



SNP Administrative Review Findings
Program Year 2025

Whitko Community School Corp (4455)

Whitko Community School Corp (4455)

710 N SR 5, Suite B
Larwill, IN 46764-9776

Food Service Contact

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Executive Contact

Dr. Amy Korus
Superintendent
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No. of Sites / Reviewed: 4 / 1
Month of Review: December 2024

Commendations

- * The certification documents selected for review were processed without error. Communication with households regarding their income application was well documented.
- * At the reviewed school, production records were completed without error. All foods, crediting, and quantities served were documented correctly.
- * The director and supporting staff were ready and willing to make any necessary changes to improve their program and increase participation.

Technical Assistance

- * The sponsor is reminded to update the school website when nutrition program guidelines are modified, specifically that milk varieties can include both skim and 1% flavored milk.
- * Breakfast participation was very low at the reviewed school. The reviewer discussed ways to potentially improve participation including:
 - Operate breakfast after the bell.
 - Offering new hot entree options.
 - Offer student favorites daily (shelf stable foods).
 - Operate universal free breakfast.
- * The SA discussed ways to increase lunch participation and take meal service to the next level, including:
 - Offering a variety of salads and/or wraps instead of the same one daily.
 - For the open-air cooler, use clear plastic containers to showcase foods and add lighting to draw attention to foods.
 - Upgrade the dinner roll (served on the day of review) to a fresh baked roll to increase aromatic appeal.
- * Students with special dietary needs must be provided foods/beverages that align with those needs. Students should not be able to select foods that go against doctor's orders. If the modification is no longer needed, the parent/guardian must complete a discontinuation of accommodations form. The FSD and school nurse must work together to ensure students' needs are met.

Verification - Whitko Community School Corp (4455)

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

Technical Assistance - Verification Letters

When sending a request for income documents during verification, it is best practice to give households a two-week deadline to submit documents. With extended deadlines, households are more likely to forget, leading to high non-response rates. Additionally, always ensure households are receiving language appropriate correspondence. For households with limited English proficiency, the sponsor should refer to alternate translations.



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Whitko Community School Corp (4455)

General Program Compliance - Whitko Community School Corp (4455)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on program materials.

Corrective Action:

The full nondiscrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. As corrective action, the non-discrimination statement was updated on the following program materials: menu and benefit issuance correspondence letter templates. **A copy of each updated resource was submitted to the State Agency. No further corrective action is required.**

Technical Assistance:

The most currently linked non-discrimination statement can be found on the following webpage: <https://www.usda.gov/non-discrimination-statement>. Please review the school nutrition weekly newsletter regularly should there be any updates.

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

Whitko Community School Corp (4455)

Program Year 2025

Whitko High School (9191)

710 N SR 5, Suite B
Larwill, IN 46764-9776

Food Service Contact

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Month of Review: December 2024

Date of Onsite Review: January 28, 2025

Meal Components & Quantities - Whitko High School (9191)

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

Finding 9000: Breakfast Menu

Sponsor did not have a breakfast menu for the reviewed school. Production records show the sponsor has planned to meet all meal pattern requirements.

Corrective Action:

The sponsor must develop breakfast menus each month for all schools to show they are planning to meet all meal pattern requirements. **The SFA has submitted their newly developed menu, showing they planned to meet all requirements. No further action is required.**

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

Technical Assistance - Whole Grain Requirement

The SFA is reminded to be cautious of non-whole grain offerings. They must ensure 80% of the total grains offered for the week are whole grain-rich.