



## **SNP Administrative Review Findings**

**Eastern Greene Schools (2940)**

*Program Year 2026*

### **Eastern Greene Schools (2940)**

1471 N State Road 43  
Bloomfield, IN 47424-6090

### **Food Service Contact**

Mrs. Treva Lukens  
School Food Authority  
(812) 825-5722  
tlukens@egreene.k12.in.us  
FSMC: Chartwells

### **Executive Contact**

Mr. Doug Lewis  
Superintendent  
(812) 825-5722  
dlewis@egreene.k12.in.us

No. of Sites / Reviewed: 2 / 1  
Month of Review: February 2026

## **Commendations**

- \* The documentation for free and reduced benefits was well organized and maintained. All income applications were accurately processed.
- \* A nice entrée variety was offered for students
- \* Staff were friendly and eager to learn. Staff were also willing to work with reviewers to immediately correct some issues when noted during the onsite review.

## **Technical Assistance**

- \* FSMC Oversight: The school corporation must ensure the corporation employees overseeing the FSMC contract have a strong working knowledge of USDA programs. The School Food Authority (SFA) must continue to review all documentation related to services provided by the FSMC, including but not limited to the following: reviewing the itemized monthly statements to ensure there are no questionable or unallowable charges billed to the food service account, reviewing the SFA available USDA Foods for use in menus to ensure the corporation is getting full value from the use of commodities in reimbursable meals and not used for other activities, inspecting all kitchens regularly to ensure foods are stored properly, rotated on FIFO, and secured from theft and spoilage.

The following items were recommended to the SFA regarding FSMC billing:

1. For accuracy, the SFA should create a standard operating procedure to review every monthly itemized, detailed billing.
2. The SFA should determine approval procedures for FSMC travel, employee recognition programs, timekeeping records, and/or shared labor between SFAs.
3. The SFA should receive training on how to read the reports provided by the FSMC.

## **Verification - Eastern Greene Schools (2940)**

215. SFA completed verification by November 15

### **Technical Assistance - Verification not completed by November 15**

For the current school year, the SFA did not complete its Verification process prior to November 15. The State agency did not approve an extension that would have allowed the SFA to complete its Verification process by December 15. In the future, if a household does not respond to the verification request by the November 15 due date, the household should be moved to paid. Technical assistance was provided to the SFA during the onsite review. The verification process was explained, and resources were provided. Guides and resources for the verification process are available at the following link -

[https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/#Annual\\_Traditional\\_Verification](https://www.in.gov/doi/nutrition/free-and-reduced-information/verification-and-direct-verification/#Annual_Traditional_Verification).

## **Resource Management - Eastern Greene Schools (2940)**

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

### **Finding 9000: FSMC Invoice Review**

The FSMC invoice from February 2026 was reviewed. Several line items were questioned, requiring additional review and



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invoice documentation, however, the FSMC was unable to provide most of the requested invoice documentation. Documentation for the following was not provided for review:

- Computer Expenses: all invoice totaling \$426.00
- Maint SoftwareMid: all invoices totaling the amount of \$384.36
- General Liability: invoice in the amount of \$635.14
- Training: Chat Session POS, 2026 Wage and Hour, 2026 Annual Cybersecurity Awareness invoices totaling \$83.00

Total amount of costs questioned: \$1,528.50

#### **Corrective Action:**

For corrective action, provide a detailed invoice for each of the line items listed above. If invoices are unavailable for the questioned costs, the costs are considered unallowable and the SFA must restore funds to the non-profit school food service account (NSFSA) in the total amount of all questioned costs. The restoration must be made using non-federal funds.

#### **Technical Assistance:**

All costs billed directly to the SFA must be supported by a detailed invoice from the third-party company. Costs that cannot be supported with a direct invoice are considered indirect costs and are therefore unallowable. Indirect costs should be absorbed by the administrative and management fees charged by the FSMC.

## Resource Management Comprehensive Review - Eastern Greene Schools (2940)

### 765. Adult Meals

#### **Technical Assistance - Adult Meal Pricing**

Breakfasts served to teachers, administrators, custodians and other adults must be priced so that the adult payment in combination with any per-meal revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) is sufficient to cover the overall cost of the meals. Further, the overall cost of adult meals must include the value of any USDA Foods (entitlement and bonus) used in the preparation of the meals. Since the SFA implements Universal Free Breakfast, the SFA should follow pricing guidance for non-pricing programs to determine adult breakfast prices.

## General Program Compliance - Eastern Greene Schools (2940)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

#### **Finding 10137: Wellness Policy Requirements**

The local school wellness policy does not contain the minimum required elements. The following elements are missing:

- USDA Requirements for School Meals: The policy does not include a statement assuring that school meals will meet the USDA requirements.
- Nutritional Guidelines for Non-Sold Foods and Beverages: The policy does not include set nutritional guidelines for foods and beverages not sold but made available on the school campus during the school day.

#### **Corrective Action:**

For corrective action, the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be provided as corrective action.

#### **Technical Assistance:**

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.



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### Program Year 2026

#### Eastern Greene School (2433)

1471 N State Road 43  
Bloomfield, IN 47424-6090

#### Food Service Contact

Mrs. Treva Lukens  
School Food Authority  
(812) 825-5621

Month of Review: February 2026

Date of Onsite Review: March 25, 2026

### Meal Components & Quantities - Eastern Greene School (2433)

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

#### **Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week \*Repeat Finding**

The NSLP meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned NSLP menus for the menu certification week, the following insufficiencies were noted:

-the minimum weekly grain requirement was not met.

The Cheddar/Mozzarella Salad with Croutons entree option provides only 1-ounce equivalent grain. The recipe indicates that the serving size of croutons is 1 cup to equal 2 ounces of grain. Staff were only serving 1/2 cup for 1 ounce grain. Since this option is offered daily, the amount of grain offered over the course of the week is 5 ounces. The weekly minimum grain requirement for the K-5 age/grade group is 8 ounces.

This is a repeat finding from the 2022 review. Therefore, meals containing an insufficient amount of grain offered must be disallowed. A total of 36 Cheddar/Mozzarella Salads with Croutons were served during the week of review.

#### **Corrective Action:**

During the onsite review, staff increased the serving size of the croutons to 1 cup. For additional corrective action, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.

#### **Technical Assistance:**

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>

### Dietary Specifications - Eastern Greene School (2433)

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? Add sugar limit technical assistance here.

#### **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 - Eastern Greene School (2433)**

901. *On-site monitoring review(s) were completed prior to February 1*

**Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedures prior to February 1 of the previous Program Year. At the time of the review, the SFA had not conducted onsite reviews for any of the schools for the current Program Year.

The SFA has been completing FSMC monitoring but was not aware of the requirement to also complete the onsite review checklist by February 1.

**Corrective Action:**

For corrective action, the SFA must conduct on-site monitoring at each of its schools. Submit the completed forms to the State agency.

**Technical Assistance:**

It is best practice to conduct onsite monitoring for schools at the start of each school year, but it must be completed annually by February 1st. The monitoring form can be found at the following link:

[https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD\\_UDjprHFRoHk4KTzc/edit?usp=sharing](https://docs.google.com/document/d/1KKDtCZqDTHq0cwTn8nHEEOWHWD_UDjprHFRoHk4KTzc/edit?usp=sharing)

1404. *A copy of the written food safety plan is site-specific and available on-site*

**Finding 10186: School food safety plan**

The school food safety plan is not site-specific.

**Corrective Action:**

A school food safety plan should be site-specific and apply to every location where food is prepared, stored, or served. A school food safety plan should be customized to the specific school's equipment, staff, and physical location.

The plan was missing the following, specific to this site:

- Type of facility
- Average Daily Participation for programs being operated
- Employee list
- Equipment list/inventory

For corrective action an updated, site-specific plan must be developed and submitted to the state agency.

**Technical Assistance:**

Food service staff should be regularly trained on procedures within the food safety plan. School food safety resources can be found at the following webpage: <https://theicn.org/icn-resources-a-z/food-safety/>.