



SNP Administrative Review Findings Program Year 2026

Oak Hill United School Corp (5625)

Oak Hill United School Corp (5625)

1474 N 800 W 27
Converse, IN 46919-9519

Food Service Contact

Mrs. Dana South
Food Service Director
(765) 395-3341
danaso@ohusc.k12.in.us

Executive Contact

Dr. Sheri Hardman
Superintendent
(765) 395-3341
sheriha@ohusc.k12.in.us

No. of Sites / Reviewed: 5 / 1
Month of Review: January 2026

Commendations

- * The sponsor was well prepared for the review. All documents were nicely organized and easy to review. Staff at the reviewed school appeared well trained in offer versus serve (OVS) requirements. The food service staff were also quick, efficient, and consistent while serving students.

Certification and Benefit Issuance - Oak Hill United School Corp (5625)

128. Correct conversion factors used for applications with more than one income frequency

Finding 10188: Income conversion for one frequency

When only one income frequency was listed in free and reduced meal applications, the school food authority (SFA) converted household income to annual when processing.

Corrective Action:

For corrective action, the SFA is required to complete free and reduced application processing training in Moodle. Submit the training certificate as corrective action.

Technical Assistance:

Income should only be converted to annual when more than one frequency is listed on the meal application.

Moodle- <https://moodle.doe.in.gov/>

140. Direct Certification – updates to Benefits Issuance documents are made accurately and timely upon receipt of DC updates

Technical Assistance- Update Direct Certification status to Benefit Issuance documents

The SFA is reminded to update their benefit issuance documents when students change from income-based to direct certification-based benefits. Accurately tracking direct certification totals can help decrease the number of applications that must be verified each year and could potentially help schools qualify for other federal programs such as universal free meals.

Verification - Oak Hill United School Corp (5625)

214. Updates to the Benefits Issuance list were made in the appropriate timeframes when verification resulted in changes to student eligibility

Finding 9047: Change in benefit levels due to verification results were not changed within required timelines.

When a student's eligibility status changed due to verification, benefits were not decreased.

Corrective Action:

Households must be notified of any reduction in benefits and informed of their right to reapply at any time. If benefits are decreased, a notice of adverse action must be sent, and SFAs must provide ten days' advance notification to households that receive a reduction or termination of benefits before the actual reduction or termination takes effect.

As corrective action, the SFA must change the effective date of the reduced benefit to March 18, 2026. The SFA has provided documentation supporting the student's eligibility change at the point of service. No further action is required.

Technical Assistance:

Verification How To Fact Sheet - https://docs.google.com/document/d/1k2SleVd6qN9NNMT-hBbRQtLiED2TkirtEN5nvrF_bOM/edit?tab=t.0



SNP Administrative Review Findings
Program Year 2026

Oak Hill United School Corp (5625)

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 explain, in writing, their future process for ensuring Verification is completed by November 15.

Technical Assistance:

Technical assistance was provided to the SFA during the onsite review. 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](https://www.in.gov/doe/nutrition/free-and-reduced-information/verification-and-direct-verification/#Annual%20Traditional%20Verification).

Resource Management Comprehensive Review - Oak Hill United School Corp (5625)

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. The following recorded expenses did not represent an activity or function recognized as reasonable and necessary for the operations of the school food service programs: janitorial salaries.

Corrective Action:

Charges for janitorial salaries must be restored to the non-profit food service account using non-federal funds. The sponsor will provide documentation showing the total unallowable amount charged to food service from July 2025 - March 2026. The sponsor will provide documentation showing that all funds have been restored to the non-profit food service account.

Technical Assistance:

The sponsor is reminded that time studies, while allowable by State Board of Accounts (SBOA) for other programs, are not allowable for USDA programs. If the school chooses to charge food service for portions of non-food service staff salaries, this must be done through indirect costs. The sponsor must apply for an approved indirect cost rate.

General Program Compliance - Oak Hill United School Corp (5625)

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
Program Year 2026

Oak Hill United School Corp (5625)

Oak Hill Junior High School (2305)
1474 N 800 W 27
Converse, IN 46919-9519

Food Service Contact
Irene Yoder
Head Cook
(765) 395-3341

Month of Review: January 2026
Date of Onsite Review: March 18, 2026

Meal Components & Quantities - Oak Hill Junior High School (2305)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance - Breakfast Participation

Breakfast participation is very low at the reviewed school. The SFA should explore ways to increase participation possibly by adding a breakfast cart in high-traffic hallways, utilizing breakfast after the bell, and expanding their menu to include protein-dense hot breakfast options like breakfast sandwiches or breakfast pizza. https://www.in.gov/doe/nutrition/school-breakfast-program/#Breakfast_Service_Methods

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance - Menu

The SFA is reminded the menu must be written to meet all meal pattern requirements, including vegetable sub-groups. Additionally, if foods are planned to be served daily, they should be noted on the menu.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance - Production Records

While menus can be non-specific for fruits planned, production records must list the specific foods served.

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

Technical Assistance - Crediting vs. Serving Size

The SFA is reminded to verify crediting information against the serving size offered to ensure all meal pattern requirements are met. This is especially important when serving items like popcorn chicken or chicken nuggets. Crediting could be determined by using a different serving size than what is actually served to students.

General Program Compliance - Oak Hill Junior High School (2305)

1408. Temperature logs are available

Finding 9000: Food Temperatures

Temperatures were not accurately recorded for prepared foods. On production records, all hot foods were recorded as 180 degrees and all cold foods were recorded as 37 degrees.

Corrective Action:

The sponsor will retrain staff on standard operating procedures for taking and recording temperatures. Submit training documents and sign-in sheet as corrective action.

Technical Assistance:

Accurate temperature records are crucial for ensuring and proving foods are cooked or held at appropriate temperatures, as



SNP Administrative Review Findings

Oak Hill United School Corp (5625)

Program Year 2026

to decrease the potential for bacterial growth. Institute of Child Nutrition offers many resources including food safety logs and videos. <https://theicn.org/icn-resources-a-z/food-safety-videos/>