



SNP Administrative Review Findings
Program Year 2026

Smith Academy for Excellence (9760)

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1819 Reservation Drive
Fort Wayne, IN 46819-2000

Food Service Contact

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FSMC: Classic Cafe

Executive Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: November 2025

Commendations

- * The food service staff at Smith Academy are friendly and child focused.
- * The kitchen was organized and very clean.

Technical Assistance

- * Update the food safety plan (FSP) where it states that the food safety checklist is completed daily. The procedures in your food safety plan must be followed. Food safety guidance located here - <https://www.in.gov/doe/nutrition/food-safety/>.
- * Ensure that all household notifications, including social media posts, include at least the short form of the non-discrimination statement. 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. The most current non-discrimination statement can be found at: <https://www.usda.gov/non-discrimination-statement>. Please review the school nutrition weekly newsletter regularly for any updates.
- * Production records for After School Snack Program (ASSP) must list the menu items and serving sizes.
- * 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>.
- * The school food authority (SFA) must have a resale of foods standard operating procedure (SOP) to put food items back into inventory. The SOP must be tailored to the site and approved by the State agency. <https://docs.google.com/document/d/1tRY680Otw6oWJsKUKLDghpxMGILLGf4V7goNw8JEPQo/edit?tab=t.0>.
- * As of July 1, 2025, grain-based desserts are not creditable in the After School Snack Program (ASSP) and cannot be served as the grain component of a reimbursable snack. Grain based desserts were on the ASSP menu. ASSP guidance can be found here - <https://docs.google.com/document/d/12thcXnE8-T53aaXoobt73mCmeEJUHXodTS03bDMG7g0/edit?pli=1&tab=t.0>.
- * Beginning SY 2027-2028, in addition to the current product-based limits, added sugars will be limited to less than 10% of calories across the week in the school lunch and breakfast programs. Schools can offer meat/meat alternate to help meet meal pattern requirements and reduce reliance on higher sugar grain items. Located here is the webpage for the updated nutrient standards - <https://www.fns.usda.gov/cn/school-nutrition-standards-updates/added-sugars>.
- * The food service director (FSD) is managing a high workload. Due to high demands for program compliance, the school food authority (SFA) would benefit from having a dedicated staff member within the department to support with program responsibilities.



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Resource Management Comprehensive Review - Smith Academy for Excellence (9760)

750. Year End Available Balance

Finding 10187: Non-profit school foodservice account validation

The non-profit school foodservice account (NSFSA) could not be validated. Reports were not provided during the review and could not be validated during the onsite review.

Corrective Action:

For corrective action, documentation explaining the balances in the NSFSA must be provided to the State agency. For additional corrective action the SFA must update the annual financial report (AFR) to reflect all correct balances.

Technical Assistance:

Step-by-step instructions for completing the AFR can be found here -

https://docs.google.com/document/d/1Aspxkjs6OMe236b9GdsJbtQpxRRt9m2t1ax1VS2Fu_s/edit?utm_name=&tab=t.0.

General Program Compliance - Smith Academy for Excellence (9760)

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:

1. The review and update of the local school wellness policy did not occur as required.
2. The review and update of the local school wellness policy did not include stakeholders.
3. Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.
4. The results of the most recent assessment of the local school wellness policy is not available to the public.

Corrective Action:

As corrective action the following must occur:

1. LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment and updated wellness policy must be submitted to the State Agency.
2. The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. 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.
3. 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/>.



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1501. Records are retained for five years

Finding 9152: SFA is not retaining Program records for the minimum timeframes.

The SFA is not retaining records regarding program management for the minimum timeframe as established by USDA and/or IDOE. Documents supporting the monthly claims and program invoices are removed from the building after the program year ends.

Corrective Action:

For corrective action, submit a standard operating procedure (SOP) detailing how records will be maintained moving forward and upload for review.

Technical Assistance:

A record retention guide is available here -

https://docs.google.com/document/d/1pv9_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?usp=sharing.



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Smith Academy for Excellence (0242)

1819 Reservation Drive
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Food Service Contact

Mr. Michael Muter
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(260) 579-6939

Month of Review: November 2025

Date of Onsite Review: December 10, 2025

Other Federal Programs - Smith Academy for Excellence (0242)

4. Validate snack counts – snacks properly counted and claimed?

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated. Snack meals will be disallowed for the review period and the day of review.

Corrective Action:

All meal counts must be recorded at the time of service (when a complete snack is given to each child). As corrective action the sponsor must complete the following:

1. Create and submit a written standard operating procedure for snack meal counting.
2. Provide proof that staff serving the snacks have been trained on the newly created meal counting procedure.
3. All staff working with the snack program must take the ASSP Moodle training and provide certificates.

Technical Assistance:

Moodle courses can be found at this webpage -

<https://moodle.doe.in.gov/course/index.php?categoryid=57&browse=courses&perpage=20&page=0>.

Meal Components & Quantities - Smith Academy for Excellence (0242)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Incomplete Meals

The SFA did not count meals at the point of service (POS). Additionally, the K-5 students did not participate in offer versus serve (OVS) and they were not provided with milk. As a result, 12 lunch meals have been disallowed.

Corrective Action:

For corrective action, the SFA will ensure that meal counts are taken only at the POS, where it can be confirmed that each student has selected all required components of a reimbursable meal. Staff responsible for operating the POS must be re-trained on meal counting and claiming and identifying the reimbursable meal. Upload the certificates for review.

Technical Assistance:

Moodle courses can be found at this webpage -

<https://moodle.doe.in.gov/course/index.php?categoryid=57&browse=courses&perpage=20&page=0>.

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable.

Corrective Action:

A milk substitute request can come from a parent or guardian, but the substitute must be nutritionally equivalent to milk. If the requested substitute is not nutritionally equivalent and therefore outside the meal pattern, the request must be accompanied by a medical statement from a medical professional with prescriptive authority. The SFA will correctly accommodate all



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special dietary needs regarding milk substitutions going forward. As corrective action, the director must complete the special dietary needs training in Moodle to ensure requirements are understood. Submit the training certificate to the State Agency as documentation that the training has been completed. Additionally, provide documentation that students are provided with an approved milk substitution.

Technical Assistance:

All special dietary needs are now recognized as a disability and therefore must be accommodated.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met. *Repeat Finding

Based on a review of production records and other supporting food crediting documentation for 1 week during the review period November 17-21, some meals served during the week reviewed did not meet the appropriate daily and/or weekly meal pattern portion size requirements for the grade group being served. The production record did not reflect 1 & 1/8 cup red/orange component contribution for the week for the 9-12 grade grouping.

Corrective Action:

For corrective action upload corrected menus and production records from the vendor showing how grades 9-12 meet the weekly meal pattern requirements with the supporting food crediting documentation. The SFA contacted the vendor, and the menu was corrected during the review, no further action is required.