



SNP Administrative Review Findings

Mays Community Academy (9955)

Program Year 2026

Mays Community Academy (9955)

929 E South Street
Mays, IN 46155-9840

Food Service Contact

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Executive Contact

Mr. Kevin Davis
Business Official
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No. of Sites / Reviewed: 1 / 1

Month of Review: December 2025

Commendations

- * The dining staff understood the offer vs. serve procedure thoroughly.
- * School Nutrition Program signs were posted everywhere throughout the serving area, making it easy for the staff to reference information.
- * The food service director was eager to address any findings after technical assistance was provided.

Technical Assistance

- * The adult meal prices are calculated by using the current year's non-pricing formula on the SNP website at https://docs.google.com/document/d/1bkFaCeW7vAkP3PuQd_F7-2sORFEPT87UYek9tGrAlcc/edit?tab=t.0.

Meal Counting & Claiming - Mays Community Academy (9955)

316. Meal counts for all schools for the review period were correctly consolidated and claimed by the SFA

Technical Assistance- Edit Check

The school is using a fully handwritten edit check form. To save time, the field specialist introduced the new food service director to the State agency's edit check form, which is available on the School and Community Nutrition Program website. <https://www.in.gov/doe/files/Edit-Check-Daily-Meal-Counts.pdf>

Resource Management Comprehensive Review - Mays Community Academy (9955)

767. Nonprogram Revenue and Food Cost Ratio

Finding 10174: Revenue ratio was less than its food cost ratio.

The SFA found that its revenue ratio was slightly less than its food cost ratio.

Corrective Action:

The SFA must take additional steps to ensure compliance with non-program food revenue requirements. Such steps may include:

- Sufficiently increase non-program food prices
- Add sufficient funds to the SFA's non-profit school food service account
- Take other actions to adequately resolve the problem

For corrective action, please explain what actions have been taken to ensure compliance with non-program food revenue. Additionally, provide to the State agency documentation of the actions, such as:

- Point-of-sale price listing showing a la carte price increases,
- Deposit of non-federal funds and plans to regularly maintain the non-federal fund contribution to the non-profit school foodservice account,
- Updated non-program food revenue tool showing compliance as a result of increased prices or the addition of non-federal funds.

Technical Assistance:

USDA non-program food revenue guidance can be found at the following websites: <https://www.in.gov/doe/files/sp20-2016s-non-program-food-guidance.pdf>; <https://fns-prod.azureedge.us/sites/default/files/cn/SP39-2011r.pdf>.



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General Program Compliance - Mays Community Academy (9955)

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

Finding 10140: Wellness Policy Review and Update

The following finding was noted regarding the review and update of the local school wellness policy:

-The review and update of the local school wellness policy did not include potential stakeholders.

Corrective Action:

As corrective action the following must occur: The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. Submit the documentation that will be used to fulfill this requirement to the State agency.

Technical Assistance:

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

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*

Finding 9009: SFSP Outreach *Repeat Finding

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA.

Corrective Action:

As corrective action, the food service director must review the USDA Policy Memo SP 07-2014 referenced in the technical assistance section below. A signed and dated submission of the copied memo will indicate an understanding of the requirement and that the school will adhere to what the memo states.

Technical Assistance:

USDA Policy Memo SP 07-2014, SFSP 07-2014 Expanding Awareness and Access to Summer Meals can be read at the following link: https://fns-prod.azureedge.us/sites/default/files/resource-files/SP07_SFSP07-2014os.pdf. The State agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement. The State agency SFSP website is updated towards the end of May each school year with a link to a map of SFSP open sites.

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

Technical Assistance - School Breakfast Outreach

Schools should send reminders regarding the availability of the SBP multiple times throughout the school year, including the price, location, and/or meal service time. USDA Policy SP 40 - 2011 Child Nutrition Reauthorization 2010: Outreach to



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Households on the Availability of the School Breakfast Program is available at the following link:
<https://www.fns.usda.gov/sbp/outreach-households-availability-school-breakfast-program>.

IX Special Provision Options - Mays Community Academy (9955)

2115. CEP most recent approval – documentation support ISP and claiming percentages? Did the School Food Authority send out annual notification to households?

Finding 10115: Annual notification of CEP participation

Annual notification of participation in the Community Eligibility Provision (CEP) was not sent to households at the beginning of the year.

Corrective Action:

Annual notification to households is required annually for all schools participating in CEP. **Provide a copy of the notification to the State agency as corrective action that includes the date it was sent to households.**

Technical Assistance:

A sample notification template can be found here: https://www.in.gov/doe/nutrition/community-eligibility-provision/#CEP_Forms.



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Food Service Contact

Ms. Shannon Isaacs
Food Service Director
(765) 645-5577

Month of Review: December 2025

Date of Onsite Review: January 15, 2026

Preschool/PreK - Mays Community Academy (7231)

1. Mays Community Academy Preschool/PreK Onsite Validation

Finding 9000: Co-Mingling Preschoolers

At the time of review, the preschoolers were not correctly co-mingled with any other grade for either breakfast or lunch but were served the same menu options, including milk types.

Corrective Action:

When the following conditions are met, schools may offer the meal pattern of the older grades, such as kindergarten through 5th grade (K–5) meal pattern, to preschool students. Preschool students and students from older grade groups (such as kindergarten through 5th grade, kindergarten through 8th grade, or kindergarten through 12th grade) are served meals in the same place at the same time;

- It's hard to tell the preschool students from older students; and
 - It would be operationally difficult to serve different foods or different amounts of foods during the combined meal service.
- Once the principal was provided with technical assistance about co-mingling, the preschoolers were correctly co-mingled with the older grades. The field specialist observed this correction. **Therefore, no further action is required.**

Technical Assistance:

Information on co-mingling may be found at <https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-Srvng-SchlMealsPreK.pdf>

Other Federal Programs - Mays Community Academy (7231)

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

Technical Assistance- After School Snack Recordkeeping

To reduce paper use in the program, it is recommended to use the IDOE After School Snack Production Record and Meal Count Form. The reviewer provided copies of the forms during the onsite review. These forms can also be found at <https://www.in.gov/doe/files/snack-pr-and-count-sheet.pdf>.

1700. ASSP – areas identified requiring TA, CA?

Finding 9000: Two Required Components for After School Snack Program

The After School Snack Program (ASSP) staff allowed the students to decline one of the two snack food items while still counting as a reimbursable snack.

Corrective Action:

The field specialist provided technical assistance, allowing all snacks to be corrected and claimed for reimbursement. **For corrective action, review the ASSP meal pattern requirements with the applicable staff and have staff sign and date the document demonstrating the completion of training. Submit the signed copy to the State agency.**

Technical Assistance:

As a reminder, both creditable components must be served to participants to count as a reimbursable snack.

The ASSP meal pattern requirements are found at this link

<https://docs.google.com/document/d/1FDA6kzBIRnpgB1iQ0666Y1L3WVZ2rqcXtcKFospI8P4/edit?tab=t.0>. The ASSP website on the State agency website is [https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating the Program](https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating%20the%20Program).



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1900. FFVP: School on track to spend no more than 10% of grant on administrative costs?

Technical Assistance- FFVP Administrative Costs

The Fresh Fruit and Vegetable Program (FFVP) administrative costs cannot exceed 10% of the overall grant. These costs are primarily used to support planning and managing the program, and include expenses related to program planning, management, and other non-food costs associated with the FFVP. Schools may choose to absorb these costs and focus on purchasing fresh fruits and vegetables instead.

1910. FFVP: Meal service

Technical Assistance-Nutrition Education

It is suggested to include with each fruit or vegetable served some kind of information about the fresh fruit or vegetable being served to the students. This could be just one or two sentences covering nutrition, history, fun facts, or something similar.

Meal Counting & Claiming - Mays Community Academy (7231)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9066: Inaccurate meal counts by eligibility category at the POS.

As observed on the Day of Review, the preschool class teacher is not documenting the breakfast count at the point of service. On the day of review, no breakfasts were disallowed after brief, onsite technical assistance was provided, and meal counting was corrected to take place when the student received the meal.

Corrective Action:

For corrective action, all food service staff members are to complete the Moodle training Meal Counting and Claiming. Submit the completion certificates to the State agency.

Technical Assistance:

Student meal counts must be documented at the Point of Service. (POS). SFAs are required to have internal controls on the meal counting and claiming system.

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

Meal Components & Quantities - Mays Community Academy (7231)

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

Finding 9000: Milk Allergy Students

As observed on the day of review, one milk allergy student was being served juice in place of milk without a medical statement requiring this action. Juice may only be served in place of milk with valid documentation on file.

Corrective Action:

A milk substitute request can come from a parent or guardian but follow the same core principles as one provided by a medical professional that identifies the student's impairment and explains how it restricts their diet. For the school breakfast program, if the requested substitute is not nutritionally equivalent and therefore outside the meal pattern, the request must be accompanied by a medical statement from a medical professional with prescriptive authority. The SFA will correctly accommodate all special dietary needs regarding milk substitutions going forward. **As corrective action, provide documentation that students are provided with an approved milk substitution.**

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



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Technical Assistance- Starchy Foods

This is a repeat technical assistance. The SFA is advised to lower the amount of starchy vegetables served. For the menu certification lunch week, a starchy vegetable was served on three of the five lunch days. Starchy vegetables are higher in calories and carbohydrates. Although students love starchy vegetables, the State agency would encourage the menu planner to add more variety in the vegetable options.

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

Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.

***Repeat Finding**

The NSLP meal pattern has requirements that must be met both daily and weekly for all components. Production records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group(s). An insufficient grain and red/orange vegetable subgroup serving for the week was noted for lunch meals served under the K-8 meal pattern grade grouping.

- Throughout the week reviewed, only 5/8 cup of red/orange vegetable subgroup was served to the K-8 grade group. The K-8 meal pattern requires a minimum of 3/4 cup per week.
- The small PB&J with a cheese stick provides only one ounce of grain per serving and is offered daily, leaving a weekly shortfall of three ounces for the K-8 grade group. The K-8 meal pattern requires a minimum of 8 ounces of grain per week. A meal pattern insufficiency was previously identified in the 2022 Administrative Review. As a result, an additional follow-up review will be required to ensure compliance in Performance Standard 2 is maintained. Fiscal action will not be assessed since daily requirements were met; however, repeat violations in the follow-up review may result in fiscal action.

Corrective Action:

For corrective action, the following must be completed:

- 1) **Create cycle menus at the district level. Complete the menu certification worksheets for all cycles to confirm compliance with daily and weekly meal pattern requirements. Submit the completed menu certification worksheets to the State agency.**
- 2) **The menu planner must complete the Crediting training found on the Moodle website and provide the certificate as proof of completion.**
- 3) **Review the Child Nutrition Labels and Product Formulation Statements Fact Sheet. Sign and date the fact sheet confirming it has been reviewed. Submit the signed and dated fact sheet to the State agency.**

Technical Assistance:

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. Meal pattern requirements can be found here:

<https://www.in.gov/doe/nutrition/national-school-lunch-program/>

The menu certification worksheets can be found here - <https://www.fns.usda.gov/school-meals/certification-compliance-worksheets-5-day-schedule>.

IDOE Moodle can be found here- <https://moodle.doe.in.gov/>.

The Child Nutrition Labels and Product Formulation Statements Fact Sheet can be found here - https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGIVxdo9bQ3QTWQ--K07ReFk/edit?tab=t.0.



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Dietary Specifications - Mays Community Academy (7231)

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

Technical Assistance- Juice

Juice is offered for breakfast, lunch, and snacks. To help reduced cost, sugar, calories, tooth decay, etc., the field specialist suggested that juice is taken off of the menu for one of the meals and/or snack and replaced with fresh or canned fruit.

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

Technical Assistance- Significance of Obtaining the Crediting Documentation

As a participant in the School Breakfast and Lunch Programs, the school must follow specific meal pattern guidelines. To determine how much a commercially prepared combination food contributes to the meal pattern, crediting documentation (Child Nutrition Label or product formulation statement) must be secured prior to serving the item. If the commercially prepared combination food lacks this documentation, alternative measures may be used or another item with documentation can be chosen.

603. *Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool*

Technical Assistance- Standardized Recipe

A standardized recipe is a recipe that has been tried, tested, and retried at least three times. It produces consistent quality and yields every time the exact procedures, equipment, and ingredients are used. Various standardized recipes can be found here https://theicn.org/cnrb/recipes-for-schools/?page_id=113192.

General Program Compliance - Mays Community Academy (7231)

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

Technical Assistance- Dating Dry Goods

All food items stored in the dry storage must be dated according to the SFA's standard operating procedure in the schools' food safety manual. The SFA must ensure that handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss.

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

Finding 9150: Storage Violations

The following storage violation was observed during the onsite review: Chemicals are stored above food.

Corrective Action:

The chemicals were immediately moved to an appropriate location and food items were check for possible contaminants. **For corrective action, develop a standard operating procedure (SOP) for storage of food and chemicals. Once developed, the staff must be trained on the SOP to ensure storage violations do not occur. Additionally, provide the State agency with a dated training agenda and sign-in sheet as proof that staff were trained.**

Technical Assistance:

The 2022 Food Drug Administration Food Code: <https://www.fda.gov/food/fda-food-code/food-code-2022>.