



SNP Administrative Review Findings

West Central School Corp (6630)

Program Year 2026

West Central School Corp (6630)

1852 S US Hwy 421
Francesville, IN 47946-8206

Food Service Contact

Mrs. Rebecca Shepperd
Food Service Director
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Executive Contact

Dr. Cathy Rowe
Superintendent
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No. of Sites / Reviewed: 2 / 1
Month of Review: February 2026

Commendations

- * The food service director (FSD) demonstrated exceptional preparation and organization throughout the administrative review. The FSD also exhibits a solid understanding of the program requirements and was able to answer questions and provide supporting documents.
- * The kitchen manager at the elementary school was very knowledgeable of the program and very helpful during the review.

Technical Assistance

- * 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 review the main entrees for lunch were both sandwiches. While sandwiches can be convenient and popular, offering these two sandwiches as the only entree choices may limit student appeal and does not reflect best practices for menu variety.
- * It is recommended that the SFA posts offer versus serve (OVS) signage on the actual cafeteria line and in the service area.

General Program Compliance - West Central School Corp (6630)

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 review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be provided as corrective action. Corrective action has been submitted. Additional response is not required.

Technical Assistance:

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



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1219. Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training

Finding 10114: Non-Foodservice Staff Training

At the time of the review, non-food service employees who were responsible for duties related to program requirements had no documented training.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. For corrective action, explain how the SFA will ensure requirements will be met each year. For employees identified as needing training during the review, provide proof of training, such as certificates or an agenda with topics covered, including attendee names and signatures. Corrective action has been submitted. Additional response is not required.

Technical Assistance:

Training courses are available on Moodle - <https://moodle.doe.in.gov/>.

Additional training resources can be found here - <https://www.in.gov/doe/nutrition/trainings/>.



SNP Administrative Review Findings

West Central School Corp (6630)

Program Year 2026

West Central Elem. School (7027)

1852 S US Hwy 421
Francesville, IN 47946-8206

Food Service Contact

Mrs. Amanda Dunne
Kitchen Manager
(219) 567-9119

Month of Review: February 2026

Date of Onsite Review: March 18, 2026

No Findings during Site 7027 Review