

Administrative Review Report

Dodgeland School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/18/2024	02/16/2024
On-Site Review	03/19/2024	03/20/2024
Site Selection Worksheet	01/18/2024	01/18/2024
Entrance Conference	03/19/2024	03/19/2024
Exit Conference	03/20/2024	03/20/2024

Commendations:

From the NPC: Thank you to the entire Food Service Staff and the Administration for the warm welcome. It was apparent that all involved in the program truly want to provide the best meals and support possible to all students. The Food Service Director has a great team that knows their responsibilities and works well together.

From the PHN: Thank you to the Food Service staff at Dodgeland School District for the warm welcome and thorough explanation of the daily school meal activities. It is noted and appreciated that all members of the food service department are open to suggestions and participated in conversations about the student meal experience. The staff offer appealing and delicious food and contribute to an inviting dining experience for the students.

Dodgeland Elementary School participates in the Fresh Fruit and Vegetable Program and offers a strong variety of produce to the enrolled students. Great work and we hope you continue to participate in this unique opportunity for elementary aged students.

Recommendations:

At Dodgeland School District, students who have money available in their account can purchase a second entree. Along with ordering seconds in the morning, students have the option of buying a second portion toward the end of meal service. We recommend that when students who decide to purchase more food during their meal service come back for seconds that they are given either a new tray or the additional food is served on a plate or boat as a food safety precaution.

It is recommended that the Calendar of Requirements is followed to ensure deadlines from the DPI are met. <https://dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements>

Also, any training, either in person or through webcasts is recommended for the FSD to learn about the various program requirements.

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	311	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 07:06 AM	Finding: SFA did not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. The SFA is not completing monthly edit checks for each school prior to claim submission. Corrective Action: Upload monthly edit checks for breakfast and lunch for September thru March into SNACS. Fiscal action will be calculated if meal counting and claiming errors are identified.
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	Flagged 03/21/2024 10:49 AM	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. Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year. Corrective Action 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.
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	710	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 11:07 AM	Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed to receive the funds. The SFA is not aware of what the funds can be spent on, the funds are used on unallowable costs and/or the funds are not being tracked separately. Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.
Form Name	Civil Rights (800 - 807)	
Question #	800	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 10:59 AM	Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31. Corrective Action: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action. The form is located here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc .
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 11:05 AM	All SFAs must have an Unpaid Meal Charge policy in place per USDA Memorandum that is communicated and distributed to the households, annually. (SP 46-2016) Finding: The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. Corrective Action: Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2024 11:32 AM	Finding: Civil Rights training did occur, but 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). Corrective Action: Provide the civil rights training to all staff that interact with program applicants, the training is located here: https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html). Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACs.
Form Name	Local School Wellness (1000 - 1006)	
Question #	1006	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 10:53 AM	Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years. Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website.
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	

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TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 10:55 AM	Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.
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 03/21/2024 10:24 AM	482 free and reduced-price meal application determinations were reviewed, 2 errors (3 students) were identified. Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). Corrective Action 1): Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS. Corrective Action 2): Notify the household of the correct meal benefit. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	128	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2024 01:20 PM	Finding: The correct income conversion factors were not used when determining meal eligibility on free and reduced price meal applications. Applications with one income frequency were annualized. Corrective Action: Review the Income Conversions section of the Eligibility Manual (page 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced-price meal application.
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	137	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 03/20/2024 01:26 PM	Finding: The SFA did not effectively update student eligibility changes to the benefit issuance (BI) list or the point of service (POS). Corrective Action 1: Update the BI list and POS to accurately reflect the eligibility of the students in error and upload into SNACS. Corrective Action 2. Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely from the eligibility document to the BI list and POS.
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2024 01:39 PM	Finding: SFA did not complete a confirmation review before verifying application(s). Corrective Action: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.
Form Name	Professional Standards (1210 - 1219)	
Question #	1213	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 07:54 AM	Finding: The new Food Service Director meet the food safety training requirements of 8 hours of food safety training within 5 years prior to starting date or within 30 days of hire (7 CFR 210.30(b)(v)). However, the Serv Safe Certificate expired 4/4/2023 Corrective Action: Complete 8 hours of food safety training and provide documentation of completion or renewal by Sept. 1, 2024
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 08:08 AM	Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. Corrective Action: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 08:01 AM	Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) After School Snack did not receive job specific training in the current school year (7 CFR 210.30). Corrective Action: Provide a training plan, including Civil Rights Training for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. This must include a minimum of civil rights training and training related to job duties.
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	Flagged 03/21/2024 08:12 AM	Finding: The SFA did not have a updated copy of the food safety plan and/or was not site specific. 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, ASP, WSDMP or other FNS programs (7 CFR 210.13). Corrective Action: Update the food safety plan to be specific for each participating school in the SFA, ensure a copy is updated and upload the updated food safety plan(s) into SNACS.
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2024 11:27 AM	Finding: Each entrée must be considered as a separate service line and evaluated for meal pattern compliance individually. The alternate meal of 1 cup yogurt and 1 oz eq grain dinner roll was offered daily during the week of review and provided a total of 5 oz eq grain weekly. This does not meet the weekly K-5 meal pattern requirement of minimum 8 oz eq grain. Corrective Action: Describe how the menu would be changed to meet the minimum weekly grain requirement for grades K-5. Be specific and include serving sizes, nutrition facts labels, and/or crediting documentation for items that would be planned in place of or in addition to the dinner roll.
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2024 11:12 AM	Finding: Recipes should be updated to reflect current practices and products. Standardized recipes exist, but many are not accurately reflecting what is happening in the kitchen. For more information on what essential information must be on a standardized recipe, review the Standardized Recipes in a Nutshell document (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipes-in-a-nutshell.pdf). Standardized recipes are

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		<p>required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the following: - Chicken and Beef Macaroni - Chicken/Turkey a la King - Chicken/Turkey Pot Pie</p> <p>Corrective Action: Submit a standardized recipe for the entrees listed above. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes). Please continue to update recipes as they appear in your cycle menu.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1405	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 09:22 AM	<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 receive two food safety inspections in the current or prior school year and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p>Corrective Action: Contact the local regulatory authority to request two food safety inspections. Upload documentation into SNACS of this communication.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2024 09:21 AM	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. If corrected onsite, no further action required.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2024 08:31 AM	<p>Finding: The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands). For example, the following products were identified in the SFA's storage area as non-domestic and not documented: Bell Peppers (Mexico) Tomatoes (Mexico) Pineapple (Thailand)</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products. Noncompliant Product List templates can be found on the Buy American webpage. (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american)</p>

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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 03/20/2024 01:45 PM	<p>Finding: Milks are being claimed based on morning milk counts rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) 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>Corrective Action 1: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS.</p> <p>Corrective Action 2: Provide 30 days of WSDMP counts with the corrected counting system. Upload in SNACS.</p> <p>Corrective Action 3: Retrain staff on the new POS procedures. Upload documentation to support the training that was completed, and staff sign in sheet into SNACS.</p>
Form Name	Afterschool Snack Program	
Question #	4	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2024 01:25 PM	<p>Finding: Afterschool Snack counts were incorrectly counted and claimed. Each student was marked off by name on a count sheet. This count sheet was transferred to a spreadsheet which resulted in errors. When submitting the claim, only students eligible for free were claimed resulting in a significant underclaim.(7 CFR 210.10).</p> <p>Corrective Action: Correct the issue and provide 30 consecutive operating days of corrected Afterschool Snack counts. Fiscal Action may apply.</p>
Form Name	Afterschool Snack Program	
Question #	6	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2024 01:33 PM	<p>Finding: Snacks provided for the Afterschool Snack Program were not offered in the minimum portion sizes. The fruit component must be a 3/4 cup for students ages 6-18. A 4oz peach cup was offered.</p> <p>Corrective Action 1: Review the Afterschool Snack e-learning module located at https://media.dpi.wi.gov/school-nutrition/afterschool-snack-program/index.html#/lessons/cKz5V7LBwbA_AB5r0AVdIfvPinYStrD and upload proof of completion into SNACS.</p> <p>Corrective Action 2: Correct the Afterschool Snack menu and then provide two weeks of production records and the menu that includes two different components each day with the minimum portion sizes required per the meal pattern and upload into SNACS.</p>

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Form Name	Afterschool Snack Program		
Question #	7		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 03/20/2024 01:20 PM	Finding: The Afterschool Snack onsite monitoring was not completed. (7 CFR 210.9) Corrective Action1: Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at. Once during the first four weeks of the program plus one additional time during the program year. Corrective Action 2: Complete and upload into SNACS the Afterschool Snack onsite monitoring forms for each afterschool snack service location.	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/20/2024	4568	6	Administrative Review	Dodgeland El	FSD			
Comments								
03/20/2024	4567	302	Administrative Review	ALL	SFA			
Comments								
SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced & paid lunches against the number of children in that school currently eligible for free, reduced-price, and paid lunches multiplied by the attendance factor (7 CFR 210.8)								
03/20/2024	4566		Administrative Review		SFA			
Comments								
Please reference the Calendar of Requirements as use as a guideline for meeting required DPI deadlines.								
03/20/2024	4565		Administrative Review		SFA			
Comments								
Please update contract to recognize KP as the Verifying Official.								
03/20/2024	4564		Administrative Review		SFA			
Comments								
Encourage to increase second entree cost as well as adult meal prices. Once the Non-Program Revenue Foods Tool is complete, it will provide additional guidance.								
03/20/2024	4563		Administrative Review		SFA			

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Comments						
					Created By	Created Date
Benefit Issuance List should only include students receiving free or reduced-price benefits. The list should be updated and not include withdrawn students.						3/20/2024 11:42:11 AM
03/20/2024	4562		Administrative Review		SFA	
Comments						
					Created By	Created Date
Best practice is to add a link to the School Nutrition Page/Student Handbook with contact info for the individual that handles Special Dietary Accommodations.						3/20/2024 11:40:06 AM
03/20/2024	4561	801	Administrative Review	ALL	SFA	
Comments						
					Created By	Created Date
Public Release was sent but only to the local food pantry. Please add additional grass root organizations when sent out for 24-25 SY						3/20/2024 11:34:28 AM
03/20/2024	4560		Administrative Review		Food Service Director	
Comments						
					Created By	Created Date
Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select to make a reimbursable meal. New signage will be available to schools in the spring; the online order form will be on the Signage Webpage: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage						3/20/2024 11:31:23 AM
03/20/2024	4592		Administrative Review		SFA	
Comments						
					Created By	Created Date
The SFA must collect racial/ethnic data on an annual basis. The Civil Rights Compliance Self Evaluation Form (PI-1441) must also be completed annually by October 31 as a way to ensure compliance with civil rights compliance.						3/21/2024 11:00:14 AM
03/20/2024	4591	1601	Administrative Review	ALL	SFA	
Comments						
					Created By	Created Date
USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: •Promotion of the summer meals locator on the DPI Summer Meals webpage •Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 304-304 to locate meals in the area •Promotion of the USDA Summer Food website (http://www.fns.usda.gov/summerfoodrocks) 7 CFR 210.12(d)						3/21/2024 10:56:01 AM
03/20/2024	4590	1006	Administrative Review	ALL	SFA	
Comments						
					Created By	Created Date
An assessment of the Local Wellness Policy (LWP) must be conducted once every three years. The LWP Assessment includes: a report that describes the extent to which schools comply with the LWP; the progress made toward attaining the goals of the LWP; and the extent to which the LWP compares to a model policy. To meet this requirement, the report card includes completion of the WellSAT 3.0 tool (for comparison to model policies) and a self assessment of the policy (for compliance with and progress toward the goals of the policy). These tools are located on the Local Wellness Policy webpage. Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31).						3/21/2024 10:52:17 AM
03/20/2024	4581	101	Administrative Review	ALL	SFA	

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Comments					
				Created By	Created Date
Ensure Homeless Liaison is verifying homeless status. Errors were found for 1 student listed on the homeless list. Refer to the School Nutrition page for information on homelessness.					3/21/2024 7:41:07 AM
03/20/2024	4580	310	Administrative Review ALL	SFA	
Comments					
SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced & paid lunches against the number of children in that school currently eligible for free, reduced-price and paid lunches multiplied by the attendance factor (7 CFR 210.8)					3/21/2024 7:03:04 AM
03/20/2024	4579	128	Administrative Review ALL	SFA	
Comments					
Household income can only be annualized when there is more than one income frequency listed on the application. If there is only one income frequency listed, the application must be determined based on the frequency indicated and not converted to annual.					3/21/2024 7:00:56 AM
03/19/2024	4554		Administrative Review	Food Service Director	
Comments					
The Smart Snacks Final Rule finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools outside of the school meal programs must meet both the general standards and nutrient standards. While there are no smart snacks sold to the elementary school during the school day, please be aware of the dietary guidelines for any sides or snacks sold to students. The limit is 200 calories and 200 mg sodium per serving of snack along with =35% of total calories from fat, <10% of total calories from saturated fat, and zero grams of trans fat. It is recommended to assess the current offerings sold to high school students to determine if these limits are met.					3/19/2024 1:42:27 PM