



## SNP Administrative Review Findings

## Mitchell Community Schools (5085)

### Program Year 2026

#### Mitchell Community Schools (5085)

441 North 8th Street  
Mitchell, IN 47446-1020

#### Food Service Contact

Mrs. Alda L McIntosh  
Food Service Director  
(812) 849-3663  
mcintosh@mitchell.k12.in.us

#### Executive Contact

Todd Tanksley  
Superintendent  
(812) 849-4481  
tanksleyto@mitchell.k12.in.us

No. of Sites / Reviewed: 4 / 1

Month of Review: December 2025

### Commendations

- \* The staff did a great job organizing and preparing for the Administrative Review. In addition, all staff were available to learn throughout the day while the review was conducted. This allowed the review to be completed quickly.
- \* Kitchen surfaces, equipment, walk-in cooler, freezer and storeroom were well maintained and clean.

### Resource Management Comprehensive Review - Mitchell Community Schools (5085)

#### 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 less than its food cost ratio and did not take action to adequately resolve the deficit.

##### **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,
- and/or 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,**
- **and an 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>

### General Program Compliance - Mitchell Community Schools (5085)

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

#### **Technical Assistance - Results of the Most Recent Assessment**

While the Wellness Policy has been assessed at least once every 3 years, the results available on the school website are from an assessment completed in 2017. The website should be updated with the results of the most recent assessment completed in 2025.



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**Program Year 2026**

1214. *School Nutrition Programs Director met/will meet annual training requirements*

**Technical Assistance - Applicable Training for Professional Standard Requirements**

As a reminder, completed training hours can only be applied toward professional standards requirements when the training topic is directly related to an employee's role within the school nutrition programs.

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

Mitchell Community Schools (5085)

Program Year 2026

### Burris Elementary School (4861)

441 North 8th Street  
Mitchell, IN 47446-1020

### Food Service Contact

Mrs. Jennifer Allen  
Cafeteria Manager  
(812) 849-2509

Month of Review: December 2025

Date of Onsite Review: February 4, 2026

## Meal Components & Quantities - Burris Elementary School (4861)

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

### Finding 10167: Whole Grain-Rich Requirement

The planned breakfast menu does not meet the whole grain-rich (WGR) requirement for grains offered each week. The SFA must plan for at least 80% of the grains offered to be WGR. The planned menu for the week of review falls below that threshold at 77.78%.

### Corrective Action:

**As corrective action, the SFA must state in writing how to ensure the whole-grain requirement is met for all future menus. The menus must be updated and must be submitted to the State agency. Product formulation statements / CN labels must also be submitted to ensure compliance.**

### Technical Assistance:

During the review, ingredient labels were discussed with the FSD. In order to be considered whole grain, the ingredient list must specify that the grain used in the product is whole. Whole Grain-Rich Fact Sheet can be found here - [https://docs.google.com/document/d/1BoFu\\_0vjI5PH8TnsltKSiB1So8d-azKl1jI-3t6kUAw/edit?tab=t.0](https://docs.google.com/document/d/1BoFu_0vjI5PH8TnsltKSiB1So8d-azKl1jI-3t6kUAw/edit?tab=t.0).

## Dietary Specifications - Burris Elementary School (4861)

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?

### 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>.