



SNP Administrative Review Findings Program Year 2026

Evansville-Vanderburgh Schools (7995)

Evansville-Vanderburgh Schools (7995)

951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Mrs. Nora L Burgess
Director of Food and Nutrition
(812) 435-0523
nora.burgess@evsck12.com

Executive Contact

Dr. Darla Hoover
Superintendent
(812) 435-8476
darla.hoover@evsck12.com

No. of Sites / Reviewed: 39 / 4
Month of Review: December 2025

Commendations

- * Each written standard operating procedure (SOP) in the food safety plan includes a quiz for employees that presents scenarios and requires them to apply the SOP to demonstrate their knowledge.
- * A nice entrée variety was offered for students.
- * The documentation for free and reduced benefits was well organized and maintained.

Resource Management - Evansville-Vanderburgh Schools (7995)

712. SFA charged indirect costs to nonprofit school food service account?

Finding 9000: Phone Expenses Charged Incorrectly *Repeat Finding

During the review, it was identified that expenses related to cafeteria phones are directly charged to the Non-profit School Food Service Account on a monthly basis. The SFA was unable to explain the methodology used to determine the amount charged.

While phone charges were not identified in past reviews, it should be noted that trash was identified as charged directly when it was actually charged indirectly in the 2021 follow-up review.

Corrective Action:

For corrective action, the SFA can choose to classify the cost of phones under indirect costs since an approved 2025 and 2026 indirect cost rate is on file with the State agency. The Modified Total Direct Cost (MTDC) tool must be completed to show the cost does not exceed the maximum indirect cost allowed. Submit the MTDC tool to the State agency. Additionally, revise the 2025 Annual Financial Report in CNPweb by reclassifying the phone charges listed under miscellaneous as indirect costs.

If the SFA does not choose to classify the phone charges as an indirect cost, the SFA will need to restore the total amount charged to the Non-profit School Food Service Account from July 1, 2025, until the charges were stopped. The restoration must be made using non-federal funds. Submit documentation of the calculations used to determine the total amount of phone charges and proof that funds were restored to the Non-profit School Food Service Account.

Technical Assistance:

The MTDC tool can be found here –https://docs.google.com/spreadsheets/d/11wJd_As7NY7cRWA1aZGLvSWNmQK7JOOV/edit?utm_name=&gid=80293034#gid=80293034.

Examples of Allowable and Unallowable Costs can be found here- <https://docs.google.com/document/d/1hdASqqEzGILL-U8c683HL3aawo2EeOJs3gTRk-snmQ/edit?tab=t.0>.

Resource Management Comprehensive Review - Evansville-Vanderburgh Schools (7995)

758. SFA have a positive or zero balance in the nonprofit school food service account?

Finding 9000: Inaccurate Reporting on Annual Financial Report

During the review, it was noted that the ending balance for the Non-profit School Food Service Account reported on the 2024 Annual Financial Report (AFR) is not accurate. Supporting documentation submitted to validate the Paid Lunch Equity (PLE) tool exemption indicates an ending balance of \$804,200.25 as of June 30, 2024. However, the ending balance reported on the 2024 AFR is \$3,891,361.09. The SFA reported that, historically, the AFR ending balance does not match SFA records.

Corrective Action:

For corrective action, the SFA must submit beginning balance documentation as of July 1, 2024, and update the 2025 AFR so the balance is correct moving forward. Additionally, the SFA must resubmit the PLE attestation form with the correct ending balance as of June 30, 2024.



SNP Administrative Review Findings

Evansville-Vanderburgh Schools (7995)

Program Year 2026

Technical Assistance:

Technical assistance was provided onsite. Instructions for completing the AFR can be found here:

https://docs.google.com/document/d/1Aspxkjs6OMe236b9GdsJbtQpxRRt9m2t1ax1VS2Fu_s/edit?usp=sharing

The PLE attestation tool can be found here - <https://ido.e.jotform.com/251395242651961>.

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Technical Assistance - Nonprogram Foods Provided for Free to Students

As observed on the day of review, the SFA provides a birthday cookie treat for free to students on their birthday. The "sale" of these birthday treats should be tracked and included as part of the assessment of revenue from non-program foods.

General Program Compliance - Evansville-Vanderburgh Schools (7995)

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>.



SNP Administrative Review Findings
Program Year 2026

Evansville-Vanderburgh Schools (7995)

Caze Elementary School (8261)

951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Mrs. Lisa Shutt
Manager
(812) 469-5080

Month of Review: December 2025

Date of Onsite Review: January 14, 2026

Other Federal Programs - Caze Elementary School (8261)

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

Finding 9221: Snacks are not being properly counted and claimed.

During the review, it was observed that snacks were not being counted at the Point of Service (POS). Students were first served snack and then the staff member counted how many students were eating. Based on onsite observations, there is enough time between when students are served snack and when meal counts are taken that students could finish their snack and miss being counted. Additionally, all students were required to take a snack whether they wanted it or not.

Corrective Action:

For corrective action, the sponsor must create and submit a written standard operating procedure for snack meal counting. Also, provide proof that the staff serving the snack have been trained on this procedure.

Technical Assistance:

All meal counts must be recorded at the time of service (when a complete snack is given to each child).

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-T53aaXoobt73mCmeEJUHXodTS03bDMG7g0/edit?pli=1&tab=t.0>.

Dietary Specifications - Caze Elementary School (8261)

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served.

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>.



SNP Administrative Review Findings

Evansville-Vanderburgh Schools (7995)

Program Year 2026

Early College (J095)

951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Mrs. Kristi Smith
Cafeteria Manager
(812) 435-8611

Month of Review: December 2025

Date of Onsite Review: January 15, 2026

No Findings during Site J095 Review



SNP Administrative Review Findings
Program Year 2026

Evansville-Vanderburgh Schools (7995)

North Junior High (8230)

951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Ms. Tamrun Sokeland
Manager
(812) 435-8609

Month of Review: December 2025

Date of Onsite Review: January 14, 2026

Meal Components & Quantities - North Junior High (8230)

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

Finding 9077: School did not comply with planned menu for the Review Period *Repeat Finding

One week of planned menus from the Review Period was compared to production records for the same week. The school substituted and/or omitted some items on the planned menus. While substitutions are allowed, the weekly meal pattern minimums for each meal service line, menu type, and age/grade group were not met for one or more substituted menus.

- Vegetables: On Thursday of the week reviewed, corn was substituted for sweet potato fries at lunch. This resulted in an insufficient amount of the red/orange vegetable subgroup over the course of the week.

Additionally, onsite observations indicated that site staff are not properly following standardized recipes as written. When a recipe called for one whole chicken patty, only half was used. This resulted in an insufficient meat/meat alternate serving over the course of a week. Similar insufficiencies were identified in the Program Year 2022 Administrative review and continue to persist. The root cause is attributed to inadequate staff training on the standardized recipes in use at the SFA. Continued non-compliance identified in subsequent reviews may result in fiscal action.

Corrective Action:

For corrective action, please complete the following:

- Submit a detailed menu plan along with completed production records for lunch for two weeks. Include all supporting crediting documentation**
- Submit the product order guide along with invoices that support the purchase of the correct items.**
- Submit a record of menu substitutions, if any.**
- The SFA must train and/or retrain staff on local procedures for following standardized recipes. Submit proof of training, such as sign in sheets and agendas, to the State agency.**

Technical Assistance:

During the on-site visit, the reviewer worked with site staff using the written standardized recipes for chicken wraps and breaded chicken salads. While the site staff used the weight of the chicken patty, it was commercially processed, requiring a larger serving to meet the crediting requirements for the written recipes. It is recommended that the food service administrative staff routinely visit school kitchens to provide hands-on training, ensuring the recipes are prepared as intended.



SNP Administrative Review Findings
Program Year 2026

Evansville-Vanderburgh Schools (7995)

Oak Hill Elementary School (8231)

951 Walnut Street
Evansville, IN 47713-1850

Food Service Contact

Mrs. Carol Moore
Cafeteria Manager
(812) 867-4753

Month of Review: December 2025

Date of Onsite Review: January 16, 2026

No Findings during Site 8231 Review