



SNP Administrative Review Findings
Program Year 2026

Circle City Prep Charter School (9150)

Circle City Prep Charter School (9150)

4002 N. Franklin Road
Indianapolis, IN 46226-5297

Food Service Contact

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Executive Contact

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No. of Sites / Reviewed: 5 / 1
Month of Review: March 2026

Commendations

- * The kitchen was extremely clean and well organized.
- * The serving line looked inviting, with fruits and vegetables pre-cupped and arranged neatly in a clean, well-maintained serving cart.
- * Before serving the tangelos, the teachers reviewed an informative sheet about the fruit. One teacher spent 15 minutes introducing tangelos to the students and then discussing whether they liked the taste. Teachers served as models, tasting the fruit with students and by the end of service, student knowledge of the fruit had increased.

Technical Assistance

- * Fruit in smoothies that are being blended will be credited as juice. <https://www.fns.usda.gov/tn/offering-smoothies-part-reimbursable-school-meals>

Resource Management Comprehensive Review - Circle City Prep Charter School (9150)

765. Adult Meals

Technical Assistance-Determining the Annual Adult Meal Prices with an All-Non-Pricing SFA

PY 2027 Adult Lunch Meal Calculation for Non-Pricing SFAs

For non-pricing sites (those operating the Community Eligibility Provision), the minimum adult lunch price should be at least the rate received for a free student's meal, which includes the federal reimbursement rate for a free meal and the 9 cents menu certification rate plus the federal cash-in-lieu of commodities rate. If the SFA receives the 2 cents severe need lunch rate, include this amount.

Federal reimbursement rate for free lunch	\$4.60 (2025-2026)
Add 9 cents menu certification rate	\$ 0.09
Add per meal value of USDA donated foods (if applicable)	\$ 0.45 (2025-2026)
Add 2 cents severe need lunch rate (if applicable)	\$ 0.02
Minimum Adult Lunch Price	\$5.16*



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PY 2027 Adult Breakfast Meal Calculation for Non-Pricing SFAs

For non-pricing sites (those operating the Community Eligibility Provision), the minimum adult breakfast price should be the federal reimbursement rate for a free meal and the severe need breakfast rate (if applicable). *USDA Food value is not included in the breakfast meal price.*

Federal reimbursement rate for a free breakfast	\$2.46 (2025-2026)
Add severe need reimbursement rate (if applicable)	\$0.48
Minimum Adult Breakfast Price	\$2.94*

General Program Compliance - Circle City Prep Charter School (9150)

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

Finding 10183: Milk Substitutions Not Available

Milk substitutions are not provided for students with an allergy or intolerance to milk.

Corrective Action:

Explain how the SFA will accommodate all special dietary needs involving milk substitutions going forward. Additionally, the director must take the special dietary needs training in Moodle to ensure requirements are understood. Upload the training certificate in corrective action responses section of the CNPweb as proof of training completion. During the onsite visit, soy milk was purchased but training must be provided for this finding.

Technical Assistance:

All special dietary needs are now recognized as a disability and therefore must be accommodated. The accommodation should be made as soon as possible once foodservice is aware of the allergy or intolerance. When the special dietary needs request/notification for milk comes from a parent or guardian, a nutritionally equivalent milk substitute must be offered. Requests for substitutes outside of the meal pattern (such as juice or water) must be signed by a licensed physician (MD or DO), advanced practice nurse (APN) with prescriptive authority (RXN), physician assistant (PA), or registered dietitian (RD).

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 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>

1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements



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Finding 9000: Technical Assistance-Food Waste and Recovery

Food waste and recovery information is located on the State agency website at <https://www.in.gov/doe/nutrition/food-safety/>.

According to the USDA website, K-12 schools have a special role in not only reducing, recovering, and recycling food waste on their premises but also in educating the next generation about the importance of food conservation and recovering wholesome excess food for donation to those less fortunate.

Most importantly, increasing consumption and reducing wasted food means children get the nutritional benefits from the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

The best way to tackle food waste is to make sure students consume what they take. This involves good planning by school nutrition staff, getting students involved in decision-making, and having teachers educate students on the impacts of wasted food.

The Indiana State Department of Health and Indiana Department of Education have collaborated on guidance for implementing food recovery at school. If schools are planning and preparing meals with the intent to serve one reimbursable meal per child per day, schools that occasionally have unexpected meals or food surpluses may donate the leftover foods to food banks, food pantries, homeless shelters, and similar non-profit charitable organizations.



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Circle City Prep Charter School (1126) Food Service Contact

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Indianapolis, IN 46226-5297

Ms. Stephanie Cahue
Director of Operations
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Month of Review: March 2026

Date of Onsite Review: April 6, 2026

Other Federal Programs - Circle City Prep Charter School (1126)

9. On-site observation – snacks properly prepared, held served and stored?

Finding 9000: ASSP Food Safety Plan

Food safety standard operating procedures have not been developed and implemented specifically for the ASSP service in the gym. For example, there was no place to discard leftover milk in cartons.

Corrective Action:

The SFA developed a "Serving Food Through the After School Snack Program SOP" during the onsite review process. No further action is required.

Technical Assistance:

Food safety practices must be applied in all areas where meals or snacks are served. Additional food safety resources can be found here: <https://theicn.org/icn-resources-a-z/food-safety/>.

1700. ASSP – areas identified requiring TA, CA?

Technical Assistance-Serving Size of Popcorn and Pretzels for ASSP

To receive a 1-ounce grain equivalent, a student should be served 3.00 cups of popcorn; the SFA is currently serving 2.5 cups. For pretzels, a 1-ounce grain equivalent requires 0.8 oz (22 grams) per student, while the SFA is currently serving 0.7 oz.

1905. FFVP: Widely publicized within the school?

Finding 9173: Fresh Fruits and Vegetables Program (FFVP) Publicized

The FFVP is not widely publicized within the school.

Corrective Action:

As corrective action, explain what actions have been taken to publicize the FFVP within the school. Additionally, provide documentation such as website screenshots, copies of menus, or pictures of bulletin boards to the state agency.

Technical Assistance:

The FFVP can be publicized by having student-created posters around the school, adding it to the monthly lunch menu, or even having a notification to the school community distributed at the beginning of the school year.

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

Finding 9178: Fresh Fruits and Vegetables Program meal service did not follow HACCP principles and applicable sanitation and health standards.

Food safety standard operating procedures have not been developed and implemented specifically for the FFVP in the classroom.



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Corrective Action:

For corrective action, develop FFVP food safety standard operating procedures. During the onsite review process, FFVP food safety standard operating procedures were developed and uploaded. No further action is required.

Technical Assistance:

Technical assistance was provided on the day of the FFVP observation. The SFA must ensure applicable staff are trained at least annually on the FFVP food safety standard operating procedure. The USDA FFVP Resource Center is located here: <https://www.fna.usda.gov/ffvp/resource-center>.

Meal Components & Quantities - Circle City Prep Charter School (1126)

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

Finding 9000: Production Records

The following issue was noted with production records: the format did not include all required the vegetable subgroups columns.

Corrective Action:

As corrective action, submit the one week (used for the menu certification) lunch production records with vegetable subgroups. A correctly revised production record was completed during onsite visit. No further action is required.

Technical Assistance:

Various production record resources can be found on the IDOE website: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keep. USDA production record requirements are located in A Menu Planner for School Meals: <https://fns-prod.azureedge.us/sites/default/files/resource-files/menu-planner-chapter-4.pdf>. Information may be added to the production record format but not deleted. As SFAs must meet daily and weekly requirements for each age group served, the specific vegetable subgroups served must be noted on production records and tracked daily.