



SNP Administrative Review Findings

Program Year 2026

Adelante Schools (9130)

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1202 E. Troy Ave
Indianapolis, IN 46203-5239

Food Service Contact

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Executive Contact

Mr. Jordan Habayeb
Chief Operating Officer
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No. of Sites / Reviewed: 1 / 1
Month of Review: December 2025

Commendations

- * The staff were very friendly and greeted each student with a smile.
- * The school offered fresh, scratch-made food for students, including burgers that were cooked fresh on the day of review.
- * The staff did a great job implementing OVS and demonstrated a full understanding of the requirements.
- * The SFA offers menus and signage in both English and Spanish.
- * The SFA was very organized and prepared for the review.
- * The staff was willing to learn, improve, and make immediate corrections during the onsite review.
- * The SFA has tracked Buy American Provision exceptions for the entire school year.

General Program Compliance - Adelante Schools (9130)

808. *On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

Finding 10152: Civil Rights Training

Non-foodservice employees have not completed civil rights training within the last 12 months. All teachers must be civil rights trained since students eat breakfast in the classrooms.

Corrective Action:

As corrective action, all teachers must be trained in civil rights and submit documentation of the completed civil rights training.

Technical Assistance:

All staff members and volunteers who complete tasks for the school food service program must complete civil rights training annually. Civil rights training can be found in Moodle at <https://moodle.doe.in.gov/course/index.php?categoryid=57>.



SNP Administrative Review Findings

Adelante Schools (9130)

Program Year 2026

**Emma Donnan Elementary & Middle
School (9993)**

1202 E. Troy Ave
Indianapolis, IN 46203-5239

Food Service Contact

Mr. Jordan Habayeb
COO
(317) 226-4272

Month of Review: December 2025

Date of Onsite Review: January 7, 2026

Other Federal Programs - Emma Donnan Elementary & Middle School (9993)

4. Validate snack counts – snacks properly counted and claimed?

Technical Assistance: Meal Counting

One day of the review period included a meal count sheet with a straight line through the numbers, rather than individual tally marks. This is a questionable meal counting practice and should not occur. While this was isolated to a single instance during the review period, the SFA is encouraged to review meal counting procedures with the site staff.

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

Technical Assistance: Updated After School Snack Program Meal Pattern

Effective July 1, 2025, the After School Snack meal pattern has been updated. The updated meal pattern requires that no more than half of the weekly fruit or vegetable offerings may be in the form of juice. Additionally, fruits and vegetables are listed as separate components. Furthermore, grain-based desserts may not be used to meet the grain requirement.

The updated meal pattern is located here -

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

The Grain-Based Desserts Served in the After School Snack Program Fact Sheet is located here -

<https://docs.google.com/document/d/12thcXnE8-T53aaXoobt73mCmeEJUHXodTS03bDMG7q0/edit?pli=1&tab=t.0>.

1902. FFVP: Documentation for allowable costs?

Finding 9000: Fresh Fruit Vegetable Program Claiming

When the SFA submits the claim for reimbursement, the total purchase amount is used; however, the SFA is not using all of this product for the Fresh Fruit Vegetable Program (FFVP). An example included mini peppers for the review period, for which 5 cases were claimed, but 2 were left over. In this case, only 3 cases may be claimed under FFVP. In addition, labor is not tracked for FFVP; a predetermined number of hours is used to determine the charge for the day's fresh or cooked items. This method is not allowable for a direct labor charge.

Corrective Action:

As corrective action, the SFA must begin tracking labor and submit documentation to support the most recent claim on file. Additionally, only prepared foods for FFVP can be claimed for reimbursement. Submit documentation to support the most recent claim on file.

Technical Assistance:

This was discussed with SFA on the day of review. The handbook for the Fresh Fruits and Vegetable Program can be found here- <https://www.fns.usda.gov/sites/default/files/resource-files/handbook.pdf>.



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Finding 9177: Adults are Provided Fresh Fruits and Vegetables Leftovers

Adults other than teachers who are in the classroom with students during the FFVP meal service are taking home leftover fresh fruits and vegetables.

Corrective Action:

As corrective action, please submit to the State agency a plan of how leftover FFVP foods will be handled. In addition, the food service director must complete the FFVP training in Moodle and submit certificate as documentation.

Technical Assistance:

Technical assistance was provided on the day of the review. To avoid product waste, work with the health department to determine allowable processes for FFVP leftovers. Training in Moodle can be found here

<https://moodle.doe.in.gov/course/index.php?categoryid=57>.

1910. FFVP: Meal service follow HACCP principles, sanitation standards?

Technical Assistance: Efficient Inventory Management

Technical assistance was provided regarding the use of FFVP foods during classroom nutrition education activities. On the day of the review, a pint of strawberries was taken to the classrooms for display, then wasted. It is suggested that nutrition education materials, such as infographics or visuals, be incorporated when presenting FFVP foods to students so the item can be both highlighted for learning and served for consumption.

Meal Components & Quantities - Emma Donnan Elementary & Middle School (9993)

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

Technical Assistance: Meal Insufficiencies

Prior to meal service, the fruit and vegetable cups at lunch were underfilled in 4oz cups. This was corrected prior to serving meals. It is best practice to use 5.5 oz cups for 1/2 cup fruit servings to ensure accurate 1/2 cup portions.

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

Technical Assistance: Dietary Substitutions

Food substitutions and/or other reasonable modifications to a student's meal may be necessary to meet the dietary needs of students who meet the USDA definition of a disability, such as food intolerance, allergy, or other medical condition. A medical statement signed by a licensed medical authority may be required to accommodate a special dietary need and ensure a student is accommodated safely and properly. Milk substitution requests should be accommodated with an acceptable milk alternative. Juice cannot be substituted for milk in School Breakfast Program unless instructed to do so by a medical prescription signed by a licensed medical authority, and the information is retained on file. For the form and guidance regarding acceptable milk substitutions, go here: <https://www.in.gov/doe/nutrition/special-dietary-needs/#Milk>. In the School Lunch Program the substitution request can come from a parent or guardian.

Dietary Specifications - Emma Donnan Elementary & Middle School (9993)

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?

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>.



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General Program Compliance - Emma Donnan Elementary & Middle School (9993)

1406. *The most recent food safety inspection report is posted in a publicly visible location*

Technical Assistance: Health Inspection

The health inspection is posted behind the serving line but should be moved to a more publicly visible location.

1407. *SFA written food safety plan is implemented*

Technical Assistance: Share Table

Milk on the share table must have an ice tray to be consistent with food safety practices and avoid spoilage.

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

Technical Assistance: Storage

Be sure to date mark all canned goods. It was observed that some cans were not date marked.

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>.

1502. *Records are retained for a minimum of five years*

Finding 10227: Meal Count Rosters

Original meal count rosters are not retained for at least 5 years. The SFA completes two meal count sheets at breakfast and lunch, then manually consolidates them into one sheet, discarding the original two count sheets. The consolidated meal count sheets were validated for the review period, and for three operating days, a transfer error was identified but did not affect the claim for reimbursement. Reviewers determined the transfer errors by validating completed production records for the days in question.

Corrective Action:

Starting January 8, 2026, the food service director started retaining the original daily meal count sheets. **As corrective action, submit the daily meal count sheets for February 2026, along with the edit check, to the State agency.**

Technical Assistance:

The record retention chart can be found here:

https://docs.google.com/document/d/1pv9_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?usp=sharing.