



SNP Administrative Review Findings Program Year 2025

White River Valley School District (2980)

White River Valley School District (2980)

5644 W State Road 54
Switz City, IN 47465-1470

Food Service Contact

Mrs. Claudia D Ball
Food Service Director
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Executive Contact

Mr. Jim Larkin
Interim Superintendent
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No. of Sites / Reviewed: 3 / 1
Month of Review: March 2025

Commendations

- * The Food Service Director (FSD) was well prepared and organized for the review.
- * All staff were friendly and eager to learn. Site staff asked many questions during the review.

Resource Management - White River Valley School District (2980)

705. SFA have internal controls to ensure only allowable costs charged?

Finding 9000: Unallowable Costs Charged to the Nonprofit School Food Service Account

The Nonprofit School Food Service Account was directly charged for plumbing work that occurred in multiple building locations, including areas outside of the kitchen. In order for this to be considered a direct cost, the SFA must have separate invoices to distinguish the amount that can be charged to the Nonprofit School Food Service Account.

Corrective Action:

For corrective action, the SFA must restore the \$8,640.00 to the Nonprofit School Food Service Account with nonfederal funds for the unallowable cost charged. Additionally, submit documentation of the fund transfer to the SFA's food service account. The SFA restored funds to the Nonprofit School Food Service account and provided documentation. **Therefore, no further action is required.**

Technical Assistance:

Additional information regarding allowable and unallowable costs is available here:

<https://docs.google.com/document/d/1hdASqgEzGILI-U8c683HL3aawo2EeOJs3gTRk-snmdQ/edit?tab=t.0>

Resource Management Comprehensive Review - White River Valley School District (2980)

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 revenue from non-program foods requirements 7 CFR 210.14(f).

Corrective Action:

The SFA must assess compliance with revenue from non-program foods. **For corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the 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_from_Non_Program_Foods).



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General Program Compliance - White River Valley School District (2980)

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) Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.
- c) The triennial assessment has not been completed as required.
- d) The results of the most recent assessment of the local school wellness policy are not available to the public.

Corrective Action:

For corrective action, the following must occur:

- a) The local school wellness policy must be reviewed and updated by the wellness committee.
- b) 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 including their ability to participate.
- c) 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. A copy of the assessment and updated wellness policy must be submitted to the State Agency.
- d) 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/>.

1216. School Nutrition Programs staff met/will meet annual training requirements

Technical Assistance - Carryover Hours & Training for School Nutrition Program Staff

Annual training must focus on the day-to-day management and operation of the school nutrition programs. Training must be job-specific and intended to help employees perform their duties well. It was observed that some employees have completed Free & Reduced Application Process training even though the SFA is CEP district wide. A list of appropriate training topics can be found here: https://fnsprod.azureedge.net/sites/default/files/cn/ps_trainingtopics.pdf.

Further, individuals can roll over only half of their required professional standards hours to the next year. This is intended to help provide flexibility while ensuring that SFA employees receive a reasonable amount of training each school year.

1217. SFA's process and frequency for tracking training hours is sufficient

Technical Assistance - Professional Standards Training Tracking Tool

An interactive Professional Standards Training Tracking Tool is available here - <https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx>. USDA resources are also available here - <https://professionalstandards.fns.usda.gov/>.



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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:

- a) Description of Program Overview and Facility
- b) Standard Operating Procedures
- c) Process Approach
- d) Critical Control Points and Critical Limits
- e) Monitoring Procedures
- f) Corrective Action Procedures
- g) Periodic Program Review and Revision

Corrective Action:

For corrective action, please complete the following:

- a) **Review and update the food safety plan. Submit the updated plan to the State agency.**
- b) **Provide staff with food safety plan training. Submit proof that training has been completed.**

Technical Assistance:

Resources for food safety plan monitoring and review are available at the following links:

<https://www.in.gov/doe/nutrition/food-safety/>

https://docs.google.com/document/d/13IRjQYRGzL_CqUpGwJmtoc4NDE6ancjERtokVh7I2-8/edit?usp=share_link

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>.

1500. *Reports are submitted to the Indiana Department of Education as required*

Technical Assistance - SFA does not meet reporting deadlines to the State agency as required

The Annual Financial Report was not submitted to IDOE on time. Near the beginning of the school year, the SFA experienced unusually high turnover across multiple departments, including administration.

IDOE's Calendar of Due Dates is located here -

https://docs.google.com/document/d/1gQejacWaNHaz_tozqZFehNz0p59JDFW21J9SHz5-BPE/edit?tab=t.0

IDOE's School Nutrition Programs Calendar is located here -

<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqqaoLlw/edit?tab=t.0>



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White River Valley School District (2980)

White River Valley Elementary School (2460)

5644 W State Road 54
Switz City, IN 47465-1470

Food Service Contact

Mrs. Tina LaFever
Head Cook
(812) 875-3839

Month of Review: March 2025

Date of Onsite Review: April 30, 2025

Other Federal Programs - White River Valley Elementary School (2460)

6. Day of review Menu, Meal Patterns, Production records.

Finding 9226: Production records do not support planned portion sizes to meet meal pattern component requirements.

Production records for daily menus do not list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. Portion sizes for each meal component are not recorded.

Corrective Action:

During the on-site review, the portion sizes for the components served were confirmed. **Therefore, no further action is required.**

Technical Assistance:

The K-12 meal pattern for after school snacks is located here -

<https://docs.google.com/document/d/1FDA6kzBIRnpgB1iQ0666Y1L3WVZ2rqcXtcKFospl8P4/edit?tab=t.0>.

10. Non-discrimination poster displayed, visible to participants?

Technical Assistance - The USDA/FNS approved non-discrimination poster is not displayed and visible.

The most current USDA-approved non-discrimination poster is not prominently displayed in the snack meal service area, where it is visible to program participants. This poster is required to be prominently displayed in the area where snacks are served.

Meal Components & Quantities - White River Valley Elementary School (2460)

403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not planned to be available throughout the serving period on all meal service lines.

Corrective Action:

When it was observed that only one type of milk was being offered, the school was advised and given the opportunity to add another type of milk to the meal service line(s). **Therefore, no further action is required.**

Technical Assistance:

Two varieties of milk must be offered. Milk can be offered as flavored or unflavored with fat free or 1% milk fat content. When flavored milk is offered, unflavored milk must also be offered.

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

Technical Assistance - Insufficient servings of Grains, Meat/Meat Alternate

Prior to the start of the Administrative Review, the SFA self-identified a menu error in the weekly meat/meat alternate and grain requirements for the alternate lunch entree available daily. The SFA corrected the menu immediately and did not claim



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the number of alternate lunch entrees not meeting weekly meal pattern requirements served in March before the menu correction was made. The alternate lunch entree did meet daily minimum requirements.

General Program Compliance - White River Valley Elementary School (2460)

1105. Foods and beverages sold to students during the school day meet Smart Snacks standards

Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.

Some foods and beverages sold to students during the school day, including a la carte foods and beverages sold during meal services, and food items sold during non-exempt fundraisers, do not meet Smart Snacks standards. Ice cream sandwiches and fudge bars are sold to students in the cafeteria during lunch as a fundraiser. The ice cream sandwiches do not meet Smart Snack standards.

Corrective Action:

It is the School Food Authority's responsibility to ensure that Smart Snacks compliance is enforced throughout the school day and in all school locations. Non-compliant foods must be removed and can no longer be sold to students. **For corrective action, the SFA must submit new Smart Snack calculations and supporting documentation for all current food items sold to students during the school day.**

Technical Assistance:

Indiana allows two exemptions per school building, per school year, for fundraisers involving the sale of foods and/or beverages not meeting the nutrition standards for Smart Snacks and occurring during the school day. The maximum duration of an exempted fundraiser is one day. Additional guidance is available at this link- <https://drive.google.com/file/d/1ilvfWWYSXCbl2xXU-hfv1Fyz-44G3b2l/view>.

All foods sold at school during the school day are required to meet nutrition standards. The Smart Snacks in School regulation applies to foods sold a la carte, in the school store, vending machines, and any other venues where food is sold to students. Additional guidance and resources are available at this link - <https://www.in.gov/doe/nutrition/smart-snacks-in-schools/>

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 review, the reviewer advised staff and the most recent food safety inspection report was moved to a publicly visible location. **Therefore, no further action is required.**

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

Technical Assistance - Storage Violations 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 walk-in freezer is unclean. A food spill occurred on the floor of the walk-in freezer, which was not cleaned at the time of review.