



SNP Administrative Review Findings

MSD of Steuben County (7615)

Program Year 2026

MSD of Steuben County (7615)

400 S Martha Street
Angola, IN 46703-1945

Food Service Contact

Mrs. Kelly Poe
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Executive Contact

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Superintendent
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No. of Sites / Reviewed: 6 / 2
Month of Review: January 2026

Commendations

- * The kitchens were clean and organized.
- * The staff were friendly to kids and made the school lunch environment welcoming.
- * The Food Service Director (FSD) approached the review positively and tried very hard to obtain appropriate documentation for the administrative review while only starting their position recently.

Technical Assistance

- * Upload district internal controls training.
- * The SFA should update CNPweb to accurately report the grades served. There is no 7th or 8th grade at Pleasant Lake Elementary, only grades K-6 and 9-12.
- * Menu Planning and Crediting resources:
https://docs.google.com/document/d/1UM1GrOMMEPGIb_IBoalBkM-Wf881Yed3GQC1gJ9y6MI/edit?tab=t.0.
<https://www.in.gov/doe/nutrition/menu-certification/>.
<https://docs.google.com/document/d/1QUtizW0zz3B2ebD5TotDHZ0WI2mSmG4051WpzZnRweQ/edit?tab=t.0>.
<https://docs.google.com/document/d/1QUtizW0zz3B2ebD5TotDHZ0WI2mSmG4051WpzZnRweQ/edit?tab=t.0>.
- * Product Based Added Sugar Limits:
Effective July 1, 2025, USDA implemented product-based sugar limits on foods served as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). <https://www.in.gov/doe/files/Added-Sugars-One-Page-2.pdf>.
- * Record Retention Information:
https://docs.google.com/document/d/1pv9_WHvEMp9Gbr3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?tab=t.0.
- * Free and Reduced Fact Sheet:
<https://www.in.gov/doe/nutrition/trainings/>.
- * As a state-wide effort to increase technical assistance opportunities for our sponsors in school nutrition, SCN field staff over school and summer feeding programs will be hosting optional bi-weekly check-ins with sponsors in their assigned territories. Field staff will collaborate with others on their team to conduct the check-ins and during these check-ins will review the weekly newsletters, provide timely updates, go over common issues recently found on reviews, review featured resources, invite guest speakers, provide opportunities for Q&A, and opportunities for follow-up as needed. After each check-in, a summary will be emailed to all sponsors in the field specialists' territories.
- * As a new FSD, training for SFSP will be required.
https://www.in.gov/doe/nutrition/summer-food-service-program/#Sponsor_Training.

Certification and Benefit Issuance - MSD of Steuben County (7615)

123. On-site observations validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions and responses demonstrate compliance with FNS requirements

Finding 9900: Benefits extended to students in household receiving SNAP, TANF, FDPIR benefits

Meal eligibility is not being extended to all members of a household when one person in that household is receiving SNAP, TANF, or FDPIR benefits.

Corrective Action:

Please provide a written description of how household members are identified and eligibility benefits will be extended. Please



SNP Administrative Review Findings

MSD of Steuben County (7615)

Program Year 2026

also provide proof that benefits have been extended to applicable household members and refunds provided to households as applicable.

Technical Assistance:

Direct Certification Resources:

https://www.in.gov/doi/nutrition/free-and-reduced-information/direct-certification/#Direct_Certification_Resources.

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 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/>

133. Direct Certifications were correctly certified

Finding 10160: Categorical application categorized as directly certified

One or more categorical applications containing a SNAP, FDPIR or TANF case number was incorrectly categorized as directly certified. Applications for "mixed households," which include children who are eligible based on income and other children who are eligible based on Other Source Categorical Eligibility, are subject to verification and are included in the sample pool. Applications with case numbers for participating children (who were not determined eligible through direct certification) are also subject to verification.

Corrective Action:

As corrective action, the determining official must review the State Agency SNAP and TANF Fact sheet found at the following link: <https://docs.google.com/document/d/1q9R8PIqzyFkKCKBIEBkDDTBCwx7nmYhTdDn9fNwBV6s/edit>. Once reviewed, please upload a signed and dated copy of the fact sheet in the corrective responses section of the administrative review tool.

Technical Assistance:

When using an application to establish eligibility, LEAs must give households the opportunity to provide SNAP, TANF, or FDPIR case numbers or identifiers for any household member. Households receiving benefits under Assistance Programs must list a case number when submitting an application. Determining officials must ensure the Assistance Program's case number or identifier listed on the application is consistent with the format used by the Assistance Program in the State. If the case number seems incorrect, the LEA should contact the household or the local Assistance Program agency to confirm the household's eligibility or verify the application for cause. When a household submits an application indicating Other Source Categorical Eligibility the applicable programs must be indicated. Also, the LEA official must contact the Other Source Categorical Eligibility agency liaison to confirm that the children are eligible for the applicable program.

134. Direct Certification matches were performed according to the required timeframes

Finding 9025: Direct Certification matches not performed according to the required timeframes

The SFA did not conduct Direct Certification matches according to the required timeframes.

Corrective Action:

For all direct certification and application errors, corrections must be made to certification errors, and the households must be sent a letter notifying them of the change in eligibility.



SNP Administrative Review Findings

MSD of Steuben County (7615)

Program Year 2026

For additional corrective action, complete and provide the following:

- Provide documentation that corrected benefits have been updated at the point of sale within the correct timeframe.
- Provide copies of letters sent to households notifying them of their benefit change.
- Complete the Direct Certification training in Moodle. Submit the training certificate to the State Agency as documentation that the training has been completed.
- Develop a written standard operating procedure (SOP) that includes a second check process of direct certification benefits once the information has been entered into the POS. Submit a copy to the State agency.
- Upload proof that the households with the better benefit have been reimbursed for meals purchased. The nonprofit school food service account (NSFSA) cannot be used to cover this expense.

Technical Assistance:

As a reminder, SFAs electing to use the Effective Date Waiver are required to conduct direct certification matches at least once per month. DC resources can be found here - https://www.in.gov/doi/nutrition/free-and-reduced-information/direct-certification/#Direct_Certification_Resources.

137. Eligibility determinations are correctly transferred to the Point of Service Benefits Issuance document

Finding 9029: Eligibility determinations not correctly transferred to the Point of Service Benefits Issuance document

Based on a review of documentation for selected students, certified eligibility is not always transferred correctly to the benefit issuance system (rosters, electronic POS system, etc.).

Corrective Action:

As corrective action explain what procedures will be implemented to ensure student meal benefits are correctly transferred to the benefit issuance document. Additionally, submit proof of corrected benefits for affected students.

Technical Assistance:

Technical assistance was provided onsite.

Verification - MSD of Steuben County (7615)

208. Documentation demonstrates a confirmation review was conducted and required procedures were followed

Technical Assistance- Confirmation Review

A confirmation review was conducted; however, the determining official also conducted the confirmation review. The confirming official must be someone other than the original application processor. This step serves to ensure that the selected meal applications were approved correctly by the initial processor.

213. SFA's notice of adverse action contained all required information, including notification of appeal rights

Finding 10199: Verification Results Notification

The SFA did not provide documentation of notification sent to households to inform them of the outcome of verification.

Corrective Action:

For corrective action, provide copies of the notification letters to the State agency. For households not notified of the outcome of verification, notification must be sent.

Technical Assistance:

A template Verification Results notification letter is available at the following link:

https://docs.google.com/document/d/1ZCQwk6m_94QaMWWfzaeHpGGtyfIbnUUYSqCS028_Kws/edit?tab=t.0.



Meal Counting & Claiming - MSD of Steuben County (7615)

313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements

Technical Assistance - Meal Charge Policy

The SFA should update the meal charge policy to reflect that universal breakfast or no charge breakfast for free and reduced students is implemented. Also correct pricing should be communicated to households.

The SFA's written meal charge policy differs from the policy and procedures communicated to households on the SFA's website and board policies. Additionally, the practices implemented at the local school level are inconsistent with the SFA's written meal charge policy. The SFA should update its written meal charge policy to ensure that its current practice aligns with the policy and update CNPweb.

USDA does not impose a "one-size-fits-all" policy for handling unpaid meals. Local communities are best positioned to determine how to manage the problem based on their unique needs and available resources. USDA requires school food authorities to develop and communicate a policy for handling unpaid meal charges but allow local officials to define how the policy works. Developing and clearly communicating a meal charge policy prevents confusion for families and gives local officials leverage to address the issue.

Please utilize the following charge policy development checklists to ensure a comprehensive policy is developed:
<https://ospi.k12.wa.us/sites/default/files/2023-08/mealchargepolicychecklist.pdf>.

Resource Management Comprehensive Review - MSD of Steuben County (7615)

767. Nonprogram Revenue and Food Cost Ratio

Finding 10174: Revenue ratio was less than its food cost ratio.

The SFA found that its revenue ratio was less than its food cost ratio and did not act to adequately resolve the deficit.

Corrective Action:

The SFA must take additional steps to ensure compliance with non-program food revenue requirements. Such steps may include:

- Sufficiently increase non-program food prices,
- add sufficient funds to the SFA's non-profit school food service account,
- and/or take other actions to adequately resolve the problem.

For corrective action, please explain what actions have been taken to ensure compliance with non-program food revenue. Additionally, provide to the State agency documentation of the actions, such as:

- Update the non-program food revenue tool with correct meal prices and re-upload Point-of-sale price listing showing a la carte price increases,
- deposit of non-federal funds and plans to regularly maintain the non-federal fund contribution to the non-profit school foodservice account,
- and an updated non-program food revenue tool showing compliance as a result of increased prices or the addition of non-federal funds.

Technical Assistance:

USDA non-program food revenue guidance can be found at the following websites: <https://www.in.gov/doe/files/sp20-2016s-non-program-food-guidance.pdf>; <https://fns-prod.azureedge.us/sites/default/files/cn/SP39-2011r.pdf>.



General Program Compliance - MSD of Steuben County (7615)

810. The USDA non-discrimination statement is on appropriate Program materials

Technical Assistance: Non-compliance with the USDA non-discrimination statement

Ensure that all household notifications, including social media posts, include at least the short form of the non-discrimination statement. The full non-discrimination statement must be used on documents of two or more pages, but on documents of one page or less, the short statement may be used; either statement must be the same font size as the rest of the document. 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.

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.
- The review and update of the local school wellness policy did not include stakeholders.
- 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/>.

1216. School Nutrition Programs staff met/will meet annual training requirements

Finding 10146: Professional Standards Documentation

Documentation was not provided to validate trainings listed on the Professional Standards Training Tracking tool. The SFA did not retain training documents used to train staff nor did they retain a sign-in sheet.

Corrective Action:

As corrective action, the SFA must submit plans for future training and procedures for documenting all training going forward.

Technical Assistance:

Training Opportunities: <https://www.in.gov/doe/nutrition/professional-standards/#Trainings>.



1602. On-site observations validate Off-Site Assessment Tool responses to SFSP and SBP Outreach questions and responses demonstrate compliance with FNS requirements

Finding 10142: SBP Outreach

School Breakfast Program (SBP) outreach to households did not include necessary information including the price, location, and/or meal service time.

Corrective Action:

A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced-price meal applications for the new school year. In addition, schools should send reminders regarding the availability of the SBP multiple times throughout the school year. As corrective action, the director must review the USDA Policy Memo SP 40-2011 referenced in the technical assistance section below. Submit a signed copy of the memo to the state agency as proof that the memo was reviewed.

Technical Assistance:

USDA Policy SP 40 - 2011 Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program can be found at the following link: <https://fns-prod.azureedge.us/sites/default/files/cn/SP40-2011os.pdf>.



SNP Administrative Review Findings

MSD of Steuben County (7615)

Program Year 2026

Hendry Park Elementary (7901)

400 S Martha Street
Angola, IN 46703-1945

Food Service Contact

Mrs. Kathy Stadtmiller
Manager
(260) 665-3215

Month of Review: January 2026

Date of Onsite Review: February 12, 2026

Meal Components & Quantities - Hendry Park Elementary (7901)

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:

- 1 - The grade grouping was not selected.
- 2 - The component contributions were not properly recorded.
- 3 - Serving sizes were not consistently recorded.
- 4- The number of servings planned was not recorded.

Corrective Action:

As corrective action, completed breakfast and lunch production records for one week from the reviewed sites must be submitted to the State agency. As additional corrective action, provide proof of production record training for all applicable staff.

Technical Assistance:

The school was provided with technical assistance during the on-site visit. Production record resources can be found here: https://www.in.gov/doi/nutrition/national-school-lunch-program/#Record_Keeping. The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

General Program Compliance - Hendry Park Elementary (7901)

1502. Records are retained for a minimum of five years

Finding 10227: Meal Count Rosters

Original meal count rosters are not maintained for a minimum of five years.

Corrective Action:

As corrective action the SFA must retain meal count records going forward for a minimum of five years. Additionally, develop and submit a procedure explaining who is responsible for maintaining productions records at the site level, where the records will be maintained, and how long the records will be maintained. Proof of training on the procedure must be submitted to the State agency.

Technical Assistance:

Record Retention Schedule:

https://docs.google.com/document/d/1pv9_WHvEMp9GbR3723kwdKVUMMKo5Zq1PjXZ7O3Zw2Q/edit?tab=t.0.



SNP Administrative Review Findings

MSD of Steuben County (7615)

Program Year 2026

Pleasant Lake Elementary (7905)

400 S Martha Street
Angola, IN 46703-1945

Food Service Contact

Ms. Dena Helmuth
Manager
(260) 475-5055

Month of Review: January 2026

Date of Onsite Review: February 11, 2026

Meal Components & Quantities - Pleasant Lake Elementary (7905)

403. *Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines*

Finding 9000: Milk Substitutions

Lactose-intolerant students are not offered a milk substitute in accordance with program requirements. The United States Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in meals through the Child Nutrition Programs for children who are unable to eat the normally provided meal because of a medical need, disability, and/or impairment.

Corrective Action:

If a student has a disability (such as lactose intolerance or a milk allergy), the SFA must provide an appropriate substitute. For corrective action, train all school managers on this specific requirement. Submit signed and dated documentation on special dietary needs in Moodle stating staff have been trained and will provide appropriate milk substitutes for students as needed.

<https://www.in.gov/doe/nutrition/trainings/>.

Technical Assistance:

A Fluid Milk Substitutions fact sheet for the Child Nutrition Programs can be found at <https://www.in.gov/doe/files/milk-substitution-fact-sheet.pdf>. Special dietary needs webpage: <https://www.in.gov/doe/nutrition/special-dietary-needs/>.

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:

- 1 - The date was not listed on the production record.
- 2 - The number of reimbursable meals was not listed on the production record.
- 3 - At Pleasant Lake Elementary, the food service staff serves grades K-12. Portion sizes differing between grade groups were not specified.

Corrective Action:

As corrective action, completed breakfast and lunch production records for one week from the reviewed sites must be submitted to the State Agency. As additional corrective action, provide proof of production record training for all applicable staff.

Technical Assistance:

The school was provided with 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 9076: Planned menus served during review month do not meet portion size/quantity requirements.

Production records were reviewed for the review period to determine whether the portion sizes of meal components from the



SNP Administrative Review Findings

MSD of Steuben County (7615)

Program Year 2026

menu planned and served during the review period meet the minimum meal pattern requirements for the age/grade group(s). An insufficient meat/meat alternate component serving was noted at the K-12 grade group for lunch meal service. At Pleasant Lake Elementary, the school was insufficient in meat/meat alternate for the week of review.

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 training certificate to the State Agency as documentation that the training has been completed. Repeat violations in portion size requirements may result in fiscal action.

Technical Assistance:

The school was provided with technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. IDOE Moodle can be found here- <https://moodle.doe.in.gov/>.

General Program Compliance - Pleasant Lake Elementary (7905)

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>.