



## **SNP Administrative Review Findings**

### **Program Year 2025**

#### **Shelbyville Central Schools (7365)**

1121 E. State Rd. 44  
Shelbyville, IN 46176-1772

No. of Sites / Reviewed: 7 / 2

Month of Review: January 2025

## **Shelbyville Central Schools (7365)**

#### **Food Service Contact**

Mrs. Michelle Babcock  
Business Manager  
(317) 392-2505  
michelle.babcock@shelbycs.org  
FSMC: Chartwells

#### **Executive Contact**

Dr. Matthew Vance  
Superintendent  
(317) 392-2505  
mbvance@shelbycs.org

### **Commendations**

\* At Loper Elementary, the breakfast in the classroom meal counting system runs very smoothly by having the children place their barcode tags on the outside of their bookbags. A variety of fresh fruits and vegetables are served daily. The decorative serving line pans are aesthetically pleasing.

### **Technical Assistance**

- \* The breakfast cart located in the gym was missing the Civil Rights poster. The Food Service Director immediately printed it off and placed it on the cart.
- \* 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/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>.

### **No Administrative Findings during Review**

**Technical Assistance for SFAs operating with a Food Service Management Company:** School nutrition program funds must be used solely for child nutrition program improvements, including purchasing quality foods for reimbursable meals. SFAs operating with a Food Service Management Company are also reminded of the following requirements:

- Ongoing administrative oversight of daily activities as outlined in the contract is required by the SFA.
- An advisory committee made up of students, parents and administration is required to provide regular input on menus and other nutrition related activities as a part of contract oversight.
- Detailed review of itemized monthly statements is required prior to authorizing payment.
- Only expenditures that are allowable, necessary, and allocable may be charged and paid from the nonprofit food service account.
- Ensure the school corporation's available commodity allotment is utilized within the planned reimbursable meals to reduce overall food costs, where applicable.



## **SNP Administrative Review Findings**

**Program Year 2025**

### **Loper Elementary School (7733)**

1121 E. State Rd. 44  
Shelbyville, IN 46176-1772

### **Food Service Contact**

Mrs. Ashley R Metcalfe  
Director of Dining Services  
(317) 398-9731

Month of Review: January 2025

Date of Onsite Review: February 12, 2025

## **Shelbyville Central Schools (7365)**

**No Findings during Site 7733 Review**



## **SNP Administrative Review Findings**

**Program Year 2025**

### **Shelbyville Senior High (7717)**

1121 E. State Rd. 44  
Shelbyville, IN 46176-1772

### **Food Service Contact**

Mrs. Ashley R Metcalfe  
Director of Dining Services  
(317) 398-9731

Month of Review: January 2025

Date of Onsite Review: February 13, 2025

## **Shelbyville Central Schools (7365)**

**No Findings during Site 7717 Review**