SNP Administrative Review Findings

Tipton Community School Corp (7945)

Program Year 2026

Tipton Community School Corp (7945)
1051 South Main Street
Tipton, IN 46072-9754

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

Food Service Contact
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Executive Contact
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Commendations

* Staff at the reviewed school were well trained in program requirements and followed all food safety procedures. The kitchen was clean and well-organized.

Technical Assistance

* Schools must annually notify households if they are implementing Offer Versus Serve, specifically explaining how it works and describing the different ways students can build their meals. It is best practice to notify households at the beginning of each school year.
* Share table practices were discussed with the food service director and other school staff.
* Breakfast participation was very low at the reviewed school. The State agency suggested ways to increase participation. A few of these suggestions included: breakfast after the bell, adding cereal to the daily options, and surveying students to see what they would prefer for breakfast.
* The school can use non-profit food service account funds to pay for voice translation software/app which would allow them to communicate with a staff member.

Verification - Tipton Community School Corp (7945)

212. SFA met follow-up requirements if the household failed to respond to the verification request

Technical Assistance - Verification Follow-Up Requirements

SFAs are required to conduct at least one follow-up attempt when households selected for verification do not respond to the initial request. The follow-up attempt can be written or verbal. When household contact is made, detailed notes regarding the discussion should be documented and maintained. The date of contact, name of the household member contacted, and a description of the discussion should be documented and signed or initialed by the SFA staff member making contact.

Meal Counting & Claiming - Tipton Community School Corp (7945)

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 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.

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 - Tipton Community School Corp (7945)

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 month of operation, using the SFA's FSMC's detailed invoice. 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: cell phone stipend and staff prizes.

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 April 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:
The SFA is reminded to be good stewards of federal funds, which includes ensuring all expenses are allowable, meaning reasonable, allocable, and necessary. The SFA must discern on FSMC invoices which charges should be covered by the administrative fee which are charged to the SFA monthly.

767. Nonprogram Revenue and Food Cost Ratio

Technical Assistance - Non-Program Food Revenue Tool

When completing the non-program food revenue tool, adult meals must be cost out by the day, as each meal cost and number of meals sold will be different for the five-day sample.

General Program Compliance - Tipton Community School Corp (7945)

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: two goals for each area (nutrition education, nutrition promotion, physical activity, and other activities).

Corrective Action:
As corrective action the local school wellness policy committee must review and update the wellness policy. The SFA must submit a timeline in which the policy will be updated.

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 and potential stakeholders were not made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness policy.

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.

Technical Assistance:

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

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.

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

Technical Assistance - School Breakfast Outreach

Schools should send reminders regarding the availability of the SBP multiple times throughout the school year, including the price, location, and/or meal service time. USDA Policy SP 40 - 2011 Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program is available at the following link: https://fns-prod.azureedge.us/sites/default/files/cn/SP40-2011os.pdf.

Tipton High School (8177)
1051 South Main Street
Tipton, IN 46072-9754

Food Service Contact
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Month of Review: March 2026
Date of Onsite Review: April 8, 2026

Meal Components & Quantities - Tipton High School (8177)

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

Finding 9000: Crediting documents not retained
SFA did not have crediting documents for all foods served during the week of review.

Corrective Action:
Before foods are served, crediting documentation must be obtained to ensure all meal pattern requirements are met.
The SFA was able to obtain all required crediting documentation needed for the week of review menu certifications. No further action is required.

Technical Assistance:
Crediting resources can be found here:
https://docs.google.com/document/d/1VG7MQlssW4ReH48qQqxnuunWQIAqWOQpERLZUIfomeI/edit?tab=t.0.

501. Cafeteria staff have been trained on OVS

Technical Assistance - OVS training

It is best practice to train staff on OVS requirements early in the school year to ensure it is understood what makes a reimbursable meal.