



SNP Administrative Review Findings

Program Year 2026

Wa-Nee Community Schools (2285)

Wa-Nee Community Schools (2285)

1300 North Main St
Nappanee, IN 46550-9310

Food Service Contact

Mrs. Sheila Cripe
Food Service Director
(574) 862-2710
scripe@wanee.org

Executive Contact

Dr. Scot D Croner
Superintendent
(574) 773-3131
scroner@wanee.org

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

Commendations

- * The food service director (FSD) completed the optional site visit form, used to monitor service and quality. This is an example that the FSD is committed to maintaining a quality-driven program that consistently supports excellence in school nutrition.
- * The nutrition team demonstrated excellent organization and efficiency in meal service operations.
- * Documentation was well-organized and readily available, demonstrating strong program oversight.
- * Staff engaged positively with students, creating a welcoming and supportive meal environment.

Technical Assistance

- * Add the language "Please DO NOT fill out an application for free or reduced-price meals for the following children" to your Direct Certification (DC) letter or use the state's template notification letter for DC.
https://www.in.gov/doe/nutrition/free-and-reduced-information/free-and-reduced-forms/#Free_and_Reduced_Notification_Letters.
- * Sponsors are recommended to verify an application for cause if the SNAP benefit case number is unable to be found in the DC lookup.
https://docs.google.com/document/d/1GGzfSMFKyxjSO0qOx1OGE8JR6dNsMX5yuS_a3y0FLvg/edit?tab=t.0
- * The free/reduced software system must have the capability to save original applications that were submitted (even if subsequent applications are submitted). Carry over eligibility from the previous school year must be maintained but then end that carryover when a new application or DC status is processed or once the 30-day carryover has ended (whichever comes first). Applications must be saved for at least five years. Categorize applications and DC status based on types such as Medicaid, SNAP, Foster, etc. (for verification purposes), and differentiate between DC free and DC reduced. Check out the checklist for online free and reduced applications for more tips and reminders. Do not delete applications that are found to be DC at a later date.
https://docs.google.com/document/d/1GGzfSMFKyxjSO0qOx1OGE8JR6dNsMX5yuS_a3y0FLvg/edit?tab=t.0
- * When a household declines to have meal benefits extended to them, the School Food Authority (SFA) must issue an adverse action notice (10 calendar days). The notice should clearly inform the household that benefits will not be extended as requested and must include:
 - A statement confirming the household's request to decline extended benefits.
 - The effective date the SFA will act on the request.
 - Appeal rights and instructions.
 - Information on how the household may reapply for benefits at any time.
 - Contact information for assistance or questions.
- * 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>.
- * Production Records can be prefilled for more efficiency.
https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keeping



SNP Administrative Review Findings

Wa-Nee Community Schools (2285)

Program Year 2026

- * It is the policy of the Indiana Department of Education that all food service staff must wear a hair restraint; that also applies to any staff in the school coming into the kitchen while food is exposed.
- * The food safety checklist should be completed annually by all managers per the food safety policy and retained for 5 years.
- * To support menu planning and ensure schools can consistently meet the vegetable subgroup requirements and the $\frac{3}{4}$ -cup daily vegetable requirement for grades K–5, it is recommended that two different vegetable options be offered each day. Providing two varieties increases flexibility, helps meet weekly subgroup minimums, and offers students greater choice while maintaining compliance with NSLP meal pattern standards.
- * If the SFA applied an indirect cost rate lower than the approved rate, documentation must explain whether the difference will be treated as a loan to or a donation for the nonprofit school food service account. The incorrect indirect cost rate was used, which could result in an inaccurate charge. Please ensure the correct rate is applied in all future calculations.

<https://www.in.gov/doe/files/FY-2025-Indirect-Cost-Rates-FINAL.pdf>

General Program Compliance - Wa-Nee Community Schools (2285)

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.

Technical Assistance:

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

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

Finding 10125: Non-compliance with the USDA non-discrimination statement

The USDA non-discrimination statement was missing or used incorrectly on program materials including the website.

Corrective Action:

The full nondiscrimination 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. As corrective action, please update the following program materials with the correct non-discrimination statement: School website. Submit a copy of the updated resource(s) to the State agency.

Technical Assistance:

The most currently linked non-discrimination statement can be found on the following webpage: <https://www.usda.gov/non-discrimination-statement>. Please review the school nutrition weekly newsletter regularly should there be 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 10138: Wellness Policy Communication

The SFA has not annually informed and updated parents, students, staff, and the community about the content of the local wellness policy.

Corrective Action:

As corrective action, provide documentation showing the local school wellness policy and assessment have been communicated to the school community.

Technical Assistance:

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



SNP Administrative Review Findings
Program Year 2026

Wa-Nee Community Schools (2285)

Wakarusa Elementary School (1735)

1300 North Main St
Nappanee, IN 46550-9310

Food Service Contact

Ms. Johanna Wisler
Cafeteria mgr
(574) 862-2000

Month of Review: February 2026

Date of Onsite Review: March 25, 2026

Meal Components & Quantities - Wakarusa Elementary School (1735)

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 at breakfast and the portion size reported on the production record did not correspond accurately with the meal pattern.

Corrective Action:

As corrective action, completed (breakfast and lunch) production records for one week from the reviewed site must be submitted to the State agency. Additionally, provide proof of production record training for staff, such as certificates, agendas and/or sign-in sheets.

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/>.