INDIANA
DEPARTMENT *of*
EDUCATION

SNP Administrative Review Findings

Tippecanoe Valley School Corp (4445)

Program Year 2026

Tippecanoe Valley School Corp (4445)
8343 South SR 19
Akron, IN 46910-9303

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No. of Sites / Reviewed: 4 / 1
Month of Review: February 2026

Commendations

* The SFA was well prepared for the review. All documentation was organized and easy to review.

Certification and Benefit Issuance - Tippecanoe Valley School Corp (4445)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Technical Assistance - Benefit Issuance

The SFA should explore the idea of centralizing benefit issuance responsibilities instead of each individual school being responsible for completing the task.

126. Certification: selected applications correctly approved.

Finding 9901: Selected applications correctly approved
One application was certified incorrectly. The household was eligible, based on an online application submitted where it was noted they were homeless, migrant, or runaway. No documentation was provided to the school from the school's homeless liaison.

Corrective Action:
The SFA must first determine if a homeless status has been reported or if the household qualifies for direct certification by attempting a DC lookup. If an accurate determination cannot be made, corrections must be made to certification errors and the households must be sent a letter notifying of the change in eligibility. As additional corrective action, complete and provide the following:
-Provide documentation that corrected benefits have been updated at point of sale.
-Provide copies of benefit change notification letters sent to households.

Technical Assistance:
Errors were reviewed with the determining official the day of review.

140. Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates

Finding 9032: Direct Certification – updates to Benefits Issuance documents not made accurately and/or timely upon receipt of DC updates
The SFA did not make timely and accurate changes to the benefit issuance documents upon receipt of direct certification updates.

Corrective Action:
Corrections must be made to certification errors, and the households must be sent a letter notifying them of the change in eligibility.
For additional corrective action, complete and provide the following:
• Provide documentation that corrected benefits have been updated at the point of sale within the correct timeframe.
• Provide copies of benefit change notification letters sent to households.
• The households that were overcharged for breakfast and lunch must be refunded to the date the free or reduced benefit should have been effective. Provide documentation of the refund and transaction history to support the amount determined for each student.
• Complete Free and Reduced application processing training in Moodle and submit the training certificate to the State agency.

Technical Assistance:
To complete training in Moodle, please visit https://moodle.doe.in.gov/. More information and resources regarding direct certification can be found here - https://www.in.gov/doe/nutrition/free-and-reduced-information/direct-certification/.

Verification - Tippecanoe Valley School Corp (4445)

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

Finding 9042: Selected applications not verified correctly.
Based on the verified applications selected for review, the post-verification determination was incorrect for one or more applications:
-incorrect income total was used to determine eligibility.

Corrective Action:
For corrective action, complete the following:
-Notify the household of adverse action, and update the eligibility in the point of service. Submit a copy of the letter and documentation showing the benefit was updated in the POS.

Technical Assistance:
Verification How-to Fact Sheet: https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit?tab=t.0
Moodle- https://moodle.doe.in.gov/
Additionally, it is a best practice to request at least one month of income documentation from households to ensure income is determined correctly for eligibility.

Meal Counting & Claiming - Tippecanoe Valley School Corp (4445)

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

Finding 10150: Delinquent Funds and Bad Debt Policy
The local school meal charging policy does not contain a policy for bad debt. Additionally, the corporation has a large amount of negative accounts, including many adult accounts.

Corrective Action:
Policies regarding the collection of unpaid meal charges should be included in the written meal charge policy that is required of all SFAs participating in the Federal school meal programs no later than July 1, 2017 (see SP-46, Local Meal Charge Policies, July 8, 2016). It is up to the district to determine at what point the debt will be considered uncollectable and reclassified as bad debt. All districts are required to have a Bad Debt Policy.
For corrective action, complete the following:
a) Provide to the State agency an updated meal charge policy that addresses the collection of delinquent funds and a policy for bad debt. The policy must state that the loss will not be absorbed by the non-profit school foodservice account and will be restored using non-federal funds.
b) Once the school's bad debt definition has been determined, the SFA must evaluate all negative student and adult meal debt, current and inactive, determine what is unrecoverable, and restore funds in that amount to the non-profit school foodservice account. Proof of calculations and restoration must be provided to the State agency.

Technical Assistance:
Please utilize the following charge policy development checklists to ensure a comprehensive policy is developed: https://ospi.k12.wa.us/sites/default/files/2023-08/mealchargepolicychecklist.pdf.

Unpaid meal charges, like any other money owed to the NSFSA, are considered "delinquent debt" when payment is overdue, as defined by state or local policies. When local officials determine that further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt." Further guidance for unpaid meal charges and clarification on the collection of delinquent meal payments can be found here: https://www.fns.usda.gov/cn/unpaid-meal-charges-clarification-collection-delinquent-meal-payments.

Resource Management Comprehensive Review - Tippecanoe Valley School Corp (4445)

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

Technical Assistance - Birthday Treat for Students

The SFA is reminded if a birthday treat is offered to students on their birthday, they must track the cost of the treat in their non-program food revenue calculation.

General Program Compliance - Tippecanoe Valley School Corp (4445)

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

Finding 9011: Local School Wellness Policy 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 Local School Wellness Policy could not be validated during on-site observations. The wellness policy does not contain measurable goals for the required areas.

Corrective Action:
The SFA is required to review the resources provided below and make updates to ensure the policy meets all requirements. Please provide an updated Wellness Policy or a timeline for when the policy committee will review the policy and make updates, as required.

Technical Assistance:
Nutritional information must be updated to reflect new milk requirements.
Wellness Policy webpage: https://www.in.gov/doe/nutrition/wellness-policies/
Minimum Requirements: https://www.in.gov/doe/files/minimum-requirements.pdf
Evaluation Checklist: https://www.in.gov/doe/files/triennial-assessment-template.pdf

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.

Corrective Action:
As corrective action the following must occur:
- LEAs 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.

Technical Assistance:
Wellness policy resources can be found at the following website: https://www.in.gov/doe/nutrition/wellness-policies/.

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-Foodservice Staff Training
At the time of the review, non-food service employees who were responsible for duties related to program requirements had not received training. Free and reduced application training and Direct Certification training must be completed each year by those responsible for the task.

Corrective Action:
Annual training for all staff with food service responsibilities is a program requirement. For corrective action, explain how the SFA will ensure requirements will be met each year. For employees identified as needing training during the review, provide proof of training, such as certificates or an agenda with topics covered, including attendee names and signatures.

Technical Assistance:
Training courses are available on Moodle - https://moodle.doe.in.gov/.
Additional training resources can be found here - https://www.in.gov/doe/nutrition/trainings/.

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.

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Technical Assistance - School Breakfast Outreach

Schools should send reminders regarding the availability of the School Breakfast Program (SBP) multiple times throughout the school year, including the price, location, and/or meal service time. USDA Policy SP 40 - 2011 Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program is available at the following link: https://fns-prod.azureedge.us/sites/default/files/cn/SP40-2011os.pdf.

Mentone School (3603)
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Month of Review: February 2026
Date of Onsite Review: March 25, 2026

Other Federal Programs - Mentone School (3603)

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance - After School Snack Program

Changes to the ASSP meal pattern presents challenges for some sponsors. The SFA is reminded to always determine the cost of the snack provided to ensure it is financially sustainable.
The school is currently serving three pre-packaged items each day for snack to meet meal pattern requirements. The State agency worked with the food service director to brainstorm lower cost, shelf-stable foods to serve for snacks that would eliminate the need for serving more than what is required.

Meal Components & Quantities - Mentone School (3603)

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

Technical Assistance - Choice of Entree

The State agency suggest offering two entree options daily, as many students declined the entree on the day of review and, while the meal they chose was a compliant reimbursable meal, it was not very filling in the reviewer's opinion. Students could greatly benefit from having a choice of entree each day.

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

Technical Assistance - Standardized Recipes

The sponsor is reminded to ensure portion size and meal contributions are correct on all standardized recipes.

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

Technical Assistance - Breakfast Self-serve

During breakfast observation, the share table became consumed with unopened containers of fruit. The State agency suggested positioning both fruit offerings in the same area on the serving line, allowing students to choose one or both, in hopes they can more easily recognize both options are fruit choices and they can decline one if they choose.

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

Finding 9080: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.
As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least ½ cup fruit or vegetable) is not identified near or at the beginning of the meal service lines.

Corrective Action:
The school will purchase or print appropriate OVS signage for breakfast and/or lunch. The school will submit pictures of the new signage once posted as corrective action.

Technical Assistance:
The school was provided technical assistance during the on-site visit.

General Program Compliance - Mentone School (3603)

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: food temperatures not adequately monitored during cooling.

Corrective Action:
Staff must be retrained on proper cooling procedures to ensure foods reach the temperature thresholds in the proper amount of time. SFA will submit training documentation and sign in sheets as corrective action.

Technical Assistance:
Resources for cooling food safely: https://theicn.org/icn-resources-a-z/cooling-food-safely/.

1408. Temperature logs are available

Technical Assistance - Cold food temperatures

Along with taking temperatures of hot foods, the sponsor should also take and record temperatures of cold foods to ensure they are served and held at appropriate temperatures.

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

Finding 9150: Storage Violations
The following storage violations were observed during the onsite review: chemicals were not stored away from food and food-related supplies and sanitizer buckets were located on the food prep table.

Corrective Action:
As corrective action staff must be trained on the correct standard operating procedure to ensure storage violations do not occur. Additionally, provide the State agency with a dated training agenda and sign-in sheet as proof that staff were trained.

Technical Assistance:
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.