



SNP Administrative Review Findings Program Year 2026

Medora Community School Corp (3640)

Medora Community School Corp (3640)

31 S. Perry St.
Medora, IN 47260-0248

Food Service Contact

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Executive Contact

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

Commendations

- * The school food authority (SFA) provides a great variety of hot breakfast foods, offering protein sources with each meal.
- * Kitchen surfaces, equipment, walk-in cooler, freezer, and storeroom were well maintained and clean. Nice job cleaning tables in between serving groups.
- * Staff were available to learn throughout the day while the review was conducted. This allowed the review to be completed quickly.

Resource Management Comprehensive Review - Medora Community School Corp (3640)

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

Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio

The SFA did not assess its compliance with the requirements for revenue from non-program foods.

Corrective Action:

The SFA must assess compliance with the revenue from non-program foods. As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.

Technical Assistance:

The non-program food revenue tool to utilize for a reference period can be found at the following link: <https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRYQB/edit#gid=1454493429>. Additional guidance can be found at the following link: [https://www.in.gov/doe/nutrition/financial-management/#Revenue from Non Program Foods](https://www.in.gov/doe/nutrition/financial-management/#Revenue%20from%20Non%20Program%20Foods).

General Program Compliance - Medora Community School Corp (3640)

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 findings were noted regarding the review and update of the local school wellness policy:
No documentation was provided that potential stakeholders were made aware of their ability to participate in the development, review, update, and implementation of the local school wellness policy. The results of the most recent assessment of the local school wellness policy are not available to the public.

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. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.
- Provide proof that the results of the most recent assessment have been communicated to the public, including progress toward meeting the goals of the policy.

Technical Assistance:

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



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1216. School Nutrition Programs staff met/will meet annual training requirements

Technical Assistance - Annual Professional Standards Requirements

Annual training for all staff with food service responsibilities is a program requirement. These regulations provide consistent, national professional standards that strengthen the ability of school nutrition professionals to perform their duties effectively and efficiently. Required annual training hours must be directly related to the school nutrition program.

A professional standards training fact sheet is located here - <https://docs.google.com/document/d/13iQ5p0ZBndLIBW-mgAvojW7j3EAcnLVTC0qgoRUKmU/edit?usp=sharing>.

1400. The written food safety plan contains required elements, and a copy is available at each school

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Description of program overview and facility and annual updates.

Corrective Action:

The food safety plan must be updated to include the missing elements. When complete, provide the updated food safety plan to the State agency for review. A physical copy of the site-specific food safety plan must be made available in the kitchen area.

Technical Assistance:

Food safety guidance can be found at the following webpage - https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information.

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

Summer Food Service Program (SFSP) outreach to households was not conducted by the SFA. Although the SFA does not operate the SFSP, all program sponsors operating School Nutrition Programs must inform households of the availability of SFSP meals through other sponsors. The State agency provides language through the Weekly Newsletter in early May for sponsors to use to meet this requirement.

Corrective Action:

As corrective action, the director must submit the SFSP outreach provided for summer 2026.

Technical Assistance:

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. 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.

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 Households on the Availability of the School Breakfast Program is available at the following link: <https://fns-prod.azureedge.us/sites/default/files/cn/SP40-2011os.pdf>.



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Medora Elementary School (3095)

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Mrs. Juanita Lane
Food Service Director
(812) 966-2201

Month of Review: April 2026

Other Federal Programs - Medora Elementary School (3095)

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

Finding 9225: Production records are not completed daily and maintained for a minimum of 3 years.

After School Snack Program (ASSP) production records are not completed daily and maintained for a minimum of 3 years.

Corrective Action:

For corrective action, SFA must submit one week of completed ASSP production records to the State agency.

Technical Assistance:

The ASSP production record template can be found at <https://www.in.gov/doe/files/snack-pr-and-count-sheet.pdf>. Further information can be found at https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.

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>.

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Technical Assistance- Monitoring

Monitoring forms must be fully completed, including arrival and departure time. More information about the ASSP can be found at https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.



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Meal Components & Quantities - Medora Elementary School (3095)

401. Day of Review- all meals observed and counted for reimbursement contained all of the required meal components

Finding 9000: Incomplete Meals Counted for Reimbursement

As observed on the day of review, incomplete meals were counted and claimed for reimbursement. Meals missing components are considered incomplete and cannot be claimed for reimbursement. If a student does not take the minimum components, the cashier must treat it as a non-reimbursable meal.

Further, the point of sale (POS) is located at the beginning of the serving line. The POS must be located where a determination can accurately be made that a reimbursable meal has been served to an eligible child. This is typically at the end of the serving line where a trained staff member must confirm that the student's tray contains all required components at the point the meal is counted.

Four lunches and four breakfasts were observed to be incomplete and are therefore disallowed.

Corrective Action:

As corrective action, all cashiers must complete the Meal Counting and Claiming training module in Moodle. Submit the certificates of completion to the State agency as proof that training has been completed. Additionally, the POS must be located at the end of the meal service line. Submit documentation to the State agency that the POS has been moved to the end of the meal service line.

Technical Assistance:

IDOE's Moodle Website: <https://moodle.doe.in.gov/>.

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 a 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 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>

404. Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not located near or at the beginning of the breakfast meal service line.

Corrective Action:

For corrective action, signage must be posted near or at the beginning of the meal service line(s). Submit supporting documentation demonstrating signage has been posted.

Technical Assistance:

Signage for identifying a reimbursable meal can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/#Signage for Identifying a Reimbursable Meal>.



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406. Day of Review- the meal service is structured to comply with the required age/grade group meal pattern requirements when multiple menus and/or age/grade groups are served

Technical Assistance - Pre-K Co-mingling Flexibility

During the review it was determined that preschoolers are not co-mingled with older students at lunch. When preschoolers are served meals in a different area or at a different time than K-5 students, schools must follow the preschool meal pattern. The option to serve the K-5 meal pattern to preschoolers is only allowed when preschoolers are co-mingled with K-5 students during meal service with no break in service. Additional Preschool Meal Pattern guidance is located here: <https://docs.google.com/document/d/1OBoC3U2jmtePSkh-iZt5CmzTO0NQ29D8FBoC1blhqq/edit?usp=sharing>

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

Finding 10139: Production Records

The following issues were noted with production records: production records were incomplete. The number of servings served to students, a la carte, and adults are not recorded on production records for breakfast or for lunch.

Corrective Action:

As corrective action, completed breakfast and lunch production records for one week from the reviewed site must be submitted to the State agency. Additionally, staff must be retrained on the completion of production records. Provide proof of production record training for staff.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Recording the number of servings provided to students on NSLP production records is mandatory to verify compliance with meal pattern requirements, support reimbursement claims, and manage food production efficiently. These records ensure schools serve required amounts, minimize waste, track student preferences, and provide necessary documentation during administrative reviews.

Production record resources can be found here: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keeping. The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

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.

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 vegetable serving was noted at the K-5 grade group for lunch on two days of the reviewed week. Only 1/2 cup of vegetables were served, and the minimum daily requirement is 3/4 cup.

Corrective Action:

For corrective action, please explain how the menu will be corrected to meet portion size requirements. One week of corrected menus, along with completed production records, must be submitted to the State agency. Additionally, complete the Meal Pattern training in Moodle. Submit the training certificate to the State agency as documentation that the training has been completed.

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



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

Finding 10171: Standardized Recipes

The review period menu could not be fully validated. Standardized recipes were not available for the following menu items served during the review period and/or day of review:

- Bacon Cheeseburger
- Bacon Burger
- PB&J Sandwich
- Ham & Cheese Sandwich
- Turkey & Cheese Sandwich
- Meatball Sub
- Chicken Biscuit
- Ham & Cheese Pastry
- Biscuit with Sausage Gravy

Once standardized recipes for these items are received for review, additional findings may be identified.

Corrective Action:

As corrective action, standardized recipes must be developed for the above-mentioned menu items. Submit copies of completed recipes to the State agency.

Technical Assistance:

A standardized recipe template with instructions can be found here:

<https://drive.google.com/drive/folders/1TogadACpRuCsyzRu2doy9-9TDKwpKn8K>.

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

Finding 10217: Crediting Documentation

Crediting documentation was not maintained for items served during the week of review. As a reminder, the SFA must maintain crediting documentation to show that portion sizes served meet meal pattern requirements. The SFA obtained some required crediting documentation for the week of review while the State Agency was on-site. However, crediting documentation could not be obtained for the following items:

- Fish Patty
- Mac & Cheese
- Pancakes
- Biscuits
- French Toast

Corrective Action:

For corrective action, obtain crediting documentation for the above-mentioned menu items. Submit copies of the documentation to the State agency. Additionally, complete Crediting training in Moodle. Submit the training certificate to the State agency as documentation that the training has been completed.

Technical Assistance:

SFAs must know how a menu item credits into the meal pattern prior to meal service. The SFA is strongly encouraged to complete the crediting section of the production records daily using information from crediting documentation.

It is best to review labels annually and obtain crediting documentation when product formulations change. More tips on evaluating labels can be found here: https://docs.google.com/document/d/1WO9wrDbYsNOaKQswE_6cGIVxdo9bQ3QTWQ--



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[K07ReFk/edit](#). IDOE Moodle can be found here- <https://moodle.doe.in.gov/>.

General Program Compliance - Medora Elementary School (3095)

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.

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

1405. Two food safety inspections are received each school year from the local health department

Finding 9146: Food Safety Inspections

The school did not provide two food safety inspection reports for the prior and current school year, and no documentation was available to substantiate that the SFA has requested two food safety inspections for the prior and current year.

Corrective Action:

As corrective action, the SFA is required to notify the health department, requesting two inspections. Provide a copy of the request to the State agency when completed.

Technical Assistance:

By sending the annual notification to the Health Department at the beginning of the school year, requesting two inspections, each site remains in compliance whether the health department can complete two inspections or not. For this reason, the School Food Authority should annually submit a request using the template found here:

<https://docs.google.com/document/d/1iwP5jVuzNualqEwBAiAxDW7pDF3Hrgos/edit>. Additional information on Food Safety can be found here: <https://www.in.gov/doe/nutrition/food-safety/>.

1408. Temperature logs are available

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable for: milk cooler.

Corrective Action:

Temperatures must be monitored and logged daily for all refrigeration and freezer equipment as well as the storeroom. Submit logs with at least one week of monitored temperatures to the State agency as corrective action.

Technical Assistance:

Sample food safety logs can be found at the following website: <https://theicn.org/icn-resources-a-z/food-safety/>.



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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>.