INDIANA
DEPARTMENT *of*
EDUCATION

Scott County School District #2 (7255)
375 East McClain Avenue
Scottsburg, IN 47170-1748

Food Service Contact
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FSMC: Opaa!

Executive Contact
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No. of Sites / Reviewed: 6 / 2
Month of Review: October 2025

Commendations

* Scratch cooking is implemented for some menu items at all sites, for both breakfast and lunch.
* The food service staff interacted positively with the children and knew many children by name.

Technical Assistance

* Fruit quantity for each reimbursable meal should be limited to the amount planned by the menu planner. Students should not be allowed to take three, four, five or more 1/2 cup portions of fruit, unless they are paying for the extra portions as a la carte.

Meal Counting & Claiming - Scott County School District #2 (7255)

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

Technical Assistance - Meal Charge Policy

The SFA started operating under the Community Eligibility Provision (CEP) Program Year 2026; however, a review of the written meal charge policy indicated it was developed for traditional claiming and does not fully reflect CEP operations. Technical assistance was provided, recommending that the SFA update the written meal charge policy to align with current CEP practices. This includes clearly outlined procedures for a la carte and adult meals, as these items are not reimbursable under CEP and must be appropriately charged and accounted for. The SFA is reminded that written policies should reflect current program operations and be communicated consistently to households and staff.

Resource Management Comprehensive Review - Scott County School District #2 (7255)

755. Allowable Costs

Finding 9000: Student Debt
The bad debt policy states that debt is considered uncollectible after 1 year; however, a review of account records showed that student debt older than one year remains outstanding and has not been written off or otherwise addressed in accordance with the established policy.

Corrective Action:
The SFA must identify all student (active and inactive) meal debt that meets the definition of uncollectible according to the approved bad debt policy. The total amount of uncollectible debt must be restored to the nonprofit school foodservice account (NSFSA) using non-federal funds. **For corrective action, the SFA must submit a copy of the restoration, along with the supporting documentation used to determine the uncollectible amount to the State agency.**

Technical Assistance:
The SFA was reminded that its written bad debt policy must be followed consistently. Student meal debt identified as uncollectible according to the SFA's policy should be properly written off and accounted for using non-federal funds. It is recommended to regularly review aging accounts to ensure student debt is addressed within established timeframes and to update procedures as needed to maintain compliance.

757. Allowable Costs Test

Finding 9000: Meal Equivalency Factor
The Food Service Management Company (FSMC) applied an incorrect meal equivalency factor (MEF) to bills sent to the SFA for the 2025 program year, resulting in an overcharge.

Corrective Action:
The SFA provided documentation showing a $1,353.19 credit on the September 2025 FSMC bill for MEF. Additionally, the

reviewers confirmed that the FSMC has applied the correct MEF for the October 2025 billing. **Therefore, additional corrective action is not required**.

Technical Assistance:
The SFA is responsible for overseeing the FSMC and ensuring that all itemized invoices are reviewed for accuracy prior to payment. This includes verifying that the correct price per meal and MEF are applied in accordance with the contract and program requirements. Ongoing invoice review will help ensure charges are accurate and prevent future billing errors.

757. Allowable Costs Test

Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.
The State agency reviewed a sample representing 10% of expenses charged to the nonprofit school food service account (NSFSA) for the program year 2025, using the SFA's detailed general ledger. The review identified questioned costs charged to the Fund 0800.

-Food and supplies were purchased for the family and consumer science class but were charged 0800.
-Labor was charged directly to 0800 for the ECA District Treasurer/Food Service Director based on a percentage (50% of salary). No supporting documentation was used to determine the percentage, such as a time study or time-and-effort log.

Corrective Action:
The SFA must restore to the NSFSA all unallowable and unsupported costs identified during the review, using non-federal dollars. **For corrective action, submit documentation of the restoration to the 0800 using non-federal sources. Additionally, please create a standard operating procedure that requires more than one person to review the monthly reconciliation of all costs charged to the NSFSA.**

Technical Assistance:
All costs charged to the NSFSA must be allowable, reasonable, and fully supported by appropriate documentation. Technical assistance was provided on acceptable methods for charging labor, including the requirement to track time directly worked when charging labor directly to 0800, or to obtain an approved indirect cost rate through the Office of School Finance. The SFA was also reminded to review expenses prior to posting to the account to ensure compliance with the program and financial requirements.

763. Non-Program Food Participation

Technical Assistance - Drink Station

As observed on the day of review, the FSMC provided a drink station for free to all students, which contained a lemonade option. Lemonade and fruit punch drink mixes have been determined to contain calories, which must be figured into the weekly nutritional analysis. Lemonade, fruit punch, and other drink mixes should be purchased with non-federal funds since these beverages are not part of the reimbursable meal.

General Program Compliance - Scott County School District #2 (7255)

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 from the Community Eligibility Provision (CEP) notification.

Corrective Action:
The full non-discrimination 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 a corrective action, please update the following program materials to include 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.

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 results of the most recent assessment of the local school wellness policy is not available to the public. Additionally, the wellness policy has not been updated in the past three years.

Corrective Action:
As corrective action, the following must occur:
-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.
-Update the local school wellness policy using the information in the current Triennial Assessment and share publicly. Submit a copy of the updated policy to the State agency.

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

1218. Employees hired in the time between completion of the OFS questions and the ONS questions met/will meet the training requirements

Technical Assistance- New Hire Onboarding

Ensure new hires are trained in Civil Rights before interacting with students. It is recommended to include this training in new hire orientation.

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 (lunch monitors) responsible for program related duties had not received Civil Rights training.

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.

Scottsburg Elementary (7649)
375 East McClain Avenue
Scottsburg, IN 47170-1748

Food Service Contact
Mrs. Brenda Thompson
Cafe Manager
(812) 752-8922

Month of Review: October 2025
Date of Onsite Review: November 18, 2025

General Program Compliance - Scottsburg Elementary (7649)

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

Finding 9103: On-site Review
The SFA did not conduct an onsite review of the school's meal counting and claiming procedures prior to February 1 of the previous Program Year. At the time of the review, the SFA had not conducted on-site reviews for any of the schools for the current Program Year.

Corrective Action:
For corrective action, the SFA must conduct on-site monitoring at each of its schools. Submit the completed forms to the State agency.

Technical Assistance:
It is best practice to conduct onsite monitoring for schools at the start of each school year, but it must be completed annually by February 1. The monitoring form can be found at the following link:
https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?usp=sharing

1407. SFA written food safety plan is implemented

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

On the day of review, the reviewers observed conditions that could affect adherence to the SFA's written food safety plan, including rolling carts in the kitchen walkways, floors in the walk-in cooler and freezer requiring cleaning, and items in the freezer stored too close to the ceiling. While these observations were discussed on-site as a reminder of best practices, the SFA subsequently received a health department inspection within two days of the review, and no violations or concerns related to these areas were cited.

Technical assistance was provided to reinforce proper implementation of the food safety plan and Hazard Analysis and Critical Control Point (HACCP) principles, including maintaining clear and unobstructed kitchen walkways, ensuring food storage meets clearance requirements, and keeping food preparation, storage, and service areas clean and organized. It is recommended that the SFA conduct routine monitoring and self-inspections to ensure compliance with food safety procedures and local health department expectations.

Scottsburg Middle School (7645)
375 East McClain Avenue
Scottsburg, IN 47170-1748

Food Service Contact
Mrs. Melinda Brown
Cafe Manager
(812) 752-8926

Month of Review: October 2025
Date of Onsite Review: November 19, 2025

General Program Compliance - Scottsburg Middle School (7645)

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

Finding 9103: On-site Review
The SFA did not conduct an onsite review of the school's meal counting and claiming procedures prior to February 1 of the previous Program Year. At the time of the review, the SFA had not conducted on-site reviews for any of the schools for the current Program Year.

Corrective Action:
For corrective action, the SFA must conduct on-site monitoring at each of its schools. Submit the completed forms to the State agency.

Technical Assistance:
It is best practice to conduct onsite monitoring for schools at the start of each school year, but it must be completed annually by February 1. The monitoring form can be found at the following link:
https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?usp=sharing