INDIANA DEPARTMENT *of* EDUCATION

Program Year 2026

North Putnam Community School (6715)
300 N Washington Street
Bainbridge, IN 46105-0169

No. of Sites / Reviewed: 4 / 1
Month of Review: December 2025

Food Service Contact
Mr. Rodney Simpson
Assistant Superintendent
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rsimpson@nputnam.k12.in.us
FSMC: Chartwells

Executive Contact
Dr. Dustin Lemay
Superintendent
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Commendations

* The a la carte display at the high school is well put together and thoughtfully organized. Products are attractively arranged, clearly visible, and presented in a way that is visually appealing to students.

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.
* It is recommended that you use the State agency professional standard tracking tool to keep things organized and up to date. https://www.in.gov/doe/files/copy-professional-standards-tracking-idoe-final.xlsx
* Make sure when you look up/find a student in direct certification that you hit the "add to result" button so that they are added to your list of direct certification downloads.
* Ensure that all household notifications, including social media posts, include at least the short form of the non-discrimination statement.
  The most current non-discrimination statement can be found at: https://www.usda.gov/non-discrimination-statement. Please review the school nutrition weekly newsletter regularly for any updates.
* After applications are pulled for verification and the confirmation review has been conducted, the SFA should attempt to directly verify the application using the Direct Verification feature within CNPweb. If the application can be directly verified for the benefit approved on the application, save the printout or take a screenshot and retain it with the verification documents. This process eliminates the need to contact the household for additional information. If the application cannot be directly verified, follow the normal verification process by sending a notification letter.

Certification and Benefit Issuance - North Putnam Community School (6715)

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 free meals incorrectly. Household was approved for Medicaid reduced but DC shows Medicaid free from 12/1/2025.

Corrective Action:
For corrective action, please complete the following.

1) The SFA will develop written procedures for conducting a second check of randomly selected directly certified students. Submit the established procedure and implementation date to the State agency.
2) The SFA must refund any households to the date the greater benefit should have been effective. Provide documentation of the refund and transaction history to support the refund amount determined.
2) The SFA will also submit written procedures for F/R application and direct certification approval.
4) Complete direct certification training in Moodle and submit the training certificate to the state agency.

Corrections have been made to certification errors, and the households were sent a letter notifying them of the change in eligibility.

Technical Assistance:
Technical assistance was given on site. Letters were sent out and the POS was updated.

Verification - North Putnam Community School (6715)

215. SFA completed verification by November 15

Finding 9048: Verification not completed by November 15.
For the current school year, the SFA did not complete its Verification process prior to November 15. The State agency did not approve an extension that would have allowed the SFA to complete its Verification process by December 15.

Corrective Action:
For corrective action the SFA must create and submit a procedure to ensure that verification will be completed by November 15th.

Technical Assistance:
Technical assistance was provided to the SFA during the onsite review. The verification summary report (VSR) was discussed as well. The verification process was explained, and resources were provided. Guides and resources for the verification process are available at the following link - https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/#Annual__Traditional__Verification.

Resource Management Comprehensive Review - North Putnam Community School (6715)

757. Allowable Costs Test

Finding 9118: Sample of expenses charged to nonprofit school foodservice account not reasonable and necessary.
The State agency reviewed a sample representing 10% of expenses for the most recently completed program year, using the SFA’s detailed general ledger and P/L Statement. Some recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs.
Unallowable expenses:
1. Cell Phone Stipend $50
2. Training: Chat Sessions $23
3. Travel of Chartwells dietitian to site $59.50

Corrective Action:
The SFA must review all charges for School Year 2025/2026 before paying the FSMC invoice each month. All questionable charges must be researched. Anything found to be unallowable from the non-profit food service account must be paid for with non-federal funds. If any charges are found to be unallowable you must update your AFR 2025 and upload.

In addition, please complete the following:
1) The State agency will require the SFA to submit information on the questionable expenses. Any expenses deemed unallowable must be restored to the non-profit food service account and documentation of this restoration must be provided.
2) Each month from February 2026- May 2026, the SFA will submit the monthly invoice and supporting documentation to the state agency for review.
3) Internal controls must be established by SFA personnel to obtain and view the underlying support of transactions charged by the food service management company to verify the transaction was for an allowable school foodservice purpose. The SFA must obtain and review source documents, such as invoices or proof of payment for vendor transactions or a schedule of employees, assigned locations, salaries, and hours to be worked for payroll transactions submitted by the food service management company for reimbursement.

Technical Assistance:
Technical assistance was given onsite as to what is an allowable expense and what is not from FSMC.

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

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

General Program Compliance - North Putnam Community School (6715)

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

Finding 10137: Wellness Policy Requirements
The local school wellness policy does not contain the minimum required elements. The following elements are missing:
-A local (non-staff) stakeholder was omitted from the list of required members of the wellness committee.

Corrective Action:
As corrective action, the wellness coordinator must include a local stakeholder on the committee and submit an updated committee member roster to the State agency.

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

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 *Repeat Finding
The following findings were noted regarding the review and update of the local school wellness policy:
The review and update of the local school wellness policy did not occur as required.

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/.

North Putnam High School (7061)
300 N Washington Street
Bainbridge, IN 46105-0169

Food Service Contact
Mrs. Andrea Doss
Director of Dining Services
(765) 522-6282

Month of Review: December 2025
Date of Onsite Review: February 3, 2026

Meal Components & Quantities - North Putnam High School (7061)

500. Day of Review- Offer vs. Serve was properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.
As observed on the day of review, one or more cashiers did not demonstrate a clear understanding of OVS and its requirements. When a student selected a reimbursable meal, the student was made to select an additional item(s). Cashier said she was unsure of OVS.

Corrective Action:
As corrective action, retrain cashiers in OVS requirements, including the daily enforcement of OVS requirements. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet of attendees.

Technical Assistance:
The school was provided with technical assistance during the on-site visit. Training courses are available on Moodle - https://moodle.doe.in.gov/. OVS information can be found here: https://www.in.gov/doe/nutrition/offer-versus-serve/.

General Program Compliance - North Putnam High School (7061)

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 (2025).

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

1104. Foods sold to students meet Smart Snacks standards

Finding 10182: Smart Snacks Compliance
Smart snack compliance was not determined for non-exempt items sold to students during the school day. The vending machine in the cafeteria was on and contained a non-compliant energy drink due to size.

Corrective Action:
Review smart snack standards and train staff (Athletic Department). Provide the State agency with an agenda and sign-in sheet of the training.

Technical Assistance:
All other items sold a la carte must be calculated using the Alliance for Healthier Generation Product Calculator to determine if they meet Smart Snacks Standards. https://foodplanner.healthiergeneration.org/calculator/
Another option is to have the vending machine turned off from midnight until 30 minutes after the school day ends.