



SNP Administrative Review Findings Program Year 2026

Valparaiso Community Schools (6560)

Valparaiso Community Schools (6560)

2727 N. Campbell St.
Valparaiso, IN 46385-2356

Food Service Contact

Mrs. Ashley K Bowman
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Executive Contact

Dr. James McCall
Superintendent
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No. of Sites / Reviewed: 13 / 3
Month of Review: November 2025

Commendations

- * The staff at Thomas Jefferson Elementary ensured all meals were reimbursable, demonstrating a clear understanding of offer versus serve. The kitchen was clean, and the food was batch cooked. The staff did a great job overall!

Technical Assistance

- * It is highly recommended to season cooked vegetables. Site staff noted that there is significant waste with cooked vegetables. Simple seasonings such as garlic, onion, pepper, and paprika can go a long way to add flavor without affecting the nutrient profile of menu items.
- * Consider offering a second fruit choice at lunch for elementary schools to increase student fruit consumption.

For breakfast, it would be a best practice to offer more fruit varieties and less juice and raisins.

Resource Management Comprehensive Review - Valparaiso Community Schools (6560)

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

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

The SFA did not assess its compliance with the requirements for revenue from non-program foods.

Corrective Action:

The SFA must assess compliance with 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 with documentation to support the figures used.**

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%20from%20Non%20Program%20Foods).

General Program Compliance - Valparaiso Community Schools (6560)

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

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on program materials. The "wellness cheat sheet" located on the Valparaiso Community School website did not include a non-discrimination statement.

Corrective Action:

The SFA updated the "wellness cheat sheet" to include the short non-discrimination statement available on the school website. **Therefore, an additional response is not required.**

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.



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Program Year 2026

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. Additionally, 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:

- 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.

-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

Technical Assistance – Food Safety Plan

The SFA has developed its own standard operating procedure (SOP) for the resale of share table foods. The policy was located in the main office and on the manager's network drive. The State agency requests that this SOP be included in the food safety plan, along with all other SOPs.

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
Program Year 2026

Valparaiso Community Schools (6560)

Flint Lake Elementary School (6893)

2727 N. Campbell St.
Valparaiso, IN 46385-2356

Food Service Contact

Ms. Olga Bonvissuto
Food Service Manager
(219) 531-3160

Month of Review: November 2025

Date of Onsite Review: December 10, 2025

General Program Compliance - Flint Lake Elementary School (6893)

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.

Corrective Action:

During the on-site review, the food service director posted the most recent health inspection in the cafeteria. **Therefore, additional corrective action is not required.**

Technical Assistance:

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



SNP Administrative Review Findings
Program Year 2026

Valparaiso Community Schools (6560)

Thomas Jefferson Elementary School
(6888)

2727 N. Campbell St.
Valparaiso, IN 46385-2356

Food Service Contact

Ms. Laurie Boynak
Food Service Manager
(219) 531-3130

Month of Review: November 2025

Date of Onsite Review: December 10, 2025

No Findings during Site 6888 Review



SNP Administrative Review Findings
Program Year 2026

Valparaiso Community Schools (6560)

Valparaiso High School (6881)

2727 N. Campbell St.
Valparaiso, IN 46385-2356

Food Service Contact

Ms. Shannon Butler
Food Service Operations Manager
(219) 531-3050

Month of Review: November 2025

Date of Onsite Review: December 9, 2025

Meal Components & Quantities - Valparaiso High School (6881)

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

Finding 10139: Production Records

The following issues were noted with production records: the production record format did not include all required information. The total purchase units/amount of food used is required to be on all production records.

Corrective Action:

As corrective action, please provide the State agency with an updated production record template showing all required data is included.

Technical Assistance:

Production record requirements can be found here:

https://docs.google.com/document/d/1EtDdf_vtla2sA3JVTmc6nM3gwRTaooJkjmUgVuFZBuM/edit?usp=sharing. Sample production records and templates can be found here: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keeping.