12 must be removed from the vending machines or turn off the machines during the school day, as defined as 12 midnight to 30 minutes after the end of the official school day. For corrective action, submit a picture of the vending machines in compliance.**