



SNP Administrative Review Findings

Program Year 2026

MSD of Shakamak (2960)

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9233 Shakamak School Road
Jasonville, IN 47438-7043

Food Service Contact

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Executive Contact

Dr. Jacinda Smith
Superintendent
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No. of Sites / Reviewed: 2 / 1
Month of Review: November 2025

Commendations

- * The FSD put great effort into following the provided review preparation checklist.
- * Staff were friendly and eager to learn.

Resource Management Comprehensive Review - MSD of Shakamak (2960)

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 - MSD of Shakamak (2960)

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 Triennial Assessment of the local school wellness policy is not being completed timely. The most recent assessment was completed in the 2021/2022 school year. Further, the results of the most recent assessment of the local school wellness policy have not been made available to the public.

Corrective Action:

For corrective action, 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.



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Additionally, 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.

Technical Assistance:

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

1216. School Nutrition Programs staff met/will meet annual training requirements

Technical Assistance - Annual Professional Standards Requirements

Annual training for all staff with food service responsibilities is a program requirement. These regulations provide consistent, national professional standards that strengthen the ability of school nutrition professionals to perform their duties effectively and efficiently. Required annual training hours vary by school nutrition program personnel as follows:

Program directors - 12 hours
Program managers - 10 hours
Program staff ≥ 20 hours per week - 6 hours
Program staff < 20 hours per week - 4 hours

A professional standards training fact sheet is located here: <https://docs.google.com/document/d/13iQ5p0ZBndLIBW - mgAvojW7j3EAcnLVTC0qgoRUKmU/edit?usp=sharing>.

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>.



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Shakamak Elementary School (2449)

9233 Shakamak School Road
Jasonville, IN 47438-7043

Food Service Contact

Mrs. Tammy R Richmond
Food Service Director
(812) 665-3550

Month of Review: November 2025

Date of Onsite Review: December 11, 2025

Other Federal Programs - Shakamak Elementary School (2449)

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance - Updated After School Snack Program Meal Pattern

Effective July 1, 2025, the After School Snack meal pattern has been updated. In the updated meal pattern, no more than half of the weekly fruit or vegetable offerings may be in the form of juice. Additionally, grain-based desserts may not be used to meet the grains requirement.

The updated meal pattern is located here:

<https://docs.google.com/document/d/1FDA6kzBIRnpgB1iQ0666Y1L3WVZ2rqcXtcKFospl8P4/edit?tab=t.0>.

The Grain-Based Desserts Served in the After School Snack Program Fact Sheet is located here:

<https://docs.google.com/document/d/12thcXnE8-T53aaXoobt73mCmeEJUHxodTS03bDMG7g0/edit?pli=1&tab=t.0>.

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Technical Assistance - Afterschool Snack Program Monitoring

As a reminder, each building that operates ASSP must be reviewed a minimum of two times each year. The first review should be made at some point within the first four weeks of the start of the program. The second review can take place at any other point during the program year.

Meal Components & Quantities - Shakamak Elementary School (2449)

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: the production record did not detail all choices offered within one or more meal components and production records were incomplete.

Corrective Action:

For corrective action, completed breakfast production records for one week from the reviewed sites must be submitted to the State Agency. Additionally, any staff responsible for completing production records must complete the Production Record training module in Moodle. Submit the certificates of completion as proof the training has been completed.

Technical Assistance:

The school was provided with 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 IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.



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

Technical Assistance - Food Variety in Menus

The intent of the Child Nutrition Program is to provide a variety of nutrient-dense foods to students each day. Production records for the review period and onsite observations indicate that students are offered canned fruit for breakfast and lunch on most days. Consider planning breakfast and lunch menus with more variety in mind and incorporating more fresh fruits. Providing a wide variety of foods from all components would ensure exposure to more nutrient variety.

Further, consider creative methods for menu writing. Use appealing and descriptive language to encourage student participation and focus on marketing healthy items. Instead of generic names, use words that highlight the food item's positive characteristics, such as preparation method, texture, or flavor.

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

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, cashiers did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s).

Corrective Action:

For corrective action, all cashiers and the menu planner must be retrained in OVS requirements, including the daily enforcement of OVS requirements. Complete the Offer Versus Serve module in Moodle. Submit certificates of completion as proof the training has been completed.

Technical Assistance:

The school was provided with technical assistance during the on-site visit. The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>. OVS information can be found here: <https://www.in.gov/doe/nutrition/offer-versus-serve/>.

Dietary Specifications - Shakamak Elementary School (2449)

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 - Shakamak Elementary School (2449)

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

Technical Assistance - On-site review of the school's meal counting and claiming procedures must be completed prior to February 1.

The SFA is reminded that onsite monitoring is required to be completed no later than February 1 each school year. It is a best practice to complete onsite monitoring earlier in the school year so that any issues can be identified and corrected as soon as possible.



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1300. Potable water is free and available to all students during lunch and breakfast

Finding 9165: Water Availability-Breakfast Service

Free potable water is not available to all students for breakfast when breakfast is served in the cafeteria.

Corrective Action:

For corrective action, explain actions taken to ensure free, potable water has been made available to students during breakfast when service occurs in the cafeteria.

Technical Assistance:

The location of the potable water must be in the meal service area or immediately adjacent to the meal service area.