

Administrative Review Report

Greenwood School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/03/2019	11/08/2019
On-Site Review	11/12/2019	11/14/2019
Site Selection Worksheet	10/14/2019	10/14/2019
Entrance Conference	11/12/2019	11/12/2019
Exit Conference	11/14/2019	11/14/2019

Commendations:

Thank you to the staff at Greenwood School District for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. It was a pleasure to visit Greenwood School District.

Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).

SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

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Findings and Corrective Action:

Site Name	Green Wood Elementary	
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/26/2019 08:47 AM</p>	<p>Finding: On the Annual Financial Report, some expenses were not broken out by program and expense category (7 CFR 210.19). CA: Review the Annual Financial Report webcast or manual on the DPI website then update the 2018-19 Annual Financial Report with expenses broken out by program and category. Upload the corrected report into SNACS. The report will need to be updated in the online portal. The DPI accountant will have to make any adjustments after December 31 to the Annual Financial Report. Finding: The finding is that the milk cost that occurs for those who are at a paid status for milk for the WSDMP were not being broken out to the non-program foods category. In addition, a transfer is required from another fund outside of food service to cover the cost for those of a paid status as all children participating in the program were receiving free milk. CA: Please make the fund transfer over to show for the 2018-2019 Annual Financial Report. Please also submit a statement of understanding that a transfer needs to occur each year for those milks taken that are considered a paid status.</p>
Site Name		
Form Name	Revenue from Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/26/2019 09:03 AM</p>	<p>Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14. CA 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year. CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
Site Name		

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Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/26/2019 07:53 AM</p>	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1). CA: Provide the civil rights training to all staff that interact with program applicants found on the DPI website. Upload the sign in training sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/26/2019 07:54 AM</p>	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31. CA: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1001	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/26/2019 08:00 AM</p>	<p>Finding: The SFA did not notify the public about the Local Wellness Policy (LWP) in accordance with 7 CFR 210.31. CA: Upload into SNACS a statement on how the public will be notified of the LWP, include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 11/26/2019 08:01 AM	Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee. CA: Provide a plan on how potential stakeholders will be notified and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/26/2019 09:13 AM	Finding: The SFA did not process one application in compliance with 7 CFR 245.6(a). The household's meal benefits were incorrectly calculated. Household should have been denied. CA: Notify the household of the change in benefit per program requirements. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS. Corrected on-site, no further action needed.
Site Name		
Form Name	Verification (207 - 215)	
Question #	215	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/16/2019 04:07 PM	Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a) CA: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/16/2019 04:14 PM	Finding: The non-discrimination on the school's food service website was not the most current one. CA: Please update the website to reflect current non-discrimination statement for foodservice. Corrected on-site no further action needed.

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Site Name		
Form Name	Local School Wellness (1007)	
Question #	1007	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/16/2019 04:23 PM</p>	<p>Finding: The district does not have a wellness committee in place. Because no committee is in place there was no outreach for potential stakeholders to participate on this committee.</p> <p>CA: Please submit a timeline of when the district plans to put together a committee and review the wellness policy. In addition, please state how the district will alert potential stakeholders who may want to participate on the wellness committee. The district was advised of the required Tri-annual assessment which reports how the wellness policy goals are being met listed in the wellness policy. Please include a statement of understanding of this requirement.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/26/2019 08:28 AM</p>	<p>Finding: Non-school nutrition staff (administrative secretary and gym teacher) who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p> <p>CA: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities and state how it will trainings will be tracked.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/26/2019 08:12 AM</p>	<p>Finding: The SFA did have a HAACP process 1, 2 and 3 chart which categorizes food items however the chart needed to be updated. This is due to some food items not being listed under the correct process in the form.</p> <p>CA: Please update the HAACP 1, 2 and 3chart and submit the chart as corrective action.</p>
Site Name	Greenwood El	

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Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/18/2019 01:30 PM</p>	<p>Finding: Signage was posted outside of the meal service (hallway) area rather than where it is visible to all students regardless of which entrance, they utilize. The observed signage is adequate in content.</p> <p>CA: Post signage within the meal service area so that it is visible to all students. Submit a photo of the signage once it is posted.</p>
Site Name	Greenwood El	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/18/2019 01:56 PM</p>	<p>Finding: The planned/actual quantity prepared in purchase units, planned serving size for each grade group, the planned/actual number of serving prepared and number of non-reimbursable (adult) meals were not consistently filled in daily on breakfast and lunch production records during the week of review.</p> <p>CA: Submit one week of completed breakfast and lunch production records that clearly demonstrate all of the Production Record Requirements. Choose a week that occurs after the completion of the Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Greenwood El	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/18/2019 02:01 PM</p>	<p>Findings: At time of review, standardized recipes were in use, however several did not accurately reflect the current products and ingredients in use this school year.</p> <p>CA: Submit standardized recipes for the Hot Ham Cheese Sandwich and the Super Nachos. Be sure to include all requirements of a standardized recipe, including serving size and yield. A template was left onsite and reviewed with the</p>

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		FSD; however, an electronic template and other resources can be found on the Standardized Recipes webpage at https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes
Site Name	Greenwood El	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/26/2019 07:50 AM	Finding: SFA did not meet on-site monitoring requirements for NSLP, SBP and the Afterschool Snacks program per 7 CFR 210.8. CA: Complete all required onsite monitoring for the current school year and upload into SNACS. If any corrective actions are found during the on-site monitoring, complete the corrective actions within 45 days of the initial on-site assessment and include this as part of CA. In addition, submit a statement on how onsite monitoring will be completed for each school and program moving forward and the position responsible.
Site Name	Greenwood El	
Form Name	Fresh Fruit and Vegetable Program - Review Period (1900-1902)	
Question #	1901	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/19/2019 01:39 PM	Finding: The invoice provided showed a cost of \$55.99 for napkins, while \$55.90 was claimed for napkins on the September claim. This results in an under claim of \$0.09. Fiscal action will not be assessed. Carefully enter expenses on monthly FFVP claims to ensure that amounts claimed are accurate. CA: Please submit a written statement confirming how you will ensure that all costs claimed are accurate.
Site Name	Greenwood El	
Form Name	Fresh Fruit and Vegetable Program - Review Period (1900-1902)	
Question #	1902	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged	<p>Finding: There was no documentation to support the labor claimed in September. To determine whether grant funds are being allocated and claimed appropriately, it is necessary to document FFVP labor separately from other labor. An Employee Time Sheet is posted on our FFVP webpage that may be used (https://dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable).</p> <p>CA: After the October FFVP claim is submitted, please submit completed timesheets to support any labor claimed that month.</p>
	11/19/2019 01:41 PM	
Site Name	Greenwood El	
Form Name	Wisconsin School Day Milk Program	
Question #	1	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: SFA Wisconsin School Day Milk Program (WSDMP) agreement has not been updated.</p> <p>CA: Submit a new WSDMP paper contract and upload into SNACS.</p>
	11/26/2019 08:52 AM	
Site Name	Greenwood El	
Form Name	Wisconsin School Day Milk Program	
Question #	4	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Milks are being claimed based another counting system rather than an appropriate Point of Service count (POS) with some staff who are responsible for the POS for the Wisconsin School Day Program (WSDMP). These counts must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>CA: Retrain staff on the POS procedures. Upload documentation to support the training that was completed and staff sign in sheet into SNACS.</p>
	11/26/2019 08:57 AM	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/19/2019	984	1901	Administrative Review	Greenwood El	FSD			
Comments						Created By		Created Date
At Greenwood Elementary, the FFVP snack was only served three times in September. Program regulations state that the FFVP snack								11/19/2019 1:41:32 PM

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must be served at least twice per week. Failure to follow program regulations could impact a school's eligibility for the program in future years. Please see our FFVP webpage for more information and resources (https://dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable).								
11/13/2019	970	1106	Administrative Review	Greenwood EI	FSD & Administrative Office			
Comments					Created By	Created Date		
SA reviewed fundraiser tracking with administrative personnel & provided an example tracking form for food or beverage-based fundraisers. As a reminder, if an organization is selling foods or beverages that do not meet the Smart Snacks standards, these are considered exempt fundraisers. Each student organization may hold 2 exempt fundraisers per school per school year which may be no longer than 2 consecutive weeks in length & may not occur in the meal service area during meal times.						11/18/2019 2:48:21 PM		
11/13/2019	968	409	Administrative Review	Greenwood EI	FSD			
Comments					Created By	Created Date		
The planned/actual quantity prepared in purchase units, planned serving size for each grade group, the planned/actual number of serving prepared and number of non-reimbursable (adult) meals were not consistently filled in daily on breakfast and lunch production records. Onsite technical assistance was provided. Please review the Production Record Requirements: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf						11/18/2019 2:42:51 PM		
11/13/2019	967	1904	Administrative Review	Greenwood EI	FSD			
Comments					Created By	Created Date		
During onsite observation, it was noted that FFVP was offered in conjunction with a birthday celebration which included sweet treats. It is recommended that, in the future, FFVP is offered at a time where it does not compete with sweet treats and baked good in order to further promote children's acceptance of fresh fruit and vegetables.						11/18/2019 2:29:29 PM		
11/13/2019	966	500	Administrative Review	Greenwood EI	FSD			
Comments					Created By	Created Date		
SA reviewed SBP OVS with FSD. FSD may plan the menu such that a large entree counts as 2 items (i.e. a 2-oz eq bagel may count as two 1-oz eq grain items). The FSD may also plan the menu such that two						11/18/2019 2:08:52 PM		

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1-oz eq items (i.e. a cheese stick and a cereal) are bundled together. Breakfast line and OVS worksheets reviewed and left onsite.									
11/13/2019	965	410	Administrative Review	Greenwood EI	FSD				
Comments					Created By	Created Date			
Recipes should be updated to reflect current practices and products. Standardized recipes exist, but several do not accurately reflecting current products. For more information on what essential information must be on a standardized recipe, review the Standardized Recipe Checklist (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf)						11/18/2019 2:00:34 PM			
11/13/2019	963		Administrative Review		FSD				
Comments					Created By	Created Date			
Adequate signage helps ensure that students accurately select reimbursable meals. Signage was available in the hallway outside of the meal service area; however, only students using that hallway can see the signage. Signage must be placed in the meal service area where it is visible to all students.						11/18/2019 1:38:44 PM			
11/13/2019	919	7	Administrative Review	Greenwood EI	FSD				
Comments					Created By	Created Date			
Sodium Target 1 was mandated by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010 and is in effect until the end of school year 2023-2024. Products noted onsite that can be major contributors of sodium include: condiments, regular-sodium canned vegetables, regular-sodium canned soup, olives, and processed foods. Use of these products should be closely monitored and limited to meet sodium requirements in this and upcoming school years.						11/13/2019 9:30:04 AM			
11/13/2019	918	6	Administrative Review	Greenwood EI	FSD				
Comments					Created By	Created Date			
Several items noted in storage that and used in the NSLP menu are full-fat items, such as salad dressings and mayonnaise. Consider replacing these items with lower-fat or reduced-fat versions to minimize the Saturated Fat impact on the dietary specifications.						11/13/2019 9:26:21 AM			
10/16/2019	921	22	Administrative Review	Greenwood EI	FSD				

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Comments	Created By	Created Date
TA provided prior to onsite review via phone call: if budget allows, you may consider using small portion cups to control condiment usage. Not only does this help young students learn appropriate portion sizes, it also helps to control food costs and waste. There are numerous options available via the internet and your distributor will have plenty of options.		11/13/2019 9:59:45 AM