



SNP Administrative Review Findings Program Year 2025

South Putnam Community School Corp (6705)

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1780 E US HWY 40
Greencastle, IN 46135-8722

Food Service Contact

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No. of Sites / Reviewed: 3 / 1
Month of Review: March 2025

Commendations

- * The food service director (FSD) has an organized, easy-to-follow filing system to quickly identify how applications have been approved, copies of direct certification reports, and verification documentation.
- * The staff at Central had very friendly and outgoing attitudes and a good knowledge of the food service program. Their welcoming attitude provides a positive environment for the students. All staff at Central had a good working knowledge of OVS and executed it well. They all should be commended on a job well done.

Technical Assistance

- * 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>.
- * Current observations and student feedback indicate that the school breakfast menu lacks variety/choices. Consider adding other choices such as cereal or cereal bars to help increase participation.

Certification and Benefit Issuance - South Putnam Community School Corp (6705)

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document
Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (rosters, electronic POS system, etc.). One student was determined to be free but issued reduced benefits.

Corrective Action:

The error resulted in an overcharge; therefore, the household account must be refunded. The FSD submitted documentation to the reviewer demonstrating refunds for the student, showing that the benefit status had been changed to free, and household notification letter. **Therefore, an additional response is not required.**

Resource Management Comprehensive Review - South Putnam Community School Corp (6705)

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

Although the SFA assessed its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f), the program and non-program food costs were incorrectly determined. The SFA does not separate the cost of food that is used for reimbursable meals and à la carte items.

Corrective Action:

The SFA must reassess compliance with the revenue from non-program foods. As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. **Please submit the non-program food revenue tool**



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with documentation to support the figures used. In addition, review the USDA memo SP 20-2016 and submit a signed copy to demonstrate the memo has been reviewed.

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link: <https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jghAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>.
USDA memo SP 20-2016- <https://www.in.gov/doe/files/sp20-2016s-non-program-food-guidance.pdf>
Additional guidance can be found at the following link: https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods.

General Program Compliance - South Putnam Community School Corp (6705)

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 review and update of the local school wellness policy did not occur as required. Policy was recently reviewed by the committee chair only as no other members were present. Regular meetings to assess the policy are not being conducted.

Corrective Action:

As corrective action the following must occur:

- 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.
- 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.
- 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/>.

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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements:

1. Description of Program overview and facility
2. Actual written SOPs with CCPs
3. How and when the monitoring of the plan will occur
4. Plan for periodic review and revision

Additionally, the plan was missing at the school during the onsite visit.

Corrective Action:

As corrective action the following must occur:

- a) Submit an updated food safety plan to the state agency.
- b) Make a physical copy of a site-specific food safety plan available for each site.



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Central Elementary School (7055)

1780 E US HWY 40
Greencastle, IN 46135-8722

Food Service Contact

Ms. Lori Boyce
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(765) 653-3148

Month of Review: March 2025

Date of Onsite Review: April 22, 2025

General Program Compliance - Central Elementary School (7055)

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

Finding 10164: Onsite Review Form

The same monitor completed the onsite reviews for Central Elementary and South Putnam MS/HS on the same days (August 8 and October 22, 2024). As a result, it is likely that the onsite reviews were not completed thoroughly and/or in person for the sites and meal types reviewed.

Corrective Action:

As corrective action, the SFA's monitors must complete the on-site reviews for the schools and submit the review forms to the State Agency as proof of completion.

1409. On-site or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. First In, First Out (FIFO) inventory management method is not being used. During the inspection of storage areas, it was observed that several opened cases of product did not have any date markings indicating when they were removed from the cases.

Corrective Action:

Provide training to staff on FIFO/date marking and provide an agenda and sign in sheets to SA.