



**SNP Administrative Review Findings**  
**Program Year 2025**

**Tri Creek School Corporation (4645)**

**Tri Creek School Corporation (4645)**

2055 East Commercial Avenue  
Lowell, IN 46356-1336

No. of Sites / Reviewed: 5 / 1  
Month of Review: February 2025

**Food Service Contact**

Mrs. Julie A Boyer  
Director of Food Services  
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FSMC: Chartwells

**Executive Contact**

Mr. Andy Anderson  
Superintendent  
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**Commendations**

- \* Food choices and variety were exceptional.  
All review documents were well organized for the administrative review.

**Resource Management Comprehensive Review - Tri Creek School Corporation (4645)**

**755. Allowable Costs**

**Finding 9117: Unallowable general expenses charged to the nonprofit school food service account.**

Based on the SFA's accounting records for the most recently completed PY 2024, general expenses charged to the nonprofit school foodservice account were not reasonable, necessary and/or allocable. Unallowable expenses, purpose of expenditures and amounts: The FSMC included the expense of a bonus for the FSMC manager which totaled \$6,101.69. This was paid out of the non-profit food service account; however, it is an unallowable expenditure.

**Corrective Action:**

**The unallowable charges must be restored to the account by the FSMC as it was billed without consideration of regulatory requirements. Provide proof of the full restoration of funds to the state agency for corrective action.**

**Technical Assistance:**

Here is some guidance on what is considered an allowable or unallowable purchase under the non-profit food service account: <https://docs.google.com/document/d/1hdASqqEzGILI-U8c683HL3aawo2EeOJs3gTRk-snmDQ/edit?usp=sharing>.

**General Program Compliance - Tri Creek School Corporation (4645)**

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

**Finding 10126: Professional Standards Training Requirements and Documentation**

Training for all food service staff is not being routinely and sufficiently tracked. Documentation of training has been an annual requirement since the Professional Standards requirements since at least 2017.

**Corrective Action:**

**Annual training for all staff with food service responsibilities is a program requirement. As corrective action, provide the state agency with an updated professional standards tracker for the current program year.**

**Technical Assistance:**

Any training completed should have a dated agenda, topics discussed, and staff signatures. If handouts are provided during the trainings, copies should be maintained with the training documentation. Required Professional Development Training Hours: <https://docs.google.com/document/d/1Ho8j7bMBtNtIYwq14INtakNMHppSVN9ALp6iPsCTzk/edit?usp=sharing>. General Training Agenda Template: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:893568f0-3317-327d-b7f7-55ef5969d162>.



**SNP Administrative Review Findings**  
**Program Year 2025**

**Tri Creek School Corporation (4645)**

**Three Creeks Elementary School**  
**(3848)**

2055 East Commercial Avenue  
Lowell, IN 46356-1336

**Food Service Contact**

Mrs. Susan Hilbritch  
Manager  
(219) 696-5740

Month of Review: February 2025

**General Program Compliance - Three Creeks Elementary School (3848)**

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

**Finding 9145: Food safety plan was not available at the reviewed school**

A copy of the written food safety plan was not available at the reviewed school.

**Corrective Action:**

**As corrective action a physical copy of a site-specific food safety plan must be made available for each site.  
Confirm the date that the food safety plan was provided to the site.**

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

**Technical Assistance- Storage**

At Three Creeks, the milk crates were stored on the ground with milk cartons inside. The health department did not write them up for this, but the state agency is recommending that empty milk crates be placed on the ground first before the milk crates with milk cartons.

*1411. Review of agricultural food components indicates violations of the Buy American provision*

**Technical Assistance- USDA Buy American**

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>.