



SNP Administrative Review Findings

Shelbyville Central Schools (7365)

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

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/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>.

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

Shelbyville Central Schools (7365)

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

No Findings during Site 7733 Review



SNP Administrative Review Findings

Shelbyville Central Schools (7365)

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

No Findings during Site 7717 Review