INDIANA
DEPARTMENT *of*
EDUCATION

SNP Administrative Review Findings

North White School Corp (8515)

Program Year 2026

North White School Corp (8515)
305 E. Broadway Street
Monon, IN 47959-8128

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No. of Sites / Reviewed: 3 / 2
Month of Review: October 2025

Commendations

* All requested review documents were organized according to the preparation check list and were readily available for the review. This made the process very efficient.
* The kitchen manager at the elementary school was helpful and knowledgeable. The manager asked great questions and was eager to learn to do things correctly.
* The staff at the high school had a great rapport with the students and were willing to learn program requirements.

Technical Assistance

* The most current health department inspection must be in a visible location for the public to view. It is recommended that the inspection be moved from behind the line and be posted in the cafeteria. Additionally, nothing should be covering the posted health inspection.
* Currently, juice is being served daily at breakfast. While 100% juice can be part of a healthy diet, offering it too frequently may limit opportunities for students to consume whole fruits, which provide additional fiber and nutrients.
* Offer versus serve signage on the serving line is currently not prominently displayed. This may cause confusion for students selecting required meal components. Please ensure it is visible for all students receiving a reimbursable meal.
* A monthly menu is not currently displayed in the cafeteria for students and staff to view. Without visible menu information, students may be less prepared to make meal selections, and staff may not be aware of meal options.
* A reimbursable salad bar is offered twice a month. Although this is a great option, the salad bar needs to be placed in a different location, so the point-of-sale occurs after the student receives the reimbursable meal. During the onsite review, the State agency and school food authority discussed a few alternatives to try.
* The State agency recommends the school food authority incorporates more fresh vegetables into the daily menu. Encourage the use of seasonal produce to enhance flavor, nutrition, and visual appeal.

Meal Counting & Claiming - North White School Corp (8515)

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

Finding 10168: Edit Check Attendance Factor
The attendance factor used for the daily was incorrect in the daily edit check.

Corrective Action:
The free, reduced price, and paid lunch counts must be compared to the number of attendance adjusted eligible students as part of conducting the daily edit check. As corrective action, submit the most recently completed edit check showing the correct attendance factor has been used.

Technical Assistance:
As a reminder, there must be an acceptable explanation for each day the free/reduced price/paid lunch count was greater than the number of attendance adjusted free/reduced price/paid eligible students, respectively.

Resource Management Comprehensive Review - North White School Corp (8515)

767. Nonprogram Revenue and Food Cost Ratio

Finding 10174: Revenue ratio was less than its food cost ratio.
The SFA found that its revenue ratio was less than its food cost ratio and did not take action to adequately resolve the deficit.

Corrective Action:
The SFA must take additional steps to ensure compliance with non-program food revenue requirements. Such steps may include:
• sufficiently increase non-program food prices,
• add sufficient funds to the SFA's non-profit school food service account,
• and/or take other actions to adequately resolve the problem.

For corrective action, please explain what actions have been taken to ensure compliance with non-program food revenue. Additionally, provide to the State agency documentation of the actions, such as:
• point-of-sale price listing showing a la carte price increases,
• deposit of non-federal funds and plans to regularly maintain the non-federal fund contribution to the non-profit school foodservice account,
• and an updated non-program food revenue tool showing compliance as a result of increased prices or the addition of non-federal funds.

Technical Assistance:
USDA non-program food revenue guidance can be found at the following websites: https://www.in.gov/doe/files/sp20-2016s-non-program-food-guidance.pdf; https://fns-prod.azureedge.us/sites/default/files/cn/SP39-2011r.pdf

General Program Compliance - North White School Corp (8515)

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

Finding 10138: Wellness Policy Communication
The SFA has not annually informed and updated parents, students, staff, and the community about the content of the local wellness policy.

Corrective Action:
As corrective action, provide documentation showing the local school wellness policy has been communicated to the school community.

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

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. The review and update of the local school wellness policy did not include stakeholders, and potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy. 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 assessment and updated wellness policy must be submitted to the State Agency.
-The LEA must permit participation by the general 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.
-Provide the State agency with a list of all wellness committee members.

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: the current food safety plan is not site specific and does not contain a kitchen equipment inventory or list of staff.

Corrective Action:
As corrective action, please provide an updated food safety plan for each school, making sure each one is site specific.

Technical Assistance:
Food safety guidance can be found at the following webpage - https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information.

North White Elementary (9119)
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Month of Review: October 2025
Date of Onsite Review: November 12, 2025

Other Federal Programs - North White Elementary (9119)

4. Validate snack counts – snacks properly counted and claimed?

Finding 9221: Snacks are not being properly counted and claimed.
The snack counts claimed for reimbursement for the review period and day of review could not be validated. The same number of snack meals were claimed each day for the review period. It was determined that meals were not counted at the point of service. After School Snack Program meals will be disallowed for the months of September and October 2025. Additionally, day of review snacks will be disallowed.

Corrective Action:
As corrective action, the sponsor must complete the following:

1) The sponsor must create and submit a written standard operating procedure for snack meal counting.
2) Provide the State agency with one month of snack meal count sheets for North White Elementary School.
3) The manager and any staff involved with the ASSP are required to take the ASSP Moodle training and provide certificates upon completion.

Technical Assistance:
The SFA must maintain documentation to support the number of snacks it serves daily and claims for reimbursement. After School Snack Program training can be found at the following website - https://moodle.doe.in.gov/.

5. On-site observation – Snack counts reasonable, Meal Service operation compliant?

Finding 9223: As observed on the Day of Review, the snack meal service operation was not in compliance with all program requirements.
Program requirements were not met: the school food authority did not maintain production records for the After School Snack Program (ASSP).

Corrective Action:
For corrective action, develop a procedure for creating and completing your ASSP production records. Submit your new procedure as well as one month of completed snack production records to the State agency.

Technical Assistance:
The SFAs snack orders, delivery records, and production records must support the number of snacks it claims for reimbursement. After School Snack Program guidance can be found at the following webpage - https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.

North White High School (9135)
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Monon, IN 47959-8128

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Month of Review: October 2025
Date of Onsite Review: November 12, 2025

Meal Components & Quantities - North White High School (9135)

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

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.
As observed on the Day of Review, signage explaining what constitutes a reimbursable breakfast is not identified near or at the beginning of the meal service line(s).

Corrective Action:
Please purchase or copy breakfast meal pattern signage and place near serving line where all students can see and send a picture to State agency. Send proof of completion to the State agency.

Technical Assistance:
Signage resources can be found at the following webpage: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Signage_for_Identifying_a_Reimbursable_Meal.

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

Finding 10171: Standardized Recipes
Standardized recipes are not being used for all menu items containing two or more ingredients.

Corrective Action:
As corrective action, standardized recipes must be developed for all menu items containing two or more ingredients. Submit copies of completed recipes to the State agency.

Technical Assistance:
A standardized recipe template with instructions can be found here:
https://drive.google.com/drive/folders/1TogadACpRuCsyZRu2doy9-9TDKwpKn8K.

General Program Compliance - North White High School (9135)

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 products out of the original boxes without date markings.

Corrective Action:
As corrective action, all high school staff are required to be trained on FIFO and date marking. Additionally, provide the State agency with a dated training agenda and sign-in sheet as proof that staff were trained.