



SNP Administrative Review Findings Program Year 2026

North Judson-San Pierre Schools (7515)

North Judson-San Pierre Schools (7515)

801 Campbell Dr
North Judson, IN 46366-1359

Food Service Contact

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Executive Contact

Mr. Kelly Shepherd
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No. of Sites / Reviewed: 4 / 3
Month of Review: February 2026

Commendations

- * The snack program was well operated, and staff were knowledgeable of the program requirements.
- * Review documentation was organized and readily available for State agency reviewers. Food service staff were very willing to work with reviewers.

Technical Assistance

- * It is recommended that the School Food Authority implement a standardized process for documenting all communication with families related to free and reduced price meal applications. This may include maintaining a communication log that records the date of conduct, name of household/student, reason for the inquiry and the resolution provided.

Certification and Benefit Issuance - North Judson-San Pierre Schools (7515)

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for meals incorrectly.

Corrective Action:

As corrective action, please complete the following:

- a) Certification errors must be corrected, and the households must be notified of the change in eligibility through a letter. Documentation of letters and changes in benefits must be submitted to the State agency.
- b) All students who were overcharged for breakfast and lunch must be refunded to the date the free or reduced benefit should have been effective. Provide documentation of the refund and transaction history to support the amount determined for each student.
- c) The free and reduced contact must complete DC training in Moodle and submit documentation to the State agency.

Technical Assistance:

Moodle trainings are located here - <https://moodle.doe.in.gov>

Resource Management Comprehensive Review - North Judson-San Pierre Schools (7515)

750. Year End Available Balance

Finding 10187: Non-profit School Foodservice Account Validation

The non-profit school foodservice account (NSFSA) could not be validated. An explanation for the difference in account balances between the annual financial report and the accounting reports provided during the review could not be determined during the onsite review.

Corrective Action:

For corrective action, documentation explaining the difference in the NSFSA starting and ending balances must be provided to the State agency.

Technical Assistance:

The AFR should include all NSFSA financial transactions from July 1 through June 30. Accurate supporting documentation must be maintained by appropriate accounting officials. Additional guidance regarding the AFR can be found at this link: https://docs.google.com/document/d/1Aspxkjs6OMe236b9GdsJbtQpxRRt9m2t1ax1VS2Fu_s/edit?tab=t.0.



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767. Nonprogram Revenue and Food Cost Ratio

Finding 9000: Other Finding

The SFA incorrectly completed the non-program revenue tool. The total non-program food cost and the total non-program food revenue are exactly the same. Additionally, the total cost of reimbursable food and the total revenue are the same.

Corrective Action:

The SFA will complete the nonprogram revenue tool correctly and submit it to the state agency as a part of corrective action. Once the tool is submitted it will be reviewed and additional corrective action could be required.

Technical Assistance:

The reviewer provided technical assistance as to how to complete the nonprogram revenue tool. Additional resources can be found here: https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods.

General Program Compliance - North Judson-San Pierre Schools (7515)

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:

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:

- LEAs must assess the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment and updated wellness policy must be submitted to the State Agency.

-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/>.

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 the ASSP 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/>.



SNP Administrative Review Findings
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North Judson-San Pierre Schools (7515)

North Judson-San Pierre Elementary
(7851)

801 Campbell Dr
North Judson, IN 46366-1359

Food Service Contact

Mrs. Nancy Fort
Food Service Director
(574) 896-2158

Month of Review: February 2026

Date of Onsite Review: March 31, 2026

Other Federal Programs - North Judson-San Pierre Elementary (7851)

1700. ASSP – areas identified requiring TA, CA?

Technical Assistance - Meal Service Times

During the onsite review, the site supervisor noted that some students may come after the service times stated in CNPWeb. The food service staff is encouraged to change the snack service times if this continues.



SNP Administrative Review Findings
Program Year 2026

North Judson-San Pierre Schools (7515)

North Judson-San Pierre Middle School (7854)
801 Campbell Dr
North Judson, IN 46366-1359

Food Service Contact
Mrs. Nancy Fort
Food Service Director
(574) 896-2158

Month of Review: February 2026
Date of Onsite Review: March 31, 2026

Meal Components & Quantities - North Judson-San Pierre Middle School (7854)

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 lunch 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](https://www.in.gov/doe/nutrition/national-school-lunch-program/#Signage%20for%20Identifying%20a%20Reimbursable%20Meal).

General Program Compliance - North Judson-San Pierre Middle School (7854)

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>.



SNP Administrative Review Findings
Program Year 2026

North Judson-San Pierre Schools (7515)

St. Peter's Lutheran School (D375)

801 Campbell Dr
North Judson, IN 46366-1359

Food Service Contact

Mrs. Nancy Fort
Food Service Director
(574) 896-2158

Month of Review: February 2026
Date of Onsite Review: April 1, 2026

Meal Components & Quantities - St. Peter's Lutheran School (D375)

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

Technical Assistance- Offer Versus Serve

The school does not operate OVS; however, some students were not taking the milk with their reimbursable meal. If a school does not operate OVS, all components are required to be taken.

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 lunch 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>.