INDIANA DEPARTMENT *of* EDUCATION

SNP Administrative Review Findings

Monroe-Gregg School District (5900)

Program Year 2026

Monroe-Gregg School District (5900)
135 S. Chestnut Street
Monrovia, IN 46157-1023

No. of Sites / Reviewed: 2 / 1
Month of Review: March 2026

Food Service Contact
Ms. Sarah Wagner
SFA Food Service Director
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FSMC: Taher, Inc.

Executive Contact
Mr. Trent Provo
Superintendent
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Commendations

* It was observed on the day of review that fingerprint scanners are used for meal claiming during meal services.
* The documents for the review were organized, prepared, and filed in an orderly manner.
* The annual professional standards hours for the director have been completed and exceed minimum requirements.
* The food safety plan is very thorough, and practices are implemented well during meal services.
* A large operations schedule poster is posted in the kitchen detailing cleaning, prepping, and stocking.

Certification and Benefit Issuance - Monroe-Gregg School District (5900)

126. Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.

Finding 9901: Selected applications correctly approved
One application was certified incorrectly. One student was receiving free benefits based on case number, but benefits have expired. The student should be reduced based on income. The error rate was less than 3% and did not result in fiscal action calculations.

Corrective Action:
Corrections must be made to certification errors, and the households must be sent a letter notifying of the change in eligibility.
As additional corrective action, complete and provide the following:
-Provide documentation that corrected benefits have been updated at point of sale.
-Provide copies of benefit change notification letters sent to households.

Technical Assistance:
Errors were reviewed with the official determining the day of review.

Verification - Monroe-Gregg School District (5900)

209. Verified applications were properly selected, correctly replaced (if necessary), and correctly verified

Finding 9042: Selected applications not verified correctly.
Based on the verified applications selected for review, the post-verification determination was incorrect for one or more applications.
-Tax return was used instead of pay stubs.

Corrective Action:
For corrective action, complete the following:
-Complete the Verification training in Moodle and submit a copy of the training certificate as proof of completion.

Technical Assistance:
Verification How To Fact Sheet: https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit?tab=t.0
Moodle- https://moodle.doe.in.gov/.

Resource Management Comprehensive Review - Monroe-Gregg School District (5900)

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

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio
The SFA did not assess its compliance with the requirements for revenue from non-program foods.

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. 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.

General Program Compliance - Monroe-Gregg School District (5900)

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

Finding 10137: Wellness Policy Requirements *Repeat Finding
The local school wellness policy does not contain the minimum required elements. The following elements are missing: nutrition education and other activities goals.

Corrective Action:
As corrective action, the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be provided as corrective action.

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

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance: School Breakfast Outreach

Schools should send reminders regarding the availability of the SBP multiple times throughout the school year, including the price, location, and/or meal service time. USDA Policy SP 40 - 2011 Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program is available at the following link: https://fns-prod.azureedge.us/sites/default/files/cn/SP40-2011os.pdf.

Monrovia Elementary School (6323)
135 S. Chestnut Street
Monrovia, IN 46157-1023

Food Service Contact
Ms. Alexa Beltz
Food Service Director
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Month of Review: March 2026
Date of Onsite Review: April 15, 2026

Meal Counting & Claiming - Monrovia Elementary School (6323)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.
The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The problem is considered non-systemic because the contributing factors are unusual, not part of the normal operating procedure, and the system does not require changes to achieve accurate results. The review period resulted in an underclaim for breakfast due to a clerical issue entering the same number of paid meals for free as well.

Corrective Action:
The SFA has updated the claim to reflect accurate breakfast counts. As corrective action, a double-check procedure must be developed and submitted to the state agency. The procedure must be implemented prior to submitting each claim for reimbursement. Each person checking the meal counts must sign and date the consolidation sheet to indicate the counts have been checked and are accurate.

Technical Assistance:
This was discussed with the SFA on the day of review.

Meal Components & Quantities - Monrovia Elementary School (6323)

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: items for field trip meals are not documented on production records. Additionally, the field trip meal vegetable component is insufficient and contains only 1/2 cup of vegetable.

Corrective Action:
As corrective action, please provide an updated production record template showing a section for field trip meals. Additionally, the field trip fact sheet must be reviewed, signed, and submitted to the State agency as proof of acknowledgement.

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 field trip fact sheet can be found here:
https://docs.google.com/document/d/1qoe3DiGW5w_1MEID1G3qmZinQn4bc4K6W89I7ms3R40/edit?tab=t.0#heading=h.pz0cbk509kz7.

Dietary Specifications - Monrovia Elementary School (6323)

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.

General Program Compliance - Monrovia Elementary School (6323)

1411. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance: USDA Buy American Provision

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.