INDIANA DEPARTMENT of EDUCATION

SNP Administrative Review Findings — South Montgomery Community Schools (5845)

Program Year 2026

South Montgomery Community Schools (5845)
6425 US 231 South
Crawfordsville, IN 47933-0000

Food Service Contact
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FSMC: Chartwells

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

Commendations

* The food service director (FSD) and school food authority (SFA) were well prepared and available throughout the review. This made the process run smoothly and efficiently.
* The staff at New Market Elementary School was very knowledgeable of the program requirements and did a nice job in carrying out all of the responsibilities.

Technical Assistance

* It is recommended that if you are serving whole apples that are not wrapped, the apples should not be placed on a share table. Communicate any food safety concerns with the local health department.
* 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.
* During the day of review, it was observed that a teacher was handing students milk and asking if they wanted white or chocolate milk. The teacher was not allowing the students to decline the milk component which is not offer versus serve (OVS). If teachers will be assisting with meal service, ensure they are trained and understand the program requirements.
* The State agency is questioning whether or not the pre-school students are co-mingled at lunch. The staff utilize OVS as if the pre-school students are co-mingled, but there is enough time between groups that they can be considered not co-mingled.

Certification and Benefit Issuance - South Montgomery Community Schools (5845)

126. Certification: selected applications correctly approved. This serves as a reminder to the reviewer that FA must include the MOR and the Month of the on-site review.

Finding 9901: Selected applications correctly approved
One application was certified incorrectly (missed income in the calculation) or were approved with missing information. The error rate was less than 3% and did not result in fiscal action calculations. There is also no second review of income applications, and some applications were missing information such as household numbers.

Corrective Action:
The SFA will send a letter to the household letting them know that as a result of an audit (you can use the letter template on our website), the status of the student will be changed to paid in 10 days. After 10 days, change the status in the school's point of sale (POS) system.

Provide the following to the State agency:

-Develop written procedures for conducting a second check of randomly selected meal applications. Submit the established procedure and implementation date to the State agency.
-Provide documentation that corrected benefits have been updated at point of sale.
-Provide copies of benefit change notification letters sent to households.
-Submit written procedures for application approval to ensure the number of people in the household is correct.
-Complete free and reduced application processing training in Moodle and submit the training certificate to the State agency.

Technical Assistance:
Errors were reviewed with the determining official on the day of review. It was also discussed that a second review of all income applications should occur to prevent errors.

Sample letter - https://docs.google.com/document/d/16-X1mhYpWAT0d8XPnnVxh1RX5LT5PUOncAPSpJkGFcY/edit?tab=t.0

Moodle Webpage - https://moodle.doe.in.gov

Resource Management Comprehensive Review - South Montgomery Community Schools (5845)

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 FSMC's detailed invoice. 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 Session $23

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.

1. The State agency will require the SFA to submit information on the questionable expenses. Documentation must be obtained for questioned costs showing that these are direct costs and not passed fees, or calculated based on a percentage, which must be covered with the administrative fees.
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.

General Program Compliance - South Montgomery Community Schools (5845)

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 local school wellness policy committee must attempt to obtain a non stake holder to be a member of the Committee. Updated committee member list will be sent 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
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. Potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation 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.
-The LEA must permit participation by the general public and the school community in the review and update of the wellness policy. The policy must be re-assessed with input from all interested stakeholders as through the wellness committee. Provide documentation of notification used to inform households of the re-assessment of the local school wellness policy. Once the re-assessment occurs, provide documentation of the assessment.
-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/.

SNP Administrative Review Findings — South Montgomery Community Schools (5845)

Program Year 2026

New Market Elem. School (6269)
6425 US 231 South
Crawfordsville, IN 47933-0000

Food Service Contact
Ms. Monica Duvall
Director of Dining Services
(765) 866-0352

Month of Review: January 2026
Date of Onsite Review: February 10, 2026

General Program Compliance - New Market Elem. School (6269)

901. On-site monitoring review(s) were completed prior to February 1

Finding 10207: Onsite Review- Incomplete Meal Service Observation
The full breakfast and lunch meal service was not observed for each site as part of the annual onsite review requirement. All meal periods for all schools were observed on the same date.

Corrective Action:
As corrective action the SFA's monitor(s) must complete the "Onsite Review" portion of the "Reviews" training in Moodle via the following link: https://moodle.doe.in.gov/. Submit the training certificates to the State agency as proof of completion.

Technical Assistance:
As a reminder, the full meal service must be observed for each meal reviewed. As a result, a single monitor can only review one service for each meal type per day (breakfast and lunch).

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

Finding 10186: School food safety plan
The school food safety plan is not site-specific. All schools received the FSMC safety binder.

Corrective Action:
A school food safety plan should be site-specific and apply to every location where food is prepared, stored, or served. A school food safety plan should be customized to the specific school's equipment, staff, and physical location. The plan was missing the following, specific to this site:
1. List of current employees
2. List of all equipment
3. A review of the plan should take place annually.
As corrective action an updated, site specific plan must be developed and submitted to the State agency.

Technical Assistance:
Food service staff should be regularly trained on procedures within the food safety plan. School food safety resources can be found at the following webpage: https://theicn.org/icn-resources-a-z/food-safety/.
Discussed missing elements with FSD and manager on site as well.

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 9147: Food Safety Inspection Report
The most recent food safety inspection report is not posted in a publicly visible location. Current inspection was posted behind the serving line out of the public view.

Corrective Action:
During the on-site review, the food service director posted the most recent health inspection in the cafeteria. Therefore, additional corrective action is not required.

Technical Assistance:
As a reminder, the SFA should ensure all schools have the health inspection posted in a location visible to the public.