



SNP Administrative Review Findings

Western School Corporation (3490)

Program Year 2025

Western School Corporation (3490)

2600 S 600 W
Russiaville, IN 46979-9052

Food Service Contact

Mr. Jack Lazar
Food Service Director
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jlazar@western.k12.in.us

Executive Contact

Mr. Mark DuBois
Superintendent
(765) 883-5576
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No. of Sites / Reviewed: 4 / 1
Month of Review: January 2025

Commendations

- * Efficient document management of the Certification and Benefit Issuance documents was observed and appreciated.
- * The kitchen staff at the reviewed school work diligently to provide students with tasty, nutritious meals while also ensuring program compliance.
- * The share table is implemented well at the reviewed school. A small refrigerator, located in the cafeteria, is accessible during the entire school day for any student that is in need of additional nourishment.

Technical Assistance

- * The SFA agrees to conduct SFSP outreach at the end of each school year. The State Agency SFSP website is updated each spring with the SFSP open site locations map. The SA recommends putting this information on the school's website along with the food service website.
- * The SFA is reminded to notify school faculty and staff that share table items are for student consumption only.
- * The SFA is reminded there is no requirement to print student account balances daily. While it is a best practice to run low/negative balance reports and notify households, the school is not required to print these reports.

Meal Counting & Claiming - Western School Corporation (3490)

314. SFA is following the approved SFA-SA agreement

Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.

The SFA is not following their approved SFA-state agency application, including the point-of-service procedures. Discrepancies between approved documentation and observations on site: Students receive breakfast meals after the point-of-sale.

Corrective Action:

The school has procedures in place to ensure students receive their full reimbursable meal even though it is after the point-of-sale. As corrective action, the SFA has modified the site information sheet in CNPweb to show the meal is counted before it is received by the student. **No further action is required.**

General Program Compliance - Western School Corporation (3490)

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.

Corrective Action:

As corrective action the following must occur:

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 was submitted to the State Agency as corrective action. **No further action required.**



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Technical Assistance:

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

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 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>.



SNP Administrative Review Findings

Western School Corporation (3490)

Program Year 2025

Western Primary School (2935)

2600 S 600 W
Russiaville, IN 46979-9052

Food Service Contact

Mrs. Eleza King
Head Cook
(765) 883-1441

Month of Review: January 2025

Date of Onsite Review: February 12, 2025

Meal Components & Quantities - Western Primary School (2935)

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Technical Assistance - Vegetable Portion Sizes

Since the school has not chosen to implement OVS, 3/4c of vegetables must be served with each lunch. While a larger portion can be served if it is within the meal pattern guidelines, the portion of vegetables served on the day of review was approximately 1.25 c. Many of the vegetables served were wasted and disposed. The SFA should monitor vegetable consumption and decrease portion sizes when appropriate.

General Program Compliance - Western Primary School (2935)

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. Reusable towels were used in milk coolers to collect spilled milk. These towels could potentially harbor bacteria and should not be used.

Corrective Action:

Reusable towels have been removed from the milk coolers. The kitchen staff were notified to discontinue this practice and provided technical assistance explaining the reasoning. **No further action is required.**