



SNP Administrative Review Findings
Program Year 2026

Mt Vernon Community School Corp (3135)

Mt Vernon Community School Corp (3135)

1806 W. SR 234
Fortville, IN 46040-9707

Food Service Contact

Ms. Doris Johnson
Food Service Director
(317) 485-3100
Doris.johnson@mvcsc.k12.in.us

Executive Contact

Mr. Jack Parker
Superintendent
(317) 485-3100
jack.parker@mvcsc.k12.in.us

No. of Sites / Reviewed: 7 / 2
Month of Review: January 2026

Commendations

- * The SFA is referencing the "No Income Application Fact Sheet" for every free/reduced application without income listed.
- * To ensure the meal pattern is being met, the food service reference the USDA signage "Start with a Half Cup" for fresh vegetables and "Fresh Fruit Portioning Guide".
- * No repeat findings were noted from the 2022 administrative review.

Certification and Benefit Issuance - Mt Vernon Community School Corp (3135)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Technical Assistance-Requirements for Online Free and Reduced Applications

To successfully complete a review of the Free and Reduced Application, SFAs, State agency, etc. need to be able to access a complete Free and Reduced Application with the correct info such as all children, HH members, income, etc. An online Free and Reduced Application Checklist can be found here:

<https://docs.google.com/document/d/1sIGvr6Mj9JeSnShL15IJJBfo1ezUzytMXcK4eOC38qw/edit>.

Verification - Mt Vernon Community School Corp (3135)

213. SFA's notice of adverse action contained all required information, including notification of appeal rights

Technical Assistance-Number of Days for a Fair Hearing

The days allotted for the right to a fair hearing in an adverse action verification letter is 10 calendar days from the date on the letter. The State agency's verification notification letters can be found at https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/#Verification_Notification_Letters.

Resource Management Comprehensive Review - Mt Vernon Community School Corp (3135)

765. Adult Meals

Technical Assistance-Pricing of A la Carte and Smart Snacks

The SFA's a la carte prices should cover the cost of producing the item, including food, supply, and labor costs. A la carte pricing should be priced so that the student chooses the reimbursable meal over the a la carte item because it is a better value. It is recommended to price a la carte items 2.5-3 times the raw price.



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Program Year 2026

Mt Vernon Community School Corp (3135)

General Program Compliance - Mt Vernon Community School Corp (3135)

1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-Foodservice Staff Training

At the time of the review, non-food service employees who were responsible for duties related to program requirements had not received training.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. For corrective action, explain how the SFA will ensure requirements will be met each year. For employees identified as needing training during the review, provide proof of training, such as certificates or an agenda with topics covered, including attendee names and signatures.

Technical Assistance:

Training courses are available on Moodle - <https://moodle.doe.in.gov/>.

Additional training resources can be found here - <https://www.in.gov/doe/nutrition/trainings/>.

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>

1403. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance-USDA Buy American Provision Updated Policy Guidance

In cases where non-domestic products are being provided 1.) try to plan the menu with items when they are seasonally available 2.) obtain documentation to support non-domestic purchase- cost, availability, and 3.) the SFA should always decide when to accept non-domestic goods; the vendor should not make this decision. Buy American https://www.in.gov/doe/nutrition/procurement/#Buy_American.



SNP Administrative Review Findings
Program Year 2026

Mt Vernon Community School Corp (3135)

Fortville Elementary School (2558)

1806 W. SR 234
Fortville, IN 46040-9707

Food Service Contact

Ms. Shawna Hubbs
Cafeteria Manager
(317) 485-3180

Month of Review: January 2026

Date of Onsite Review: February 11, 2026

General Program Compliance - Fortville Elementary School (2558)

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

Technical Assistance-Dates on Dry Storage Goods

All food items stored in the dry storage must be dated according to the standard operating procedure in your 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.



SNP Administrative Review Findings
Program Year 2026

Mt Vernon Community School Corp (3135)

Mt. Vernon Intermediate School (2554) Food Service Contact

1806 W. SR 234
Fortville, IN 46040-9707

Ms. Sherri Jenkins
Cafeteria Manager
(317) 482-4110

Month of Review: January 2026

Date of Onsite Review: February 10, 2026

Meal Components & Quantities - Mt. Vernon Intermediate School (2554)

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: the production record format did not include all required information, the portion size reported on the production record did not always correspond accurately with the recorded crediting documentation, and all serving sizes are "one serving". The production record must contain all the information that is stated in the State agency one. Information may be added but not deleted. Because there are certain daily and weekly requirements that must be met, the specific serving size must be stated on the production records and be kept up-to-date.

Corrective Action:

As corrective action, submit the one week (used for the menu certification) lunch production records for both schools with vegetable subgroups, specific sizes when applicable, and correct crediting information. Submit the production records into the review tool.

Technical Assistance:

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/>.