



SNP Administrative Review Findings
Program Year 2026

Manchester Community Schools (8045)

Manchester Community Schools (8045)

404 W 9th St
North Manchester, IN 46962-1107

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: January 2026

Commendations

- * On the day of review, the food service staff interacted with the children and took pride in serving their students and teachers.

Technical Assistance

- * Breakfast participation was very low at the reviewed school. The State agency suggested ways to increase participation. A few of these suggestions included: breakfast after the bell, breakfast in the classroom, and surveying students to see what they would prefer for breakfast.
- * It was observed during the on-site visit that the dish machine was broken and had been for several weeks. This led to an overhaul of the entire kitchen schedule, including food preparation. Foods were cooked and held longer than normal to allow time for washing dishes by hand in a three-compartment sink, leading to less-than-ideal food quality for the students that have lunch scheduled later in the day.
- * Share table practices were discussed with the food service director and food service staff, including implementing a share table at breakfast and proper storage.
- * It was noted on the site information sheet in CNPWeb that Head Start meals were claimed for reimbursement. After discussing with the FSD, it was determined that Head Start meals were just vended to an outside organization. Head Start was removed from the site information sheet.
- * The State agency suggested having monthly manager meetings. There is a need within the corporation to share knowledge and support one another. All site managers could benefit greatly from more guidance and additional training.

Verification - Manchester Community Schools (8045)

215. SFA completed verification by November 15

Finding 9000: Verification

Income was not determined correctly from payroll documentation during Verification. Net income was used instead of gross income when determining eligibility.

Corrective Action:

The SFA will complete Verification training and submit their training certificate as corrective action.

Technical Assistance:

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



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215. SFA completed verification by November 15

Finding 9048: Verification not completed by November 15.

For the current school year, the SFA did not complete its Verification process prior to November 15. The State agency did not approve an extension that would have allowed the SFA to complete its Verification process by December 15.

Corrective Action:

For corrective action, the SFA must submit, in writing, how they will ensure Verification will be completed each year by November 15th.

Technical Assistance:

Technical assistance was provided to the SFA during the onsite review. The difference between verify for cause and verification was discussed with the SFA. The verification process was explained, and resources were provided. Guides and resources for the verification process are available at the following link - [https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/#Annual Traditional Verification](https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/#Annual%20Traditional%20Verification).

Meal Counting & Claiming - Manchester Community Schools (8045)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 10150: Delinquent Funds and Bad Debt Policy

The local school meal charging / bad debt policy is not followed as written. Additionally, the corporation has a large number of negative accounts.

Corrective Action:

Policies regarding the collection of unpaid meal charges must be included in the written meal charge policy that is required of all SFAs participating in the Federal school meal programs no later than July 1, 2017 (see SP-46, Local Meal Charge Policies, July 8, 2016). It is up to the district to determine at what point the debt will be considered uncollectable and reclassified as bad debt. All districts are required to have a Bad Debt Policy.

For corrective action, complete the following:

- a) Provide to the State agency an updated meal charge policy that addresses the collection of delinquent funds and a policy for bad debt. The policy must state that the loss will not be absorbed by the non-profit school foodservice account and will be restored using non-federal funds.
- b) Once the school's bad debt definition has been determined, the SFA must evaluate all negative student and adult meal debt, current and inactive, determine what is unrecoverable, and restore funds in that amount to the non-profit school foodservice account. Proof of calculations and restoration must be provided to the State Agency.

Technical Assistance:

Please utilize the following charge policy development checklists to ensure a comprehensive policy is developed:
<https://ospi.k12.wa.us/sites/default/files/2023-08/mealchargepolicychecklist.pdf>.

Unpaid meal charges, like any other money owed to the NSFS, are considered "delinquent debt" when payment is overdue, as defined by state or local policies. When local officials determine that further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt." Further guidance for unpaid meal charges and clarification on the collection of delinquent meal payments can be found here: <https://www.fns.usda.gov/cn/unpaid-meal-charges-clarification-collection-delinquent-meal-payments>.

Additionally, the SFA should ensure written procedures are followed when using donated funds.



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Resource Management Comprehensive Review - Manchester Community Schools (8045)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 9000: Non-Program Food Revenue Tool

The non-program food revenue tool did not contain food cost or revenue of adult meals. Additionally, only totals from the reviewed school were used in the 5-day reference period. The non-program food revenue tool must be assessed using information from the entire school corporation.

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool for all schools within the corporation. Please submit the non-program food revenue tool with documentation to support the figures used.

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link: <https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRYQB/edit#gid=1454493429>. Additional guidance can be found at the following link: [https://www.in.gov/doe/nutrition/financial-management/#Revenue from Non Program Foods](https://www.in.gov/doe/nutrition/financial-management/#Revenue%20from%20Non%20Program%20Foods).

General Program Compliance - Manchester Community Schools (8045)

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-Foodservice Staff Training

At the time of the review, non-food service employees who were responsible for duties related to program requirements had not received training, specifically those that operated the After School Snack Program (ASSP).

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. For corrective action, explain how the SFA will ensure requirements will be met each year. For employees identified as needing training during the review, provide proof of training, such as certificates or an agenda with topics covered, including attendee names and signatures.

Technical Assistance:

Training courses are available on Moodle - <https://moodle.doe.in.gov/>. Additional training resources can be found here - <https://www.in.gov/doe/nutrition/trainings/>.

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 Program Year 2026

Manchester Community Schools (8045)

Manchester Intermediate School (8645)

404 W 9th St
North Manchester, IN 46962-1107

Food Service Contact

Mrs. Jennifer Haywood
Head Cook
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Month of Review: January 2026

Date of Onsite Review: April 16, 2026

Other Federal Programs - Manchester Intermediate School (8645)

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance - After School Snack Program

The menu for the After School Snack Program (ASSP) is very limited, including only a graham snack and an orange or juice each day. While the menu is compliant with meal pattern guidelines, it lacks variety. The sponsor should strive to diversify the menu.

Meal Components & Quantities - Manchester Intermediate School (8645)

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

Technical Assistance - Substitutions

When vegetable substitutions are made, it is a best practice to substitute a vegetable from within the same sub-group. Otherwise, the weekly menu must be re-evaluated to ensure all vegetable sub-groups meet the weekly requirement.

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

Technical Assistance - Vegetable Sub-Groups

The menu must be planned to meet all vegetable sub-group requirements. If any vegetable planned is only available with a specific entree, that vegetable should not be credited toward the weekly requirement, as only the students that select that specific entree have the ability to select that vegetable (for example: calzone with marinara sauce).

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 the total number of meals served is tracked incorrectly. Missing information included: number of servings sold to adults and a la carte.

Corrective Action:

As corrective action, please provide an updated production record template showing all required data is included. Additionally, the SFA will complete production record training in Moodle and submit the training certificate.

Technical Assistance:

The school was 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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500. Day of Review- Offer vs. Serve was properly implemented

Technical Assistance - OVS Fruit and Vegetable Serving

With OVS, students must always be allowed to select the full component portion size. During observation, students were only able to select a combination of three - 1/2c servings of fruits and vegetables. This would be compliant if allowing two vegetable servings and one fruit serving. However, if the student selected two fruit servings and one vegetable serving, they would be unable to select the full vegetable serving size.

Dietary Specifications - Manchester Intermediate School (8645)

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served. How is the SFA working towards transitional standards for sodium? Add sugar limit technical assistance here.

Technical Assistance- School Nutrition Standards

USDA Final Rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans has established added sugar limits for the following products served in the School Nutrition Programs effective July 1, 2025: breakfast cereals, yogurt, and flavored milk. Weekly added sugar limits are to be implemented beginning July 1, 2027.

Additional information and updates to school nutrition standards can be found at the following link:

<https://www.fns.usda.gov/cn/school-nutrition-standards-updates>.

The SFA is responsible for ensuring all cereal, yogurt, and milk meet the added sugar guidelines.

General Program Compliance - Manchester Intermediate School (8645)

1104. Foods sold to students meet Smart Snacks standards

Technical Assistance - Smart Snack Calculator

While on-site for meal observation, the State agency trained the site manager to use the Smart Snacks calculator.

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

Finding 9150: Storage Violations

The following storage violations were observed during the onsite review: milk cooler was soiled with spilled milk and debris.

Corrective Action:

As corrective action, staff immediately cleaned the milk cooler as soon as meal service was completed on the day of review. No further action is required.

Technical Assistance:

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.