

Administrative Review Report

Owen-Withee School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/14/2020	03/03/2020
On-Site Review	03/10/2020	03/12/2020
Site Selection Worksheet	01/14/2020	01/14/2020
Entrance Conference	03/10/2020	03/10/2020
Exit Conference	03/12/2020	03/12/2020

Commendations:

Nutrition Program Consultant

Thank you to the staff at Owen-Withee 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 meet and work with school nutrition staff. All staff members were kind, welcoming, and knowledgeable. Staff asked great questions that demonstrated their understanding and strong grasp on program requirements. The lunch meal was very tasty and visually appealing. The dining area was warm and inviting. It was a pleasure to visit Owen-Withee School District.

Public Health Nutritionist:

Thank you to the FSD and staff at Owen-Withee School District for the courtesies extended to us during the on-site review. Everyone was 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. The FSD was particularly organized and her production records were filled out very thoroughly. The meals served to the students were wonderful. Not only did they taste delicious but the presentation was pleasing with the salad bar and many options available to the students. It was a pleasure working with everyone at Owen-Withee.

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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- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (<http://www.fns.USDA.gov/healthierschoolday>).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (<http://smarterlunchrooms.org>). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

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Findings and Corrective Action:

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>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>CA: Submit a statement of understanding that the Civil Rights Compliance Self Evaluation Form (PI-1441) form must be completed by October 31st.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1002	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA does not have documentation indicating that a committee was in place to review the Local Wellness Policy (LWP) annually.</p> <p>CA: Provide a timeline on when and how the LWP committee will be formed.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>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.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History		<p>Finding: Non-school nutrition staff 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.</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>Finding: The SFA did have a copy of the food safety plan. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). The HAACP 1, 2 and 3 chart was found to be not updated.</p> <p>CA: Please update the HAACP 1, 2 and 3 chart and upload the updated HAACP 1,2 and 3 Chart into SNACS.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Mandarin Oranges (China) Pineapple (Thailand) Fruit Cocktail (China) Olives (Egypt) Cherry Tomatoes (Mexico) Grapes (Chile)</p> <p>CA: Complete and submit Non-Compliant Product Forms for the products listed above and upload into the documents tab. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).</p>
Site Name	Owen-Withee Jr	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History		<p>Finding: Ten non-reimbursable meals were observed at Owen-Withee Junior during lunch service. The meals did not contain the required ½-cup fruit, vegetable, or combination under Offer versus Serve.</p> <p>CA: Submit a statement indicating understanding that students must select three full components, one of which is ½ cup fruit, vegetable, or combination, under Offer versus Serve. Explain how this error will be corrected and avoided in the future.</p>
Site Name	Owen-Withee Jr	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Serving sizes on the salad/garden bar production records were not properly filled out. Salad/Garden bar production records must meet the same criteria as production records used to record main line items. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf)</p> <p>CA: Submit one day of salad bar production record with serving sizes properly filled out for each menu item. Choose a day that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Owen-Withee Jr	
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		<p>Finding: SFA did meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1 but did not use the correct on-site monitoring form for the on-site monitoring for SB, NSLP and Afterschool Snacks.</p> <p>CA: Please submit an updated on-site monitoring form for the schools in the district for SB, NSLP and Afterschool Snacks.</p>
Site Name	Owen-Withee Jr	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1405	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History		<p>Finding: Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA did not have inspection posted in a place available to the general public. CA: Please post in a place where the general public will see it. Corrected on-site no further action needed.</p> <hr/> <p>CAP Removed</p>
Site Name	Owen-Withee Jr	
Form Name	Afterschool Snack Program (1700)	
Question #	1700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The afterschool snacks program at the elementary had a finding regarding the meal counting and claiming process. In order to claim a reimbursable snack, students need to select two items. The finding was that the person at the POS was checking off students that took either one or two snacks and counting it as a reimbursable snack. This is not acceptable. CA1: Please submit a detailed statement on how the process will be corrected. Please include the title of who will be responsible for overseeing the program. CA2: Please submit a statement on how staff will be trained and these trainings tracked at the POS regarding identifying reimbursable snacks. CA3: Please correct the process immediately and submit corrected meal count rosters for the remaining school year. Submit all corrective action for this finding into SNACS. Fiscal action will be applied.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/11/2020	1947		Administrative Review		FSD			
Comments								
						Created By	Created Date	
There are multiple entrees served at breakfast daily but the monthly printed menu only reports the special menu item of the day. In order to properly inform students, parents and faculty of what is being served, it would be beneficial to add the items served							3/11/2020 11:52:24 AM	

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daily to the menu such as the granola and yogurt parfait. This could be listed at the bottom similarly to how milk is listed on the menu.										
03/11/2020	1945		Administrative Review		FSD					
Comments					Created By	Created Date				
Fruits and vegetables on a garden bar can credit toward the meal pattern. Even with garden bars, the menu planner must plan a specific portion size that they intend students to take. If the fruits or vegetables on the garden bar are used to meet the weekly requirements, portion sizes of at least 1/8 cup each should be communicated to students. This encourages students to take the planned amount, and ensures the amount needed for a reimbursable meal is selected.						3/11/2020 9:33:52 AM				
03/11/2020	1944		Administrative Review		FSD					
Comments					Created By	Created Date				
Remember to use Exhibit A for crediting grain items, like muffins, granola or cereal bars, and toaster pastries at breakfast, as these items do not credit ounce-for-ounce (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf). Exhibit A does not need to be utilized if the product has a Product Formulation Statement (PFS).						3/11/2020 9:31:41 AM				