



## SNP Administrative Review Findings

## West Washington School Corp (8220)

### Program Year 2025

#### West Washington School Corp (8220)

8026 W Batt Road  
Campbellsburg, IN 47108-8559

#### Food Service Contact

Mrs. Billie Jo Russell  
Food Service Director  
(812) 755-4637  
russellb@wwcs.k12.in.us

#### Executive Contact

Mr. Keith Nance  
Superintendent  
(812) 755-4872  
nancek@wwcs.k12.in.us

No. of Sites / Reviewed: 2 / 1  
Month of Review: February 2025

### Commendations

- \* Staff was organized and prepared for the Administrative Review and demonstrated the desire to run a compliant program. The food was fresh and nicely presented on all serving lines. West Washington Food and Nutrition Services has a Facebook Page. The food service director and her staff attended Culinary A+ for School Meals workshops, which are offered through the State Agency, and are using those skills and recipes.

### 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/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>.
- \* Instructions, tips, and procedures were provided to staff to capture more names from the direct certification lists.
- \* Review the procedures for collecting debt and what is the threshold on the student's account to alert that the student is in debt.
- \* Total income reported on the free and reduced applications must include other income sources when applicable. When there are two different income frequency rates, annual income must be calculated. An incomplete application had to be verified during the onsite review. These situations were discussed with the staff.
- \* SFSP and CEP were discussed with the Superintendent and Food Service Director. Feel free to contact the State Agency with any further questions.
- \* Food services provide a wide variety of foods, but complete menus with all choices may not be listed on the website. It is recommended to post all choices to demonstrate the improvements made to the program.

### Verification - West Washington School Corp (8220)

208. Documentation demonstrates a confirmation review was conducted and required procedures were followed

#### Finding 9037: Confirmation review not conducted as required.

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

#### Corrective Action:

Technical assistance was provided onsite to ensure that a confirmation review takes place moving forward. The confirming official must be someone other than the original application processor. This step serves to ensure that the selected meal applications were approved correctly by the initial processor. The administration determined during the exit conference that the superintendent would complete the responsibility for confirmation reviews. **No further action is required.**

#### Technical Assistance:

This reviewer provided technical assistance by having the application on hand and identifying the section of the confirmation official's signature.



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

**West Washington School Corp (8220)**

**General Program Compliance - West Washington School Corp (8220)**

*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:

- a) The review and update of the local school wellness policy did not occur as required.
- b) 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:**

- a) LEAs must conduct an assessment of 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.
- b) 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/>.



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

**West Washington School Corp (8220)**

**West Washington High School (8869)**

8026 W Batt Road  
Campellsburg, IN 47108-8559

**Food Service Contact**

Mrs. Billie Jo Russell  
Food Service Director  
(812) 755-4637

Month of Review: February 2025

Date of Onsite Review: March 19, 2025

**Meal Components & Quantities - West Washington High School (8869)**

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

**Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.**

Production records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period, meet the minimum meal pattern requirements for the age/grade group(s) being served. An insufficient grain component serving was noted in the 9-12 grade group for lunch.

**Corrective Action:**

As corrective action, please explain how the menu will be corrected to meet portion size requirements. A corrected production record must be submitted to the State Agency. On March 21, 2025, the FSD sent an updated production record showing that changes have been made to the menu cycle. The SFA is serving a whole grain 1 oz grain equivalent cookie that now adds up to 2 oz grains for the chicken tenders and hot dog on a bun for that cycle menu. **No further corrective action is required.**

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.