

Administrative Review Report

Middleton-Cross Plains School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/21/2023	02/16/2024
On-Site Review	02/13/2024	02/15/2024
Site Selection Worksheet	12/21/2023	12/22/2023
Entrance Conference	02/13/2024	02/13/2024
Exit Conference	02/15/2024	02/15/2024

Commendations:

Thank you to all staff at Middleton-Cross Plains School District for the warm welcome and cooperation during this Administrative Review (AR). A special thanks to the Food Service Director and team for their great organizational skills which helped expedite this AR. In addition, thank you to the school nutrition professionals who brought high levels of energy into the cafeteria. We were impressed with how well they work as a team, with friendly smiles for the students who they greet by name. At both sites, it was clear how much students appreciate their school nutrition professionals and enjoy interacting with them. We heard a lot of "Happy Valentine's Day" greeting from the students!

All standardized recipes, production records, and crediting documentation was well-organized and easy-to-follow. There were no meal pattern concerns at either school reviewed and it was clear that great time was spent to ensure all daily and weekly meal pattern requirements are met. The school nutrition professionals were able to clearly demonstrate expert levels of knowledge on the meal pattern and crediting of foods towards meal pattern.

Lastly, thank you to the administrative staff for supporting such a great school nutrition program.

Recommendations:

Registration for the DPI [School Nutrition Summer Training](#) is coming soon! Our *Opening Ceremonies* kick off this year's conference the afternoon of Monday, July 15, with classes running through Wednesday, July 17. Stay tuned for the conference schedule and registration, coming in early April. Get ready to champion excellence in school nutrition! See the [DPI School Nutrition Webpage](#) for up-to-date guidance, training opportunities, and information related to this report.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/14/2024 01:18 PM	<p>Finding: The Fund 50 revenues and expenses recorded on the 2022-23 School Nutrition Annual Financial Report (AFR) do not match the 2022-23 Wisconsin School Finance Report (WiSFIP). The Fund 50 portion of this report should be reviewed each year to ensure all revenues and expenses are recorded properly in the non-profit food service account. Each year, after this report is received, it may be necessary to make adjustments to the AFR.</p> <p>Corrective Actions:</p> <ol style="list-style-type: none"> 1. WISNP funds are included in the non-profit food service account (NPFSA)/fund 50. All NPFSA funds are required to be reported. Including WISNP funds in the NPFSA will influence important information that is used to determine excess cash balance and paid lunch equity. <p>Determine if there is another place to record the revenue and expenses for WISNP other than NPFSA and provide a statement that WISNP funds will no longer be run through NPFSA.</p> <ol style="list-style-type: none"> 2. Review the 2022-23 WiSFIP to determine if there are revenues and expenses (other than WISNP funds) that are not being recorded on the 2022-2023 AFR. <p>If a correction to the AFR is needed, provide a statement of the corrections that will be made to ensure an accurate AFR.</p> <p>Email the corrections needed on the AFR to the NPC consultant. The corrections will be reviewed and forwarded to the DPI accountant.</p> <p>Note: for SY 2022-23 only, WISNP revenue and expenses do not need to be recorded on the AFR.</p>
	Flagged 02/14/2024 01:18 PM	
Site Name		
Form Name	Indirect Costs (712)	

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Question #	712	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/13/2024 06:55 PM</p>	<p>Finding: The indirect cost of a percentage of a delivery driver's salary is being charged to the nonprofit school food service account (NPFSA), without a valid annual time study, which is unallowable in Wisconsin. All costs charged to the NPFSA must be made into direct costs.</p> <p>Corrective Action: Complete a time study to show the actual time the driver spends on food service activities and determine if the percentage of time charged to the NPFSA is an allowable amount. A new time study must be completed each school year.</p> <p>Upload a copy of the time study and provide a statement of what percentage will be charged to the NPFSA. Fiscal action may be assessed following receipt of the time study.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/13/2024 06:17 PM</p>	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the USDA Child Nutrition Programs (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the Template Civil Rights Complaint Procedures for SFAs develop procedures for the SFA. Upload the policy into SNACS and indicate how this policy or procedure is shared with the public.</p>
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	<p>Flagged 02/13/2024 05:04 PM</p>	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). All applications that were marked as Migrant were automatically approved as free without supporting documentation. Nine of these applications resulted in an incorrect determination. This</p>

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		<p>resulted in an error rate of 2.22% which is below the 3% threshold. No fiscal action will be assessed.</p> <p>Corrective Action: Send each family an adverse action letter indicating that eligibility will be changed to paid in 10 days. Corrected onsite. All adverse action letters were sent on February 14, 2024. NO FURTHER ACTION NEEDED</p>
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	<p>Flagged</p> <p>02/13/2024 05:16 PM</p>	<p>Finding: The correct non-discrimination statement (NDS) was not included on the Sharing of Information Form (fee waivers); Approved, Denied, and DC eligibility letters; We Must Check and We Have Checked Verification letters; Board Policies 8500, 8531, and Local Wellness Policy (LWP).</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. Update the fee waiver, eligibility, and verification letters to include the correct non-discrimination statement. Corrected onsite. NO FURTHER ACTION NEEDED. 2. For Board Policies 8500, 8531, and LWP submit a timeline for when the policies will be updated with the correct non-discrimination statement. If board policies are created by a 3rd party, the SFA is responsible for ensuring the correct NDS is used.
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>Flagged</p> <p>02/14/2024 01:54 PM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <p>Red bell peppers - Mexico</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products; Red bell peppers. Noncompliant Product List templates can be found on the Buy American webpage. Corrected onsite. NO FURTHER ACTION NECESSARY</p>

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Site Name	West Middleton El	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/13/2024 02:31 PM</p>	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. The school nutrition professionals were assembling the tacos prior to the line in order to expedite meal service; however, there was no standardized recipe for the beef tacos served with cheese and without cheese on Tuesday, February 13 at West Middleton Elementary School.</p> <p>Corrective Action: Submit a standardized recipe for each of the beef tacos with and without cheese. Be sure to include all requirements of a standardized recipe, including serving size and yield.</p>
Site Name	West Middleton El	
Form Name	Wisconsin School Day Milk Program	
Question #	6	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/14/2024 10:23 AM</p>	<p>Finding: Juice is not offered as a substitute for milk for any student in the Wisconsin School Day Milk Program (WSDMP) that has an allergy, metabolic disorder or other condition that prohibits him/her from drinking milk.</p> <p>Corrective Action: Provide a statement of understanding that juice is the only substitute for milk that can be claimed for reimbursement under the WSDMP. Any other milk substitute cannot be claimed for reimbursement in this program.</p>

Technical Assistance Entries:

Comments		
	Created By	Created Date
As detailed in 210.10 (k) (2) Opportunity to select, Schools that choose to offer a variety of reimbursable lunches, or provide multiple serving lines, must make all required food components available to all students, on every lunch line, in at least the minimum required amounts. This ensures that all students have access to all of the vegetable subgroups throughout the week regardless of the		2/14/2024 1:48:29 PM

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<p>serving line selected. For example, a child who picks the pizza line consistently would have access to all vegetable subgroups throughout the week. The FSD has done an excellent job ensuring that all meal lines at Middleton High School are planned to meet all vegetable subgroups; however, during onsite observation it was observed that the grab n go lunches did not have easy access to the 1/2 cup of corn planned. After discussion with the FSD and school nutrition professional, it was decided that a heating element would be brought over the line so that the planned hot vegetable choice would be easily accessible to the grab n go lunches.</p>		
Comments		
<p>At each district site, the most recent food safety inspection was posted but should be made more accessible to the public.</p>	<p>Created By</p>	<p>Created Date 2/14/2024 10:19:54 AM</p>
Comments		
<p>During the day of onsite review, the mainline options at West Middleton Elementary were a PBJ entrée or Beef taco. The planned vegetables were 1/2 cup of corn and 1/2 cup of salsa. While the vegetable portions offered met the daily minimum requirement of 3/4 cup, the PBJ entrees would have had to eat the salsa plain without any accompaniment and thus, these students were not selecting the salsa. Technical assistance was provided to encourage a change in the planned menu so that students that selected the PBJ entrees would select both vegetables. For example, instead of an ounce equivalent corn bread for each entrée, the menu item could be an ounce equivalent whole grain tortilla chips so that both the taco entrée and the PBJ entrée would be encouraged to select the salsa.</p>	<p>Created By</p>	<p>Created Date 2/13/2024 3:29:55 PM</p>
Comments		
<p>For vegetables served on the salad line to meet the weekly vegetable requirements, portion sizes of at least 1/2 cup each should be communicated to students with signage. This is a great way to teach students about portion sizes and educate them on how much to take to reach the 1/2 cup fruit and/or vegetable requirement under Offer versus Serve. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).</p>	<p>Created By</p>	<p>Created Date 2/13/2024 2:42:35 PM</p>
Comments		
<p>Though staff were filling in the number of servings per bag, or pounds. on some menu items there was not a column for documenting the total quantity prepared in bulk units on a consistent basis. Thus, the production record template lacked required information: Planned/Actual Quantity Prepared in Bulk Units (example: # of cans, bags, boxes, pounds). For reference, a</p>	<p>Created By</p>	<p>Created Date 2/13/2024 2:41:01 PM</p>

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copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).		
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