



SNP Administrative Review Findings Program Year 2025

Sheridan Community Schools (3055)

Sheridan Community Schools (3055)

24185 Hinesley Road
Sheridan, IN 46069-9371

Food Service Contact

Ms. Nancy Mosna
Food Service Director
(317) 758-4431
nmosna@sheridan.k12.in.us

Executive Contact

Dr. David Mundy
Superintendent
(317) 758-4172
DMundy@sheridan.k12.in.us.com

No. of Sites / Reviewed: 3 / 1
Month of Review: October 2024

Commendations

- * The food service staff did a terrific job planning, organizing, and preparing for their 2025 Administrative Review. Staff were very professional and conscientious about meeting the School Nutrition Program Requirements. Any finding noted was quickly corrected. The entire staff was so hospitable to the field specialist during the entire onsite review.

Certification and Benefit Issuance - Sheridan Community Schools (3055)

Technical Assistance- Confidentiality of Free and Reduced Information

Determining officials must remember that the confidentiality provisions are intended to limit the disclosure of a child's eligibility status to those who have a "need to know" for proper administration and enforcement of a federal education program. LEAs must establish procedures that limit access to a child's eligibility status to as few individuals as possible.

Resource Management Comprehensive Review - Sheridan Community Schools (3055)

Technical Assistance- Paid Lunch Equity Exemption Validation

The State agency is required to validate the positive or zero Food Service balance when the SFAs apply the exemption for paid lunch equity. The SFA should always retain documentation supporting the completion of the exemption and supporting documentation of the balance.

General Program Compliance - Sheridan Community Schools (3055)

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

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

The USDA non-discrimination statement was missing on the Universal Breakfast advertisement signs that were posted throughout the cafeteria.

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. While onsite, the non-discrimination statement was added to the signs, and a copy has been uploaded into the CNPweb review tool. **No Further Action is Required.**

Technical Assistance:

While onsite, the field specialist explained the importance of always including the Civil Rights Statement on applicable documents. The IDOE SCN Civil Rights webpage contains links to the USDA Child Nutrition Program Civil Rights Statements. Please bookmark and use the appropriate links to access the long and short civil rights statements. <https://www.in.gov/doe/nutrition/civil-rights-requirements/> The correct USDA Short Nondiscrimination Statement: This institution is an equal opportunity provider.



SNP Administrative Review Findings

Sheridan Community Schools (3055)

Program Year 2025

1110. On-site observations validate Off-Site Assessment Tool responses to Smart Snacks questions and responses demonstrate compliance with FNS requirements

Technical Assistance- Smart Snack Requirements

All foods sold for consumption at school during the school day must meet nutrition standards, regardless of which organization (food service or other school groups) sells them. The Smart Snacks in School regulation applies to all foods sold a la carte, in the school store, vending machines, and any other venues where food is sold to students throughout the entire campus. Therefore, this requirement must be made known and practiced by all Sheridan Community School staff. The school day is defined as midnight to thirty minutes after daily dismissal.

1400. The written food safety plan contains required elements, and a copy is available at each school

Finding 9143: A copy of the written food safety plan is not available at each school.

Only one food safety plan was written for the school district, and the two kitchens were discussed individually in one manual, which is not specific to each site.

Corrective Action:

During the on-site visit, the one manual was divided into two manuals, copying the information needed for both schools. The second manual was then delivered to the other school's kitchen. A separate written food safety plan is now available in each school's kitchen. **No Further Action is Required.**

Technical Assistance:

The field specialist discussed with the food service director the importance of having the food safety plan onsite for quick reference.



SNP Administrative Review Findings
Program Year 2025

Sheridan Community Schools (3055)

Sheridan Middle School (6780)

24185 Hinesley Road
Sheridan, IN 46069-9371

Food Service Contact

Ms. Sarah W Freeland
Site Manager
(317) 758-4431

Month of Review: October 2024

Date of Onsite Review: November 12, 2024

Meal Components & Quantities - Sheridan Middle School (6780)

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

Finding 9000: Insufficient Vegetable Portions

During the lunch review, some students only received 1/4 cup of vegetables. Also, because some vegetables were given in 1/4 cup increments, the lunch menu certification's daily vegetable requirement of 3/4 cup was not met.

Corrective Action:

Students in grades 6-8 are to be offered at least 3/4 cup minimum of vegetables daily. Beginning the next day, all vegetables were pre-portioned in 1/2 cup serving sizes in souffle cups. Also, signs were placed on the serving lines stating that "two vegetable" cups may be selected. Lastly, a salad bar sign was added at the suggestion of the field specialist on how to build a salad. **If this practice is continued, no further action is required.**

Technical Assistance:

Immediately after the lunch review, the field specialist talked with the food service director about the issue of some vegetables being in the 1/4 cup serving size and implementation of corrective action took place immediately.

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 breakfast production records: not all food items offered are listed.

Corrective Action:

For corrective action, breakfast production records for one week from the reviewed site must be submitted to the State Agency to demonstrate they are now being completed fully and correctly.

Technical Assistance:

Technical assistance was conducted, including a discussion of why listing all foods served on your production record is important.

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

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

On the day of the lunch observation, the reviewer determined cashiers did not demonstrate a clear understanding of OVS and its requirements. When a student selected a reimbursable meal, the student was made to select an additional item(s).

Corrective Action:

For corrective action, retrain cashiers in OVS requirements, including daily enforcement. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet of attendees. The sponsor should routinely spot-check the cashiers to ensure the OVS requirements are being followed.

Technical Assistance:

The school received technical assistance during the on-site visit. The field specialist will also visit the high school on January 3, 2025, when school is not in session, to conduct OVS training with all staff.



SNP Administrative Review Findings
Program Year 2025

Sheridan Community Schools (3055)

General Program Compliance - Sheridan Middle School (6780)

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

Finding 9000: Potable Water During Lunch

Potable water is not available on both serving lines during lunch.

Corrective Action:

Schools must make potable water available to children at no charge where meals are served during the meal service. The food service staff immediately placed a beverage dispenser full of water on the other serving line once the reviewer provided technical assistance. By doing this, all students had potable water accessible. **No Further Action is Required.**

Technical Assistance:

Technical assistance was conducted on this requirement.