



## SNP Administrative Review Findings Program Year 2026

## Speedway Public Schools (5400)

### Speedway Public Schools (5400)

5357 W 25th St  
Speedway, IN 46224-3905

### Food Service Contact

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### Executive Contact

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No. of Sites / Reviewed: 6 / 2  
Month of Review: November 2025

### Commendations

- \* Benefits were issued correctly and timely.
- \* The sponsor has already begun tracking Buy American Provision 10 percent threshold requirements from the beginning of this program year.
- \* The sponsor was well prepared for the review, uploaded program documentation in advance, and had the documents available for the on-site review.
- \* The sponsor accommodated the entire IDOE SCN monitoring team for the review.

### Technical Assistance

- \* On production records, there must be a designated column to document total purchase units. Currently, staff use the comments box, but without any indicator to complete it, it could be overlooked. Additionally, when making menu substitutions, the sponsor must remember to update component crediting.
- \* The outdated charging policy must be updated to reflect current charge procedure practices. The policy should be updated to state that universal free breakfast is implemented, rather than stating that students with a negative balance cannot charge for breakfast, including à la carte or extras.
- \* The SFA implements food share tables. A share table is meant to allow students to access additional food after they have finished their meal if they are still hungry. During the onsite review, staff were observed discarding items from the share table immediately after each meal service. These shared items could have been made available to students during subsequent meal services. A Sharing Table Fact Sheet is available here - <https://www.in.gov/doe/files/Sharing-Table-Fact-Sheet.pdf>.

### Verification - Speedway Public Schools (5400)

209. *Verified applications were properly selected, correctly replaced (if necessary), and correctly verified*

#### Finding 9042: Selected applications not verified correctly.

Based on the selected applications for verification, the post-verification determination was incorrect for one application. One application selected for verification was incorrectly determined to be reduced when it should have been paid.

#### Corrective Action:

For corrective action, complete the following:

- a) Notify the household of adverse action and update the eligibility in the point of service (POS).
- b) Submit a copy of the letter and documentation showing the benefit was updated in the POS to the State agency.

#### Technical Assistance:

Verification How To Fact Sheet: [https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF\\_bOM/edit?tab=t.0](https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit?tab=t.0).  
Moodle- <https://moodle.doe.in.gov/>.

### Meal Counting & Claiming - Speedway Public Schools (5400)

316. *Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA*

#### Technical Assistance: Monthly Claim

Ensure accurate reports are pulled to complete the monthly claims for reimbursement. Two different reports were pulled in preparation for the review by the sponsor. One is always used to claim meals and the other is not used for claiming purposes and yields different totals.



**SNP Administrative Review Findings**  
**Program Year 2026**

**Speedway Public Schools (5400)**

**Resource Management - Speedway Public Schools (5400)**

705. SFA have internal controls to ensure only allowable costs charged?

**Finding 9000: Unallowable Expense**

During the review of invoices, it was determined that the Food Service Management Company (FSMC) is charging the SFA a monthly cell phone fee. The cell phone contract is not in the SFA's name. Therefore, this is considered an unallowable expense.

**Corrective Action:**

For corrective action, complete the following:

- a) The cell phone charges for the 2025-26 school year must be restored to the Non-Profit School Food Service Account. The SFA must determine the exact amounts charged for this school year and submit the documentation and proof of restoration as corrective action. Moving forward, the FSMC may no longer charge the school corporation this fee.
- b) The SFA must submit documentation demonstrating that the cell phone fee is no longer included in the FSMC monthly billing.

**Technical Assistance:**

Additional information regarding allowable and unallowable costs is available here:

<https://docs.google.com/document/d/1hdASqgEzGILI-U8c683HL3aawo2EeOJs3gTRk-snmdQ/edit?tab=t.0>

**Resource Management Comprehensive Review - Speedway Public Schools (5400)**

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

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

While the SFA assessed compliance with the requirements for revenue from non-program foods, it was determined that the assessment was not completed correctly.

**Corrective Action:**

For corrective action, the SFA must assess compliance with the revenue from non-program foods. Additionally, the State agency could not determine whether the adult meal cost calculation included the full value of USDA foods in the non-program food tool. The SFA must complete the 5-day reference period using the non-program food revenue tool and submit the corrected non-program food revenue tool, along with documentation supporting the figures used. If the reassessment demonstrates the food cost ratio is higher than the revenue, then the SFA must take action to increase its revenue ratio to resolve the deficit adequately.

**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/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: [https://www.in.gov/doe/nutrition/financial-management/#Revenue\\_from\\_Non\\_Program\\_Foods](https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods).

**General Program Compliance - Speedway Public Schools (5400)**

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

**Technical Assistance: Wellness Policy**

While the Wellness Policy currently exists independently of the health goals, nutrition standards, handbook policy, and committee members, these items should be consolidated into a single, comprehensive Wellness Policy. Additionally, the Wellness Coordinator should be identified, and the policy should be dated to show the date of last review and last evaluation.



## SNP Administrative Review Findings

## Speedway Public Schools (5400)

### Program Year 2026

#### 1214. School Nutrition Programs Director met/will meet annual training requirements

##### Technical Assistance: Professional Standards Requirements

The food service director is reminded that bi-weekly check-in calls with their field specialist do not contribute toward professional standards training requirements. Additionally, each Safe Brief can be used for professional standard hours only once per program year.

#### 1215. School Nutrition Programs Manager(s) met/will meet annual training requirements

##### Finding 9000: Training Documentation for Professional Standards

Training documentation for FSMC staff was not provided at the time of the review.

##### Corrective Action:

As corrective action, submit all current program year training documentation completed for FSMC staff to the State agency. Please note this can result in further findings.

##### Technical Assistance:

On the day of the review, it was discussed that all training documentation must be retained and provided for the review.

#### 1217. SFA's process and frequency for tracking training hours is sufficient

##### Technical Assistance: Professional Standard Tracking

As a reminder, FSMC employees' training hours for the current program year must be tracked using a tool that contains at a minimum the required fields listed in the USDA Professional Standards Training Tracker Tool. These fields would include Key Areas, Key Topics and Training.

#### 1403. Review of agricultural food components indicates violations of the Buy American provision

##### Technical Assistance-USDA Buy American Provision Updated Policy Guidance

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>.



## SNP Administrative Review Findings

## Speedway Public Schools (5400)

### Program Year 2026

#### Carl G. Fisher Elementary (5897)

5357 W 25th St  
Speedway, IN 46224-3905

#### Food Service Contact

Ms. Anastasia Haberman  
Kitchen Manager  
(317) 244-7238

Month of Review: November 2025

Date of Onsite Review: December 3, 2025

### Meal Components & Quantities - Carl G. Fisher Elementary (5897)

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

#### Finding 9052: Day of Review portion sizes insufficient. \*Repeat Finding

As observed on the Day of Review, the portion sizes of breakfast meal components served did not meet the minimum meal pattern requirements for the age/grade group(s) being served for parts of the meal service. Insufficient portion sizes observed on the Day of Review: fruit. Some students were only offered 1/2 cup of fruit during meal service when menu options started to run out. Further, the bagged breakfasts sent to classrooms contained only 1/2 cup of fruit.

The planned serving size for fruit on the day of review was correct at 1 cup. Insufficient quantities of meal components identified in subsequent reviews may result in a disallowance of meals. This is a repeat finding from the Seamless Summer Option review in June 2025.

#### Corrective Action:

The school was advised and given the opportunity to correct the insufficient quantity of the fruit component during meal service. Staff added bananas to the fruit selection to meet the 1 cup offering for students. **For corrective action, all food service staff responsible for meal planning and service must complete the meal pattern training module on Moodle.**

#### Technical Assistance:

It is highly recommended that the menu planner explain how the menu is planned with cafeteria managers, then the cafeteria managers discuss the menu plan each day with staff to ensure the plan is implemented correctly. The link to the Moodle training can be found here: <https://moodle.doe.in.gov/course/view.php?id=406>.

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

#### Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week

The NSLP meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned NSLP menus for the menu certification week, the following insufficiencies were noted: the minimum weekly grain requirement was not met.

#### Corrective Action:

**As corrective action, provide a week of production records showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.**

#### Technical Assistance:

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

410. Review Period- planned menu quantities meet the meal pattern requirements

#### Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements. \*Repeat Finding

Production records were reviewed for the review period to determine whether the portion sizes of meal components from the



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### Program Year 2026

menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group(s). Weekly vegetable subgroup requirements were not met for the following subgroup(s): Beans, Peas, and Lentils. This is a repeat finding from program year 2022. If this is found in subsequent reviews, meal disallowance may occur.

#### Corrective Action:

For corrective action, please explain how the menu will be corrected to meet portion size requirements. One week of corrected menus, along with completed production records, must be submitted to the State agency. Additionally, complete the Meal Pattern training in Moodle. Submit the training certificate to the State agency as documentation that the training has been completed.

#### Technical Assistance:

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. IDOE Moodle can be found here- <https://moodle.doe.in.gov/>.

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

#### Finding 9078: School is not properly implementing Offer Versus Serve (OVS). \*Repeat Finding

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was made to select an additional item(s). This is a repeat finding from the Seamless Summer Option review in June 2025.

#### Corrective Action:

As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet of attendees.

#### Technical Assistance:

Once OVS training is completed with staff, the FSD should conduct additional on-site monitoring to ensure staff are implementing OVS correctly and have a clear understanding. The school was provided technical assistance during the on-site visit. OVS training is available in Moodle here: <https://moodle.doe.in.gov/course/view.php?id=407>.

## General Program Compliance - Carl G. Fisher Elementary (5897)

### 1406. The most recent food safety inspection report is posted in a publicly visible location

#### Finding 9147: Food Safety Inspection Report

The most recent food safety inspection report is not posted in a publicly visible location. The inspection is currently behind the serving line.

#### Corrective Action:

As corrective action, the report must be moved to a publicly visible location in the cafeteria. Documentation that the health inspection has been moved must be submitted to the State agency.

#### Technical Assistance:

As a reminder, the SFA should ensure all schools have the most recent health inspection posted in a location visible to the public.



## SNP Administrative Review Findings

## Speedway Public Schools (5400)

### Program Year 2026

#### Speedway Junior High School (5889)

5357 W 25th St  
Speedway, IN 46224-3905

#### Food Service Contact

Ms. Anastasia Haberman  
Kitchen Manager  
(317) 244-7238

Month of Review: November 2025

Date of Onsite Review: December 3, 2025

### Meal Components & Quantities - Speedway Junior High School (5889)

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

##### **Finding 9078: School is not properly implementing Offer Versus Serve (OVS). \*Repeat Finding**

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. Where a student selected a reimbursable meal, the student was required to select additional items, specifically fruits and vegetables. This is a repeat finding from the Seamless Summer Option review in June 2025.

##### **Corrective Action:**

**As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet of attendees.**

##### **Technical Assistance:**

Once OVS training is completed with staff, the FSD should conduct additional on-site monitoring to ensure staff are implementing OVS correctly and have a clear understanding. The school was provided technical assistance during the on-site visit. OVS training is available in Moodle here: <https://moodle.doe.in.gov/course/view.php?id=407>.

#### 502. Day of Review- signage explaining the OVS reimbursable meal was posted near/at the beginning of the service line

##### **Technical Assistance: Signage**

During the on-site review, it was observed that the OVS signage displayed for students on the column line is small and hard to read. Posting a larger sign would allow the students to see it better.