



## SNP Administrative Review Findings

## School City of Whiting (4760)

### Program Year 2025

#### School City of Whiting (4760)

1500 Center Street  
Whiting, IN 46394-1307

#### Food Service Contact

Mrs. Christine A Lerma  
Food Service Director  
(219) 473-0961  
Clerma@ns.whiting.k12.in.us

#### Executive Contact

Mrs. Cynthia Scroggins  
Superintendent  
(219) 659-0656  
Cscroggins@ns.whiting.k12.in.us

No. of Sites / Reviewed: 4 / 1  
Month of Review: March 2025

### Commendations

- \* All review documentation was readily available and organized for the administrative review.

### Verification - School City of Whiting (4760)

211. SFA's verification notification letter included all required information

#### Finding 9044: Verification notification letter does not contain all required information.

The SFA's verification notification letter is missing the following required information: The long version of the non-discrimination statement was not included on the letter.

#### Corrective Action:

The SFA must include the full non-discrimination statement in correspondence when discussing a student's free/reduced status. **As corrective action submit an updated template of the verification notification letter that will be used for future correspondence.**

### Meal Counting & Claiming - School City of Whiting (4760)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

#### Finding 10153: Edit Checks

Edit checks were conducted for all schools combined. Edit checks are required to be conducted for each individual site.

#### Corrective Action:

**As corrective action please provide a copy of the April edit check for each individual school.**

#### Technical Assistance:

Edit check resources can be found under the recordkeeping section of the following website:  
<https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

### Resource Management Comprehensive Review - School City of Whiting (4760)

757. Allowable Costs Test

#### Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.

The State agency reviewed a sample representing 10% of expenses for the most recently completed program year 2024, using the SFA's detailed general ledger. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: Cafeteria/recess aids were being paid solely from the non-profit food service account.

#### Corrective Action:

**The SFA is required to calculate the number of hours these employees spent on duties related to food service and duties related to other services. Report this information back to the state agency as corrective action. Any funds**



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that were spent on hours not related to food service duties will need to be restored to the nonprofit food service account. Proof of the restoration must be submitted to the state agency.

### General Program Compliance - School City of Whiting (4760)

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 results of the most recent assessment of the local school wellness policy is not available to the public.

#### **Corrective Action:**

**As corrective action, 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

School City of Whiting (4760)

### Program Year 2025

#### Whiting High School (4353)

1500 Center Street  
Whiting, IN 46394-1307

#### Food Service Contact

Mrs. Christine A Lerma  
Food Service Director  
(219) 473-0961

Month of Review: March 2025

Date of Onsite Review: April 16, 2025

### Meal Components & Quantities - Whiting High School (4353)

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 available throughout the serving period on all meal service lines.

#### Corrective Action:

The SFA noticed quickly that they did not have chocolate milk available on the line and quickly resolved the issue. Production records show that two varieties are offered daily. **This is sufficient and no further action is necessary.**

#### Technical Assistance:

The school was advised and given the opportunity to add another type of milk to meal service line(s) when it was observed that only one type of milk was being offered.

### General Program Compliance - Whiting High School (4353)

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. After food items were pulled from their packaging, the individual items were not date-marked with the received date.

#### Corrective Action:

**The SFA is required to date mark all individual items once pulled from the original packaging. As corrective action, provide documentation (dated agenda and sign-in sheet) that staff were trained on this requirement.**

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

#### Buy American 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>.