INDIANA
DEPARTMENT *of*
EDUCATION

Timothy L Johnson Academy (9350)
4625 Werling Dr.
Fort Wayne, IN 46806-3410

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2026

Food Service Contact
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FSMC: Classic Cafe

Executive Contact
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Commendations

* In their first year, the new food service director (FSD) has shown a commendable commitment to learning and implementing program compliance requirements. The FSD's proactive approach, willingness to seek guidance, and dedication to improving program operations are evident and greatly appreciated.
* Review documents were well organized.
* Staff were willing to work with reviewers to immediately correct some issues when noted during the on-site review.

Technical Assistance

* The State agency (SA) suggests adding the following information to your monthly outreach for breakfast: time of breakfast service, locations of breakfast service, and a reminder that breakfast is provided at no cost to the students.
* SA suggests implementing offer vs. serve (OVS) in to eliminate waste at breakfast while maintaining meal pattern compliance.
  https://www.in.gov/doe/nutrition/offer-versus-serve/.
* SA suggests implementing more choices for breakfast to increase variety and participation. This would help avoid stagnant menus as well as utilizing leftover product from the lunch vendor.
  -When using pre-packaged kits, the SFA should monitor product cost to ensure the items remain financially reasonable and aligned with the nonprofit school food service account. Consider periodically assessing student preference and comparing prices across vendors to maintain both variety and cost-effectiveness.
* 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.
* SA provided on-site training during the review on utilizing edit check correctly. A new interactive CEP form was also provided via email.
* SA discussed Food Recovery- https://www.in.gov/doe/files/Food-Recovery-Fact-Sheet.pdf.
  and Implementing Share tables- https://www.in.gov/doe/files/Sharing-Table-Fact-Sheet.pdf.
  https://www.in.gov/health/food-protection/files/School_Sharing_Tables_and_Food_Recovery_12-23-2015_2.pdf.

Meal Counting & Claiming - Timothy L Johnson Academy (9350)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.
Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: The SFA was using an unapproved method of meal counting (clicker). Additionally, students not selecting a reimbursable meal were given food at no cost.

Corrective Action:
The SFA must utilize an approved alternate point of sale in CNPWeb if utilizing a clicker. For corrective action, write a Standard of Procedure (SOP) for meal counting procedures for breakfast and update CNPWeb.
Furthermore, sponsors cannot give out food items for free if a student does not select a reimbursable meal just because they are on CEP. In these situations, items must be charged a la carte, or the student must be made to select a reimbursable meal. In the instance CEP losses occur, the SFA is encouraged to sell items a la carte to assist in making up lost funds. For corrective action implement a share table at lunch. The situation was corrected onsite as a share table was implemented with signage and staff were emailed to inform of the change in procedure.

Technical Assistance:
Meal clickers are an inconsistent form of meal counting because they rely heavily on human accuracy, can be easily mis-clicked during high-traffic times, and do not provide a verifiable audit trail.

General Program Compliance - Timothy L Johnson Academy (9350)

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

Finding 10125: Non-compliance with the USDA non-discrimination statement *Repeat Finding
The USDA non-discrimination statement was missing or used incorrectly on program materials. It was not included in the newsletter.

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. As corrective action, please update the following program materials with the correct non-discrimination statement: Newsletter. Submit a copy of the updated resource to the SA.

Technical Assistance:
The most currently linked non-discrimination statement can be found on the following webpage: https://www.usda.gov/non-discrimination-statement. Please review the school nutrition weekly newsletter regularly should there be any updates.

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 are not available to the public.

Corrective Action:
As corrective action the following must occur:
-SFA's must assess 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 SFA 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/.

Timothy L Johnson Elementary (1539)
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Food Service Contact
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Month of Review: March 2026
Date of Onsite Review: April 15, 2026

Meal Counting & Claiming - Timothy L Johnson Elementary (1539)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.
As observed on the Day of Review, each type of meal service line does not provide an accurate count at the point of service.

Corrective Action:
The SFA will develop and implement procedures to ensure that all meal service lines record accurate point-of-service meal counts. Staff will be retrained on correct POS procedures and ongoing monitoring will be conducted to verify that only reimbursable meals are counted and claimed.
For corrective action, the FSD will upload the training agenda, and the date staff were retrained. The director will also regularly monitor staff responsible for POS counting to ensure proper procedures are followed. The required observation form should be used, completed, and uploaded for review.

Technical Assistance:
NSLP/SBP monitoring form-
https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?tab=t.0.
IDOE trainings webpage - https://www.in.gov/doe/nutrition/trainings/.

Meal Components & Quantities - Timothy L Johnson Elementary (1539)

400. Day of Review- all required meal components were available to all students during the entire meal service

Finding 9002: Meal components missing on Day of Review.
As observed on the Day of Review, milk was not available on every reimbursable meal service line to all participating students for breakfast and lunch. Students were also allowed to decline milk when Offer vs Serve was not implemented. The State agency allowed corrections to be made prior to service.

Corrective Action:
As corrective action, the staff will take meal pattern training in Moodle and upload certificates for review.

Technical Assistance:
The school was advised and given the opportunity to add missing meal component(s) before the meal service started. The school was advised and given the opportunity to add missing meal component(s) during the meal service when missing components were observed.
SCN Moodle Trainings Website- https://www.in.gov/doe/nutrition/trainings/#Moodle.

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 9053: Milk variety not offered throughout serving period on Day of Review.
As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines.

Corrective Action:
The USDA meal pattern requires that two allowable milk varieties must be available throughout all meal services. For corrective action, the food service director must update ordering and inventory practices to prevent shortages and train staff to monitor milk availability throughout service. Please submit the updated procedures and training records completed with staff to the State Agency.

Technical Assistance:
The school was advised and given the opportunity to add another type of milk to meal service line(s) when it was observed that only one type of milk was being offered.

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 for breakfast. 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 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. Food substitutions and/or other reasonable modifications to a student’s meal may be necessary to meet the dietary needs of students who meet the USDA definition of a disability, such as a food intolerance, allergy, or other medical condition. A medical statement signed by a licensed medical authority may be required to accommodate special dietary needs depending on the meal type served, and to ensure a student is accommodated safely and properly. Milk-substitution requests should be accommodated with an acceptable milk alternative. Juice cannot be substituted for milk unless instructed to do so by the parent or guardian (currently for lunch only), and the information is retained on file. https://www.in.gov/doe/nutrition/special-dietary-needs/#Milk. Breakfast accommodations require a medical statement from a medical professional with prescriptive authority.

407. Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding 10240: Portion size not followed as planned
The day of review the planned portion size as indicated in the production record was not followed for the following items:
-spaghetti (4 oz or 1/2 cup served should have been 8 oz or 1 cup),
-fruit for lunch (2 oz or 1/4 cup served should have been 4 oz or 1/2 cup).
Additionally, the self-op breakfast menu was planned incorrectly:
-fruit for breakfast (4 oz or 1/2 cup served should have been 8 oz or 1 cup).
The SFA was given the opportunity to correct the portion size prior to service.

Corrective Action:
As corrective action a review of the planned menus and portion sizes, as well as the correct serving utensils to use, must take place between the menu planner and the meal service staff or cafeteria manager. The review must be documented with a dated agenda and sign-in sheet. Additionally, the cafeteria and applicable meal service staff must complete weights and measure training in Moodle.

Technical Assistance:
The portion size as indicated by the menu planner on the production record must be followed to ensure daily and weekly meal pattern requirements are met. Staff implementing the meal service must clearly understand the meal pattern, portion size requirements, and the difference between weight and volume.

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

Finding 10217: Crediting Documentation
Crediting documentation was not maintained for items served during the week of review including some grain items at lunch and the self-prep breakfast.

Corrective Action:
The SFA obtained some required crediting documentation for the week of review while the State Agency was on-site. The SFA must continue to collect and maintain crediting information for menu items in the remaining weeks of the menu cycle. Additionally, complete crediting training in Moodle. Submit the training certificate to the State agency as documentation that the training has been completed.

Technical Assistance:
The SFA must maintain crediting documentation to show that portion sizes served meet meal pattern requirements. SFAs must know how a menu item credits into the meal pattern prior to meal service. The SFA is strongly encouraged to complete the crediting section of the production records daily using information from crediting documentation. It is best to review labels annually and obtain crediting documentation when product formulations change. More tips on evaluating labels can be found here: https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGlVxdo9bQ3QTWQ--K07ReFk/edit. IDOE Moodle can be found here- https://moodle.doe.in.gov/.

Training on grain chart given by SA:
https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/Exhibit_A_Grain_Requirements_For_Child_Nutrition_Programs.pdf.

General Program Compliance - Timothy L Johnson Elementary (1539)

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 10186: School food safety plan
The school food safety plan is not site-specific.

Corrective Action:
A school food safety plan should be site-specific and apply to every location where food is prepared, stored, or served. A school food safety plan should be customized to the specific school's equipment, staff, and physical location. The plan was missing the following, specifically to this site: standard operating procedures (SOPs), logs, and process approach 1,2 & 3. As corrective action an updated, site-specific plan must be developed and submitted to the state agency.

Technical Assistance:
Food service staff should be regularly trained on procedures within the food safety plan. School food safety resources can be found at the following webpage: https://theicn.org/icn-resources-a-z/food-safety/.

1407. SFA written food safety plan is implemented

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.
Proper HACCP principles not observed: The SA observed missing hairnets, food temperatures not adequately being monitored, mold on boxes in the cooler that should have been frozen (no proper freezer space), food not properly rotated or

dated, staff food mixed in with program food and not properly labeled, food preparation areas and service areas unclean, improperly stored and unclean utensils, and past evidence of pests.

Corrective Action:

For corrective action, all staff will be re-trained in Food Safety, and proof of training will be uploaded for review. Additionally, the SFA will establish standard operating procedures (SOP's) for cleaning procedures and documentation, temperature logs for receiving catered foods and holding procedures, hair coverings and food rotation. The kitchen must be cleaned to ensure pest infestations do not recur.

Technical Assistance:

Moodle Website: https://moodle.doe.in.gov/course/view.php?id=404.; Food Safety Resources: https://www.in.gov/doe/nutrition/food-safety/.