



## SNP Administrative Review Findings

## West Noble School Corporation (6065)

### Program Year 2025

**West Noble School Corporation (6065)**  
5050 N US 33  
Ligonier, IN 46767-9606

**Food Service Contact**  
Mrs. Debbie A Rodriguez  
Food Service Director  
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**Executive Contact**  
Dr. Nathan Lowe  
Superintendent  
(260) 849-3191  
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No. of Sites / Reviewed: 4 / 1  
Month of Review: January 2025

### Commendations

- \* The food service director uses the state tracker for professional standards. It is organized nicely and updated regularly.
- \* The director and staff did a great job organizing and preparing for the Administrative Review.
- \* The food service staff interacted with the children and took pride in serving their students and teachers.
- \* The documentation for free and reduced benefits was well organized and maintained.

### Technical Assistance

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/buyamerican-provisions/webinar>.

To download a copy of the USDA Buy American tracking tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffnsprod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.

- \* Offer Versus Serve (OVS) is a meal service method designed to reduce food waste and food costs in the National School Lunch Program and School Breakfast Program without jeopardizing the nutritional integrity of the meals served. The state agency recommends training the manager at the elementary and implementing OVS to reduce food waste.
- \* Consider offering simple choices daily within the menu. A second entree and/or fruit/veg choice can increase student satisfaction and participation and reduce food waste.
- \* The state agency recommends easier access to water availability by adding pitchers of water or dispenser inside the cafeteria. Currently, cups are provided for the students and they must ask to access the water fountain outside the cafeteria.
- \* Breakfast Promotion and Outreach: March is National School Breakfast Month. Participation in this breakfast promotion opportunity can result in increased revenue and participation. The state agency recommends implementing a plan to address breakfast participation of paid students at Elementary. See the following resources:  
<https://www.fns.usda.gov/sbp/outreach/marketing/ideas#:~:text=Celebrate%20National%20School%20Breakfast%20Week,p%20that%20day%20or%20week>.  
<https://www.fns.usda.gov/sbp/outreach>.  
<https://www.fns.usda.gov/cn/2024-nsbw-toolkit>.

### Certification and Benefit Issuance - West Noble School Corporation (6065)

#### 128. Correct conversion factors used for applications with more than one income frequency

##### Finding 10188: Income conversion for one frequency

When only one income frequency was listed in free and reduced meal applications, the SFA converted household income to annual when processing. Income should only be converted to yearly when more than one frequency is listed on the income application.

##### Corrective Action:

The SFA is required to complete free and reduced application processing training in Moodle. **Submit the training certificate as corrective action.**



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#### Technical Assistance:

Income should only be converted to annual when more than one frequency is listed on the meal application. The Moodle training website is located here: <https://moodle.doe.in.gov/>

### Verification - West Noble School Corporation (6065)

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 application due to a clerical error.

#### Corrective Action:

Corrections have been made to certification errors and the household was sent a letter notifying of the change in eligibility. Upload proof that funds have been restored to the student's account.

### General Program Compliance - West Noble School Corporation (6065)

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

#### Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained in civil rights.

#### Corrective Action:

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



## SNP Administrative Review Findings Program Year 2025

West Noble School Corporation (6065)

### West Noble Elementary School (6510)

5050 N US 33  
Ligonier, IN 46767-9606

### Food Service Contact

Mrs. Tonya McDonald  
Food Service Manager  
(260) 894-3191

Month of Review: January 2025

Date of Onsite Review: February 5, 2025

### Meal Counting & Claiming - West Noble Elementary School (6510)

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

#### Finding 9000: Point-of-service meal count not taken correctly

Special needs students are coming through the line at a time when tables are being cleaned. A list of students signed up for meals is left at the point-of-service. Students are not being counted when the meal is served to them.

#### Corrective Action:

As corrective action the following must occur:

- The director will submit a standard operating procedure to ensure each student's meal is accurately counted and each student is accurately charged.
- Staff implementing the updated procedure must be trained.
- Submit a signed and dated agenda as corrective action.

### Meal Components & Quantities - West Noble Elementary School (6510)

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

#### Finding 10171: Standardized Recipes

Standardized recipes were not available for the following menu items served during the review period and/or day of review: hashbrowns (salt was added without the use of a recipe). Salt is necessary for seasoning and palatability but a recipe indicating the amount to use should be followed.

#### Corrective Action:

As corrective action the following must occur:

- Utilizing the link below, all staff involved in creating recipes must complete standardized recipe training.
- Create two standardized recipes and submit copies of completed recipes to the State Agency.  
<https://theicn.org/cicn/usda-recipe-standardization-guide-for-school-nutrition-programs/>

#### Technical Assistance:

A standardized recipe template with instructions can be found here:

<https://drive.google.com/file/d/1BHYXAAIaAcY1oFfepyCFJjY2-fOYGT0r/view?usp=sharing>.

Moodle training Herbs and Spices: <https://moodle.doe.in.gov/course/view.php?id=457>

### General Program Compliance - West Noble Elementary School (6510)

1502. Records are retained for 3 years

#### Finding 9000: SFA not retaining records for 3 years

SFA is not retaining their school breakfast rosters after they input them into their POS system. This is their original meal count documentation.

#### Corrective Action:

As corrective action the director will submit a standard operating procedure explaining the record retention process for student meal count rosters to ensure they are retained for at least 3 years plus current year.



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