



SNP Administrative Review Findings

North Central Parke Community Schools Corporation (6375)

Program Year 2026

North Central Parke Community Schools Corporation (6375)

602 Howard Avenue
Rockville, IN 47872-4647

Food Service Contact

Mrs. Arlene Aynes
Food Service Director
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FSMC: Chartwells

Executive Contact

Mr. Michael Schimpf
Superintendent
(765) 569-4191
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No. of Sites / Reviewed: 4 / 2
Month of Review: February 2026

Commendations

- * The new food service director (FSD), school food authority (SFA), and business manager are commended for their dedication in preparation for the review and their proactive approach to making sure the program is running properly.

Technical Assistance

- * 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>.
- * Although the SFA does not run the preschool program through NSLP, the FSD should conduct regular monitoring of the meal service comparing daily counts to attendance/enrollment records. Counts should not always be the same number every single day.
- * It is recommended that in the grab and go beverage cooler the milk has its own shelf. It needs to be clear that milk is for a reimbursable meal and not a la carte only.
- * Offer versus serve (OVS) training for all staff is recommended as there was confusion with the fruit and vegetable components.

General Program Compliance - North Central Parke Community Schools Corporation (6375)

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. Civil rights training was completed but not After School Snack Program (ASSP) training for YMCA employees conducting the program.

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/>.



SNP Administrative Review Findings

North Central Parke Community Schools Corporation (6375)

Program Year 2026

Parke Heritage High School (6654)

602 Howard Avenue
Rockville, IN 47872-4647

Food Service Contact

Mrs. Elizabeth Rukes
Site Manager
(765) 569-4308

Month of Review: February 2026

Date of Onsite Review: March 25, 2026

Meal Components & Quantities - Parke Heritage High School (6654)

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: Meal Signage

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 grab and go service line or in the lunch grab and go area.

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.

General Program Compliance - Parke Heritage High School (6654)

811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits

Finding 9101: Justice For All poster not displayed in prominent location.

The USDA "And Justice for All" poster was not displayed in a prominent location where it is visible to recipients of benefits where the grab and go breakfast is served.

Corrective Action:

Please provide a picture to the State agency of the "And Justice for All" poster in the grab and go location.

Technical Assistance:

And Justice for All posters have been requested through the State Agency but none are currently available. Please copy your current poster and use.

1404. A copy of the written food safety plan is site-specific and available on-site

Finding 9145: Food safety plan was not available at the reviewed school

A copy of the written food safety plan was not available at the reviewed school.

Corrective Action:

A physical copy of a site-specific food safety plan must be made available for each site. As corrective action, provide proof of the food safety plan at each school to the State agency.

Technical Assistance:

Food Safety Information: https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information



SNP Administrative Review Findings

North Central Parke Community Schools Corporation (6375)

Program Year 2026

Turkey Run Elementary School (6647)

602 Howard Avenue
Rockville, IN 47872-4647

Food Service Contact

Mrs. Stevie R Pearman
Site manager
(765) 597-2743

Month of Review: February 2026

Other Federal Programs - Turkey Run Elementary School (6647)

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

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

The snack counts claimed for reimbursement for the review period and day of review could not be validated as there is no count at the point of service. As a result, all snacks must be disallowed.

Corrective Action:

As corrective action, the sponsor must complete the following:

- 1) The sponsor must create and submit a written standard operating procedure for snack meal counting.
- 2) Provide the State agency with one month of snack meal count sheets for Turkey Run Elementary.
- 3) The manager and any staff involved with the ASSP are required to take the ASSP Moodle training and provide certificates upon completion.

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.

Finding 9227: Production records do not demonstrate sufficient components served for the number of snack meals served.

Based on a comparison of production records for a 5 day period to the number of students counted as receiving a reimbursable snack for the corresponding 5-day period, documentation does not demonstrate that each student received a minimum of 2 components per snack for each meal service.

Corrective Action:

Please provide a correct and completed production record for one month showing that all items are reimbursable, each student was served two different components, and counts are correct.

Technical Assistance:

Offer vs Serve is not allowable in ASSP. All snacks must include two different food components. Please reference the ASSP Quick Guide for more information:

https://docs.google.com/document/d/1uQFQbytQa_w4qsLFHeXisjHLpQlELcLkNzmBjKrqohg/edit?tab=t.0.



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

Finding 9228: Afterschool Snack Program Monitoring

The initial monitoring visit for this site's Afterschool Snack Program was not completed within the first four weeks of operation. The review was also done at 7:30am but the program runs at 3:00pm.

Corrective Action:

Monitoring must be completed by someone not involved in the day-to-day operation of the ASSP. As corrective action, the SFA must monitor the ASSP, and a copy of the completed monitoring form must be included in the submission of the corrective action. A timeline must also be submitted explaining when monitoring visits for the year will be conducted.

Technical Assistance:

Afterschool Snack Program information and resources can be found here: https://www.in.gov/doe/nutrition/after-school-snack-program/#Operating_the_Program.