



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

**Purdue Polytechnic High School (9015)**

**Purdue Polytechnic High School (9015)**

3029 E Washington St  
Indianapolis, IN 46201-4279

No. of Sites / Reviewed: 3 / 1  
Month of Review: February 2025

**Food Service Contact**

Ms. Shana Cash  
Director of Health & Wellness  
(317) 832-1200  
scash@pphs.purdue.edu  
FSMC: Indianapolis Public Schools

**Executive Contact**

Mrs. Shatoya Ward  
Chief of School Operations  
(317) 832-1200  
sward@pphs.purdue.edu

**Commendations**

- \* All nutrition staff have met their training hours prior to school starting due to a boot camp training that is completed at the beginning of the school year. Training is over the span of 4 days and goes over various topics related to school nutrition in great detail.
- \* The school proactively sends home a meal modification request requiring parent signature and medical statement at the beginning of the school year.
- \* A flyer is sent to promote joining the wellness committee to involve community members.
- \* The staff are very friendly and greet the children in the morning promoting the breakfast verbally.

**General Program Compliance - Purdue Polytechnic High School (9015)**

810. *The USDA non-discrimination statement is on appropriate Program materials*

**Finding 10125: Non-compliance with the USDA non-discrimination statement**

The USDA non-discrimination statement was missing on program materials. There was no statement included in the CEP notification.

**Corrective Action:**

The full nondiscrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. **As corrective action, please update the following program materials with the correct non-discrimination statement: CEP notification. Submit a copy of the updated resource(s) to the State Agency.**

**Technical Assistance:**

The most currently linked non-discrimination statement can be found on the following webpage: <https://www.usda.gov/non-discrimination-statement>. Please review the school nutrition weekly newsletter regularly should there be any updates.

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

**Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually**

At the time of the review, non-food service employees conducting duties related to program requirements had not been trained. One employee who does the South Bend on-site monitoring had not been trained in program requirements or civil rights.

**Corrective Action:**

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

**Technical Assistance:**

Technical assistance was provided on the day of the review.



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

**Purdue Polytechnic High School (9015)**

*1500. Reports are submitted to the Indiana Department of Education as required*

**Technical Assistance: Additional Sites**

The sponsor must update their application and add an additional site for the Lab Micro School since this is an off-campus site from the high school. The request to add the site can be completed through the CNPweb help form:

[https://docs.google.com/forms/d/e/1FAIpQLSezVj5ChfF4qExYoZ8C72gkXnvTkZVFIKAZe\\_zoHDtcC70U\\_A/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSezVj5ChfF4qExYoZ8C72gkXnvTkZVFIKAZe_zoHDtcC70U_A/viewform?usp=sf_link).

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

**Finding 9009: SFSP Outreach**

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State Agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement. The current flyer used for promotion only included one of the SUN Bucks feeding options and did not include SFSP free summer feeding information.

**Corrective Action:**

The SFA agrees to conduct outreach at the end of each school year. The State Agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites. **As corrective action, the director must review the USDA Policy Memo SP 07-2014 referenced in the technical assistance section below. Submit a signed copy of the memo to the state agency as proof that the memo was reviewed.**

**Technical Assistance:**

USDA Policy Memo SP 07-2014, SFSP 07-2014 Expanding Awareness and Access to Summer Meals can be read at the following link: [https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07\\_SFSP07-2014os.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07_SFSP07-2014os.pdf).



## SNP Administrative Review Findings

## Purdue Polytechnic High School (9015)

### Program Year 2025

#### Purdue Polytechnic High School (4271)

3029 E Washington St  
Indianapolis, IN 46201-4279

#### Food Service Contact

Ms. Shana Cash  
Director of Health & Wellness  
(317) 832-1200

Month of Review: February 2025

### Meal Counting & Claiming - Purdue Polytechnic High School (4271)

318. *Day of Review- each meal service line provides an accurate count by eligibility category at the point of service*

#### Technical Assistance: Meal Counting

During the review, a student ambassador was taking meal counts for the Lab Micro School site. Meal counts must be taken by trained program staff.

321. *Review Period meal counts are reasonable compared to Day of Review meal counts*

#### Technical Assistance: Edit Check

It is advised to check with the POS system to set up edit check capabilities.

### Meal Components & Quantities - Purdue Polytechnic High School (4271)

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

#### Technical Assistance: Meal Components & Quantities

A scooper must be used for lettuce and leafy green veggies to ensure students take the correct portions.

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

#### Finding 9000: Offer vs, Serve for High School Lunch

At the Lab Micro School site, OVS is not utilized for lunch as required for grades 9-12.

#### Corrective Action:

OVS must be implemented for high school lunch. **As corrective action, the SFA must explain how the pre-order service will be updated to allow students to decline one or two food components they do not intend to eat. Submit a copy of the pre-order form to the State agency as documentation.**

#### Technical Assistance:

This was discussed in detail and technical assistance was provided.

### General Program Compliance - Purdue Polytechnic High School (4271)

901. *On-site monitoring review(s) were completed prior to February 1*

#### Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.

Onsite monitoring for the South Bend location was completed on February 6, 2025. The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension.



## SNP Administrative Review Findings

## Purdue Polytechnic High School (9015)

### Program Year 2025

#### Corrective Action:

As corrective action, please create a standard operating procedure detailing a timeline for site monitoring next year to ensure all monitoring is completed before February 1.

#### Technical Assistance:

Technical assistance was provided on the day of the review.

902. Corrective action required as a result of the on-site monitoring review was sufficient and follow-up was conducted within 45 days to ensure implementation of corrective action assigned.

#### Finding 9107: Follow up review not conducted to ensure corrective action was implemented for errors identified in the school's meal counting and claiming procedures.

Onsite monitoring corrective action and follow-up for the Englewood location were not documented. An on-site follow-up review was not conducted within 45 days to ensure that corrective action was implemented.

#### Corrective Action:

As corrective action, please conduct a follow up site review for Englewood location to ensure that corrective action has been corrected and addressed. Submit to the state agency as documentation.

#### Technical Assistance:

Technical assistance was provided during the review.

1404. A copy of the written food safety plan is site-specific and available on-site

#### Finding 9145: Food safety plan was not available at the reviewed school

The reviewed school (Lab School) did not have a copy of the written food safety plan. Since cooking is not performed at the site, the Lab School will need a modified version of the plan.

#### Corrective Action:

As corrective action, each site must have a physical copy of a site-specific food safety plan available. Confirm the date that the plan was provided to the site.

#### Technical Assistance:

Technical assistance was provided during the review.

1406. The most recent food safety inspection report is posted in a publicly visible location

#### Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location (Lab Site).

#### Corrective Action:

As corrective action, post a copy of the most recent inspection and confirm the date it was posted.

#### Technical Assistance:

Technical assistance was provided during the review.

1407. SFA written food safety plan is implemented

#### Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles were not observed: refrigerator and freezer temperatures were not adequately monitored, and food storage areas were unclean.

#### Corrective Action:

As corrective action, all food service staff must complete the food safety training in Moodle and submit certificate to the state agency as documentation. IDOE Moodle <https://moodle.doe.in.gov/>

#### Technical Assistance:

Technical assistance was provided on the day of the review.



---

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

**Purdue Polytechnic High School (9015)**

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

**Technical Assistance: USDA Buy American 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/buy-american-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%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.