



SNP Administrative Review Findings
Program Year 2026

New Palestine Community Schools (3115)

New Palestine Community Schools (3115)

4711 S. 500 West
New Palestine, IN 46163-0000

No. of Sites / Reviewed: 6 / 2
Month of Review: March 2026

Food Service Contact

Mrs. Sarah Gizzi
Director of Finance
(317) 861-4463
sgizzi@newpal.k12.in.us
FSMC: Aramark

Executive Contact

Dr. Gina Pleak
Superintendent
(317) 861-4463
gpleak@newpal.k12.in.us

Commendations

- * The School Food Authority's (SFA) verification process was completed with accurate procedures, detailed notes, and accurate results.
- * Staff at both reviewed schools knew how to properly conduct offer vs. serve (OVS).
- * At each reviewed school, the food was presented beautifully, with most items individually wrapped. The display created an inviting selection.
- * Food service staff at both schools created an enjoyable lunch atmosphere for students. At one school, an adult moved from table to table playing a game with students. At the other, an adult played games and talked with students as a whole group. In both places, students appear to genuinely enjoy lunch time, likely because of this added fun.

Technical Assistance

- * Children are eligible for free or reduced-price meal benefits on the date the eligibility is determined; however, Local Educational Agencies (LEA) may apply for the Effective Date Waiver which allows some flexibility when applying the effective date of eligibility. Additional details and how to apply for the waiver can be found at <https://www.in.gov/doe/nutrition/free-and-reduced-information/effective-date-waiver/>.

Certification and Benefit Issuance - New Palestine Community Schools (3115)

140. Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates

Finding 9032: Direct Certification – updates to Benefits Issuance

The SFA did not make a timely change to the benefit issuance document upon receipt of direct certification updates. One household was not updated. The reduced direct cert to free direct cert change occurred on March 1, 2026.

Corrective Action:

Corrections must be made to certification errors, and the households must be sent a letter notifying them of the change in eligibility.

For additional corrective action, complete and provide the following:

- Provide documentation that corrected benefits have been updated at the point of sale within the correct timeframe.
- Provide copies of benefit change notification letters sent to households.
- The households that were overcharged for breakfast and lunch must be refunded to the date the free or reduced benefit should have been effective. Provide documentation of the refund and transaction history to support the amount determined for each student.
- Complete Free and Reduced application processing training in Moodle and submit the training certificate to the State Agency.

Technical Assistance:

To complete training in Moodle, please visit <https://moodle.doe.in.gov/>. More information and resources regarding direct certification can be found here - <https://www.in.gov/doe/nutrition/free-and-reduced-information/direct-certification/>.



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New Palestine Community Schools (3115)

General Program Compliance - New Palestine Community Schools (3115)

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>.

1501. Records have been retained for five years

Technical Assistance-Unpaid Debt Policy

A SFA's unpaid debt policy must include a timeframe indicating how often the district makes payments on unpaid amounts. The SFA may determine the frequency, but it must establish a clear timeline for assessing bad debt and repaying the NSFSA using nonfederal funds. For more information on bad debt and unpaid school meals, visit the SNP page on the Indiana Department of Education website: https://www.in.gov/doe/nutrition/financial-management/#Meal_Charge_Procedures.

1501. Records have been retained for five years

Finding 9000: Unpaid Meals Policy

The SFA's current Unpaid Meals Policy is not being followed because students are not being served an alternate meal. The alternate meal is a peanut butter and jelly uncrustable; however, it is not cost-effective to serve, yet no substitute meal is being provided.

Corrective Action:

The Unpaid Meals Policy must be followed or updated to reflect a practice that the SFA is willing to implement. Additionally, if a meal alternative is used, a more cost-effective meal option should be offered. After the update, district staff must be trained on the revised policy. For corrective action, submit the revised policy with staff signatures and dates confirming full understanding of the new requirements.

Technical Assistance:

For more information on bad debt and unpaid school meals, visit the SNP page on the Indiana Department of Education website: https://www.in.gov/doe/nutrition/financial-management/#Meal_Charge_Procedures.



SNP Administrative Review Findings
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New Palestine Community Schools (3115)

Brandywine Elementary School (2563) Food Service Contact

4711 S. 500 West
New Palestine, IN 46163-0000

Mrs. Pamela Harrison
Kitchen Manager
(317) 462-7396

Month of Review: March 2026

Date of Onsite Review: April 22, 2026

No Findings during Lunch Site 2563 Review



SNP Administrative Review Findings
Program Year 2026

New Palestine Community Schools (3115)

Sugar Creek Elementary (2567)

4711 S. 500 West
New Palestine, IN 46163-0000

Food Service Contact

Mrs. Tara Mattingly
Kitchen Manager
(317) 861-6747

Month of Review: March 2026

Date of Onsite Review: April 21, 2026

Meal Components & Quantities - Sugar Creek Elementary (2567)

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 - Dietary Substitutions

Food substitutions and/or other reasonable modifications to a student's meal may be necessary to meet the dietary needs of students who meet the USDA definition of a disability, such as food intolerance, allergy, or other medical condition. A medical statement signed by a licensed medical authority may be required to accommodate a special dietary need and ensure a student is accommodated safely and properly. Milk-substitution requests should be accommodated with an acceptable milk alternative. Juice cannot be substituted for milk unless instructed to do so by a medical prescription signed by a licensed medical authority, and the information is retained on file. For the form and guidance regarding acceptable milk substitutions, go here: <https://www.in.gov/doe/nutrition/special-dietary-needs/#Milk>