INDIANA
DEPARTMENT *of*
EDUCATION

SNP Administrative Review Findings — South Adams Schools (0035)

Program Year 2026

South Adams Schools (0035)
1075 Starfire Way
Berne, IN 46711-2397

Food Service Contact
Mrs. Abbey L Morgan
Food Service Director
(260) 589-1112
abbey.morgan@southadams.k12.in.us

Executive Contact
Mrs. Michelle Clouser-Penrod
Superintendent
(260) 589-3133
mclouserpenrod@southadams.k12.in.us

No. of Sites / Reviewed: 3 / 1
Month of Review: March 2026

Commendations

* The sponsor is commended for maintaining accurate and timely processing of Free/Reduced-price meal applications. Documentation was well organized, and eligibility determinations were completed within required timelines.
* The sponsor is commended for kitchen cleanliness and organization. All food preparation, service, and storage areas were observed to be well maintained, sanitized, and free of clutter. Staff demonstrated strong adherence to food safety procedures, reflecting a high level of professionalism and commitment to maintaining a safe environment.
* The FSD is commended for their strong organization and attention to detail. Records, work areas, and procedures were consistently well maintained and accurately completed.

Technical Assistance

* The SFA is reminded to notify school faculty and staff that share table items are for student consumption only. The leftovers may be taken to the nurse’s office to assist with students who come in needing something to eat.
* If a family declines a benefit or households for whom benefits were to be reduced or terminated were not given 10 calendar days' written advance notice of the change.
  A template Verification Results notification letter is available at the following link:
  https://docs.google.com/document/d/1ZCQwk6m_94QaMWwfzaeHpGGtyflGnUUYSqCS028_Kws/edit?tab=t.0.
* Technical assistance is recommended to help staff more fully utilize the capabilities of the current software system. Increased familiarity with available functions may improve data accuracy, streamline operational tasks, and enhance overall program management.
* 410 IAC 7-24-138 Effectiveness of hair restraint: Anyone of the food service staff working with exposed food, etc., such as in the kitchen or on the serving line, should wear a hair restraint, such as a hat or hairnet.
  https://www.in.gov/doe/nutrition/food-safety/#Policies_and_Regulations.

Resource Management Comprehensive Review - South Adams Schools (0035)

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. As additional corrective action the SFA must update the 2025 annual financial report. Corrective action has been submitted; therefore, additional response is not required.

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.

753. Internal Controls

Finding 10184: Internal Controls- Bad Debt
Internal controls have not been developed and implemented to ensure effective oversight regarding bad debt.

Corrective Action:
Internal controls must be established to cover bad debt, in non-profit foodservice accounting system, and others as applicable. Provide written controls and proof of staff training as corrective action. Corrective action has been submitted; therefore, additional response is not required.

The SFA's bad debt policy must state that the loss will not be absorbed by the non-profit school foodservice account and will be restored using non-federal funds. Upload a copy of the updated policy.

Technical Assistance:
Section 200.426 of Subpart E states that, "Bad debts…arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable". Therefore, NSFSA resources may not be used to cover costs related to the bad debt, such as continued legal and collection costs. Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Once the school's bad debt definition has been determined, the SFA must evaluate all negative student and adult meal debt, current and inactive, determine what is unrecoverable, and restore funds in that amount to the non-profit school foodservice account.

Reference the following resource for bad debt policy topics:
https://www.fns.usda.gov/sites/default/files/cn/DelinquentBadDebtPolicies.docx.
Checkout this resource for policy topics:
https://www.fns.usda.gov/sites/default/files/cn/DelinquentBadDebtPolicies.docx.

General Program Compliance - South Adams Schools (0035)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 10152: Civil Rights Training
One or more foodservice employees have not completed civil rights training within the last 12 months.

Corrective Action:
As corrective action, please submit documentation of the employee's completed civil rights training. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:
All staff members and volunteers who complete tasks for the school food service program must complete civil rights training annually.

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:
-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/.

1400. The written food safety plan contains required elements, and a copy is available at each school

Finding 9142: The written food safety plan does not contain all the required elements.
The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: Standard of Operating Procedures (SOP), menu items for Process (Process 1, 2 and 3), food safety checklist, temp logs, calibration logs, training logs, and corrective actions.

Corrective Action:
The food safety plan must be updated to include the missing elements. When complete, provide an updated food safety plan to the State agency for review. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:
Food safety guidance can be found at the following webpage - https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information.

South Adams Jr-Sr School (0023)
1075 Starfire Way
Berne, IN 46711-2397

Food Service Contact
Mrs. Abbey L Morgan
Food Service Director
(260) 589-1112

Month of Review: March 2026
Date of Onsite Review: April 6, 2026

Meal Counting & Claiming - South Adams Jr-Sr School (0023)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service (POS)

Finding 9066: Inaccurate meal counts by eligibility category at the POS.
As observed on the Day of Review, each type of meal service line does not provide an accurate count by eligibility category at the point of service. The food service director (FSD) uses lunch order forms to tally up the daily meals counts for in-school suspension and alternative school; however, this is not proper point-of-service meal counting. Meal counts must still be verified once a student has received the meal. This is considered the point-of-service and meals must be documented at that time. Documentation records of the POS must be retained accordingly. Additionally, if students cannot pick up the meal, they must be able to choose between all menu options, and someone must be trained in civil rights and meal counting at the POS.

Corrective Action:
The School food authority (SFA) will complete these corrective actions immediately, ensure that all future meal counts are taken at the true point of service, and accurately recorded by eligibility category.
Establish a compliant Point of sale (POS) meal counting process for in-school suspension (ISS) and alternative school students that documents each meal only after the student has physically received a reimbursable meal. Train designated staff at both ISS and the alternative school on:
-Identifying reimbursable meals,
-Accurately counting meals by eligibility category (free, reduced, paid),
-Recording counts at the actual point of service,
-Ensuring all menu options are made available to any student receiving meals outside the traditional cafeteria service line,
-Implementing and maintaining proper documentation, including daily POS records reflecting real-time counts by eligibility category, and
-Retaining all POS documentation according to federal and state recordkeeping requirements.

Submit evidence of staff training and updated POS procedures to the State agency and monitor implementation to ensure ongoing compliance. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:
SCN Trainings Webpage: https://www.in.gov/doe/nutrition/trainings/.

Meal Components & Quantities - South Adams Jr-Sr School (0023)

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 service snack bar line. Submit supporting documentation demonstrating signage has been posted. Corrective action has been submitted; therefore, additional response is not required.

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.

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

Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week
The NSLP meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned NSLP menus for the menu certification week, the following insufficiencies were noted:
-the minimum weekly m/ma, grain requirement was not met.
-the minimum daily m/ma, grain requirement was not met.

In addition, chef salads were found with insufficient vegetable sub group and grain offerings in snack bar. A red/ orange vegetable and bean/pea/legume were not available per the order form for the snack bar.

Corrective Action:
For corrective action, please explain how the menu will be corrected to meet portion size requirements. One week of corrected menus, along with completed production records, must be submitted to the State Agency. Additionally, complete the Meal Pattern training in Moodle. Submit the updated Chef Salad ordering form. Submit the training certificate to the State Agency as documentation that the training has been completed. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:
The IDOE Moodle website is found here: https://moodle.doe.in.gov/.
Meal pattern requirements can be found here: https://www.in.gov/doe/nutrition/national-school-lunch-program/.

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, portion size reported on the production record did not correspond accurately with the recorded crediting.

Corrective Action:
As corrective action, please provide an updated production record template showing all required data is included and one week of completed production records. As additional corrective action, provide proof of production record training for staff. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:
The school provided technical assistance during the on-site visit. 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/.

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

Finding 10171: Standardized Recipes
Standardized recipes were not available for the following menu items served during the review period and/or day of review: chicken sandwich/fish sandwich, spaghetti, Swiss steak, ham loaf, chicken noodle soup, sausage sandwich, all wraps, all chef salad types of with grains, Johnny Marzetti, and biscuit and gravy.

Corrective Action:
As corrective action, standardized recipes must be developed for the above-mentioned menu items. Submit copies of completed recipes to the State Agency. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:
A standardized recipe template with instructions can be found here: https://drive.google.com/drive/folders/1TogadACpRuCsyZRu2doy9-9TDKwpKn8K.

501. Cafeteria staff have been trained on OVS

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.
There are working cafe staff that have not been trained in OVS.

Corrective Action:
For corrective action, the district will ensure all staff involved in meal service receive annual training on OVS requirements under the NSLP. Corrective action has been submitted; therefore, additional response is not required.

Technical Assistance:
OVS Resources: https://www.in.gov/doe/nutrition/offer-versus-serve/.
Training Resources: https://www.in.gov/doe/nutrition/trainings/.