



SNP Administrative Review Findings

Western Boone Co Community School Corporation (0615)

Program Year 2026

Western Boone Co Community School Corporation (0615)

1201 N State Road 75
Thorntown, IN 46071-9229

Food Service Contact

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Executive Contact

Mr. Rob Ramey
Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: October 2025

Commendations

- * The signage in the cafeteria is colorful and appealing to the eye. This makes the cafeteria a very welcoming and fun place to be for the students.
- * Thorntown Elementary School offers a nice fruit and vegetable bar for students. Both sides of the bar are utilized, which helps to speed up the serving line.
- * The food service director (FSD) was well organized with her review materials and was very responsive and helpful when items were requested.

Technical Assistance

- * It is recommended that the school food authority (SFA) considers implementing a share table for breakfast and lunch at Thorntown Elementary. There seems to be a lot of waste, especially milk, fruits, and vegetables. This especially occurs at breakfast as it seems the students do not have sufficient time to eat.

Also consider offering a grab and go breakfast that could be taken to the classroom to consume, which would provide students with more time to eat.

<https://www.in.gov/doe/files/Sharing-Table-Fact-Sheet.pdf>

- * Milk and condiments must be on all production records daily. Counts were taken but were on a separate sheet. If you must add a second sheet or use the backside that is allowable and encouraged.
- * The non-program revenue tool should be done annually and include revenue from all sites.

Certification and Benefit Issuance - Western Boone Co Community School Corporation (0615)

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (rosters, electronic POS system, etc.). Free direct certification benefits for two students were incorrectly transferred to the benefit issuance document as reduced.

Corrective Action:

As corrective action explain what procedures will be implemented to ensure student meal benefits are correctly transferred to the benefit issuance document. Additionally, submit proof of corrected benefits for affected students.



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138. *Updates to the Benefits Issuance documents are made accurately and timely*

Finding 10148: 30 Day Carryover

Benefits carried over from the prior school year did not expire on the 31st operating day for some households who failed to re-apply for meal benefits during the current school year. As a result of this error, fiscal action must be assessed.

Corrective Action:

As corrective action, the director will give the households 10 days' notification of a reduction in benefits. The director will also ensure carryover eligibility expires on the 31st operating day. Submit the household notification letters to the State agency as corrective action.

Technical Assistance:

Prior year's eligibility benefits expire when a new benefit is determined in the current year or on the 31st operating day, whichever comes first. If using an electronic point-of-sale system, check to see if the system has the capability to automatically expire prior year's eligibility determinations on the 31st operating day. For more information, the 30-Day Carryover Fact sheet can be found here:

<https://docs.google.com/document/d/1o8MXjpnjs248XKWsrRtIU6oFAyczkmdY3SZHq1pgnk/edit>. The USDA Eligibility Guidance Manual can be found here: https://fns-prod.azureedge.us/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf.

General Program Compliance - Western Boone Co Community School Corporation (0615)

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

Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements. The following elements are missing: wellness coordinator, committee members, and nutritional guidelines for fruits, vegetables, and added sugars.

Corrective Action:

As corrective action the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be provided as corrective action.

Technical Assistance:

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

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

Technical Assistance- Wellness Policy Communication

The wellness policy is currently communicated through the SFA's online board documents. The SFA is encouraged to make the wellness policy easier to find and actively communicate the policy through newsletters or social media.

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. The review and update of the local



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school wellness policy did not include stakeholders, and potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.

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.
- The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.
- 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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: current list of school employees, current equipment, and date last reviewed.

Corrective Action:

Please provide an updated food safety plan with all required elements to the State agency.

Technical Assistance:

The food safety plan must be reviewed annually. Please review the following resources: https://fns-prod.azureedge.us/sites/default/files/Food_Safety_HACCPGuidance.pdf.
<https://www.in.gov/doe/nutrition/food-safety/>.



SNP Administrative Review Findings

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Thorntown Elementary School (0537)

1201 N State Road 75
Thorntown, IN 46071-9229

Food Service Contact

Mrs. Michelle Fults
Food Service Director
(765) 482-6143

Month of Review: October 2025

Date of Onsite Review: November 18, 2025

Dietary Specifications - Thorntown Elementary School (0537)

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served. How is the SFA working towards transitional standards for sodium? Add sugar limit technical assistance here.

Technical Assistance- School Nutrition Standards

USDA Final Rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans has established added sugar limits for the following products served in the School Nutrition Programs effective July 1, 2025: breakfast cereals, yogurt, and flavored milk. Weekly added sugar limits are to be implemented beginning July 1, 2027. Additional information and updates to school nutrition standards can be found at the following link:

<https://www.fns.usda.gov/cn/school-nutrition-standards-updates>.

General Program Compliance - Thorntown Elementary School (0537)

901. On-site monitoring review(s) were completed prior to February 1

Finding 10207: Onsite Review- Incomplete Meal Service Observation

The full breakfast and lunch meal service was not observed for each site as part of the annual onsite review requirement.

Corrective Action:

As corrective action the SFA's monitor(s) must complete the "Onsite Review" portion of the "Reviews" training in Moodle via the following link: <https://moodle.doe.in.gov/>. Submit the training certificates to the State agency as proof of completion.

Technical Assistance:

As a reminder, the full meal service must be observed for each meal reviewed. As a result, a single monitor can only review one service for each meal type per day (breakfast and lunch).

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

Finding 9150: Storage violations were observed.

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. The First In, First Out (FIFO) inventory management method is not being used as there are numerous packages out of their original boxes with no date mark on them.

Corrective Action:

For corrective action please train staff in FIFO and date marking and provide the State agency with an agenda and attendance sign in sheet.

Technical Assistance:

All items removed from their original boxes, even when put in closed tubs, should be date marked.



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

Technical Assistance- USDA Buy American Provision

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>.