

Administrative Review Report

Augusta School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/18/2023	02/26/2024
On-Site Review	02/27/2024	02/28/2024
Site Selection Worksheet	12/18/2023	12/25/2023
Entrance Conference	02/27/2024	02/27/2024
Exit Conference	02/28/2024	02/28/2024

Commendations:

Our sincere thanks to the staff at Augusta Middle School for your warm welcome. We appreciate the time and efforts spent preparing for and participating in the administrative review. Thank you for being available throughout the on-site visit to have a discussion and answer questions promptly. The food service director was very receptive to feedback and eager to learn, we recognize and appreciate this willingness to continuously learn about the USDA School Meals Programs and be receptive to technical assistance. It is clear that the director cares deeply for the students and puts in great effort to ensure they receive nutritious meals. The staff members at the middle school kitchen were very friendly during the review and provide excellent customer service to the students, they greet the children by name and help them build a complete and customized meal. The kitchen was very clean and it was clear that food safety is valued by your kitchen staff.

Recommendations:

It is highly recommended that the authorized representative and food service director use the [Calendar of Program Requirements](#) to help keep track of tasks and due dates. The digital version of the calendar has links included, though it could also be printed and written on as tasks are completed. The calendar is designed to be fairly comprehensive and is generally organized in the order that things must be completed each year.

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT will offer School Nutrition Summer Training online and in person. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
Corrective Action History		<p><u>Finding:</u> The SFA does have an Unpaid Meal Charge Policy in place, however, is not following the Unpaid Meal Charge Policy set in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p><u>Corrective Action:</u> Update the policy to reflect what is currently happening and provide a timeline of when the policy will be implemented and how households will be notified of this policy annually.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
Corrective Action History		<p><u>Finding:</u> On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p><u>Corrective Action:</u> Review the Annual Food Service Financial Report webcast on the DPI website. Print a copy of the 2022-23 Annual Financial Report and use the Annual Financial Report Template to notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.</p>
Form Name	Civil Rights (800 - 807)	
Question #	801	
Corrective Action History		<p><u>Finding:</u> The Public Release was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)).</p> <p><u>Corrective Action:</u> Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
Form Name	Civil Rights (800 - 807)	
Question #	803	
Corrective Action History		<p><u>Findings:</u> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u> Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), develop procedures for the SFA and upload into SNACS.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	

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Corrective Action History	<p><u>Finding:</u> Current Local Wellness Policy (LWP) does not include all of the required content and is missing nutrition promotion, specifically tools and strategies to increase the appeal of school meals, food and beverage marketing and is missing the non-discrimination statement. (7 CFR 210.31).</p> <p><u>Corrective Action:</u> Provide updated or missing policy statement(s) and submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
Corrective Action History	<p><u>Finding:</u> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p><u>Corrective Action:</u> 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.</p>
Form Name	Meal Counting and Claiming (314 - 316)
Question #	314
Corrective Action History	<p><u>Finding:</u> SFA is not following the current approved contract. Contract states MS/HS kitchen is a prep kitchen when it is a satellite kitchen that receives all foods from elementary kitchen where it is prepared.</p> <p><u>Corrective Action:</u> Update the online contract and submit for approval.</p>
Form Name	Civil Rights (809 - 810)
Question #	810
Corrective Action History	<p><u>Finding:</u> The non-discrimination statement was not included on all required program materials and was missing on the Local Wellness Policy and policy 8550 (Competitive Food Sales), and the policy 8531 (Free and Reduced Price Meals) had the incorrect non-discrimination statement.</p> <p><u>Corrective Action:</u> Add the non-discrimination statement or update the non-discrimination statement on the required program materials identified and upload updated materials into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)
Question #	1213
Corrective Action History	<p><u>Finding:</u> The new Food Service Director did not 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)). Food safety training was completed 3 months after hire.</p> <p><u>Corrective Action:</u> Provide a statement of understanding that food safety training for a new Food Service Director must be</p>

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	completed within 5 years prior to starting date or within 30 days of hire.
Site Name	Augusta Middle School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410
Corrective Action History	<p><u>Finding:</u> An uncrustable sandwich crediting as 1 oz eq meat/meat alternate (m/ma) and 1 oz eq grain was offered twice during the week of review without any additional m/ma offering. While, the minimum daily m/ma requirement was met each day during the week of review, this did result in a weekly m/ma shortage (weekly minimum requirement for grades 6-8 is 9 oz eq m/ma). On 1/15 there were 7 uncrustable meals served, and on 1/17 there was 1 uncrustable meal served.</p> <p><u>Corrective action:</u> Submit a statement describing how the uncrustable option will be adjusted to ensure that the weekly meal pattern requirements are met.</p> <p>As a reminder any additional items offered along with the uncrustable should either be documented separately on the production record or a recipe should be developed. The week of lunch production records requested as part of the production record finding will be reviewed for compliance with the weekly m/ma requirement of the meal pattern. Submit any supporting documentation needed to credit the m/ma items on the menu (CN labels, PFS, nutrition fact labels, recipes, etc.)</p> <p>The previous AR had a weekly meat/meat alternate shortage at lunch, making this a repeat finding. Fiscal action is required for any repeat weekly meat/meat alternate shortages. Therefore, fiscal action will be assessed for the uncrustable meals served on the day with lowest participation during the week of review; 1 uncrustable meal served on Wednesday, January 17, 2024, will be reclaimed.</p> <p>Additionally, as a cycle menu is used and an alternate entrée is offered daily, the review of production must be expanded to the entire review period at <i>each site</i> where this entrée is offered. Please submit completed production records for the weeks of January 1, January 8, January 15, January 22 and January 29 for both the elementary school and middle school.</p> <p><i>Please be aware that the possibility to conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.</i></p>
Site Name	Augusta Middle School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	411
Corrective Action History	<p><u>Finding:</u> If meals are provided to children on a field trip and claimed for reimbursement, they must meet daily meal pattern requirements. Based on information provided on-site, the sack lunch meals only contain one pre-bagged serving of vegetables,</p>

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	<p>crediting as 1/2 cup of vegetable. The 6-8 lunch meal pattern requires that middle school students have the ability to select up to 1/2 cup fruit and 3/4 cup vegetable. Therefore, this resulted in a daily and weekly vegetable shortage.</p> <p><u>Corrective action:</u> Provide a statement describing how field trip meals will be ordered and documented going forward. This could be done with a field trip order form, a recipe for field trip meals or documenting each item in the field trip meals separately on a production record. Upload the recipe, form or example how the meals will be documented on the production record in the documents tab in SNACS.</p> <p>The previous AR had a daily vegetable shortage at lunch, making this a repeat finding. Fiscal action is required for any repeat daily vegetable shortages. Therefore, fiscal action will be assessed on Friday, January 19, 2024, and 19 sack lunch meals will be reclaimed.</p>
Site Name	Augusta Middle School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	430
Corrective Action History	<p><u>Finding:</u> Production records (PRs) do not meet all production record requirements.</p> <p>Breakfast production records for the day of on-site observation were found to have the following issues:</p> <ul style="list-style-type: none"> • Assorted juices - planned number of servings is 108. There were initially 54 juices out on the line - another tray of juice was kept in the refrigerator and an additional 12 apple juice were added to the line during service. Either the planned/actual number of servings should be adjusted to 54/66 OR the juice on the tray should be counted in the leftovers. As it is written now, planned/actual number of juices prepared = 108, leftovers = 12, meaning that 96 juices were used for 58 reimbursable meals. • The planned quantity in bulk units was not documented. • The peanut butter served with the bagel, and brekkie served with the yogurt are not documented. These should either be listed on a separate line, or a recipe should be developed, and recipe number documented on the production record. • Production record lists Trix yogurt, but it was a different yogurt served in a 5.5 fl. oz souffle cup. The serving size for the yogurt should be recorded based on how the yogurt is portioned into the cups; if a scoop is used, the volume of the scoop should be documented. If you know the weight of the serving, that could alternatively be used. • Syrup usage was not documented. • Assorted recipes are only allowable when serving the same items daily (all items in the recipe are available in the same quantity). If a variety recipe cannot be used, each specific item must be documented separately on the PR with all required information. <p>Lunch production records require the following updates to comply with requirements:</p> <ul style="list-style-type: none"> • Ensure dates are accurate in each place (ex. garden bar date wasn't updated for some days in the week of review). • Planned/actual quantity in bulk units is not being documented correctly. This column is being used to provide the number of servings per bulk unit (ex. 78/case, 1# = 7 servings, etc.)

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	<p>rather than the number of bulk units needed for the number of planned servings.</p> <ul style="list-style-type: none"> • Crediting is not a production record requirement, but if listed, it is important to ensure accuracy to aid in determining reimbursable meals. <ul style="list-style-type: none"> ○ Chef salad listed as 1 oz eq grain, but they can take 2 slices of bread = 2 oz eq. ○ Dinner roll shown as 1 oz eq grain, should be 1.25. ○ 1 oz bag of nacho cheese Doritos credit as 1.5 oz eq grain (serving size and flavor not documented). ○ 1 oz bag of cheddar Sunchips in the sack lunch credits as 1.25 oz eq grain. <p><u>Corrective action:</u> Submit one full week of completed production records for breakfast and lunch that fulfill all production record requirements.</p> <p>Choose a full 5-day week (Monday-Friday) that occurs after the completion of the on-site Administrative Review (AR), but before the corrective action due date.</p> <p>Additionally, all staff responsible for completing production records must complete the Production Records training found in the DPI Online Learning Library. Please upload certificates of completion for each staff member in the Documents tab of SNACS. If the training is completed as a group, provide information on where and when the training was conducted and submit the certificate of completion along with a signed training roster.</p> <p>If any variety recipes are used, submit the variety recipe along with documentation for the selected week showing the items and quantities that were put out each day to support the use of the recipe.</p>
Site Name	Augusta Middle School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	435
Corrective Action History	<p><u>Finding:</u> Standardized recipes are required for all menu items made in-house with more than one ingredient and should reflect the actual ingredients used in the operation.</p> <p>The chef salad recipe provided doesn't match what was actually served. Since the grain option offered with the salad varies, it recommended that the grain options are removed from the recipe and documenting separately on the production record daily. The vegetable mixture that tops the salad can be made into a sub-recipe and referenced within the salad recipes, or the ingredients in the mixture can be included as part of the salad recipe.</p> <p><u>Corrective action:</u> Provide an updated standardized recipe for the chef salad. Include an accurate weight for the cheese and sunflower seeds in the updated standardized recipe as this information could not be verified on-site.</p>
Site Name	Augusta Middle School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	437

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Corrective Action History	<p><u>Finding:</u> Vegetables are pre-bagged for students to select during meal service. However, there is not documentation showing how the number of pieces of each vegetable needed to credit as 1/2 cup was determined. This information can be determined two ways; either the weight for a 1/2 cup serving can be calculated using the Food Buying Guide and then a scale can be used to determine the number of pieces needed to reach that weight OR pieces of vegetable can be chopped and the number of pieces needed to fill a 1/2 cup measuring utensil (ex. 4 fl oz spoodle) can be counted.</p> <p>In-House Yield Study Procedures and templates are available on the Menu Planning webpage, under the Crediting tab. Additionally, the weights needed to credit as a 1/2 cup serving for many commonly used fruits and vegetables are available in a Fruit and Vegetable Serving Guide from the Minnesota Department of Education (calculated using the USDA Food Buying Guide). (https://education.mn.gov/MDE/dse/FNS/SNP/qual/cred/052878)</p> <p><u>Corrective action:</u> Complete and document two in-house yield studies for vegetables offered and upload the results in the documents tab in SNACS.</p> <p>Note that while documentation must be submitted for two different vegetables, this should be completed for all fresh vegetable served.</p>
Site Name	Augusta Middle School
Form Name	Smart Snacks (1104 - 1107)
Question #	1105
Corrective Action History	<p><u>Finding:</u> The propel in the vending machine and the Hint water sold a la carte in the cafeteria are not allowable at the middle school level. Only plain water, 100% juice, or milk are allowable Smart Snack beverages in middle schools.</p> <p>More information can be found on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).</p> <p><u>Corrective Action:</u> State what will be done with these products to comply with the Smart Snack regulations.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
02/28/2024	4455		Administrative Review		FSD/AR
Comments					
SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31((e)(2)). Augusta completed the last triennial assessment in the 2020-2021 school year and will be required to complete another this school year.					
02/28/2024	4373		Administrative Review		FSD

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Comments					
Marketing refers to all the activities your SFA does to promote and sell products or services to consumers, aka the students. The goal of marketing is to match your products and services to the customers you aim to serve. The Marketing Your Program webpage provides tools and resources to market your program and show how Wisconsin School Meals Rock!					
02/28/2024	4372		Administrative Review		FSD
Comments					
Meals must be offered to all students each day school is in session a full day. DPI has created Field Trip meal resources on the Menu Planning Webpage to assist schools in providing meals for field trips.					
02/28/2024	4371		Administrative Review		FSD
Comments					
Nonprogram foods include adult meals, a la carte, extra entrees, extra milks, vended meals, catering, and food service operated vending machines. All costs associated with nonprogram foods, including food, labor, equipment, and purchased services, must be covered by revenues received from the sale of those foods. This ensures nonprogram foods are not supported by reimbursable meals.					
02/28/2024	4370		Administrative Review		FSD
Comments					
SFAs are required to annually complete the DPI Non-program Food Revenue Tool or the USDA Non-program Food Revenue Tool . The DPI tool is recommended since it aids in calculating prices of nonprogram foods to ensure USDA revenue requirements are met as found in Non-program Foods Revenue Rule SP-20-2016					
02/28/2024	4369		Administrative Review		FSD
Comments					
The Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR. All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its "yearly" reference period for nonprogram food compliance. The categories of the AFR that should be addressed when tracking revenues and expenditures include:					
<ul style="list-style-type: none"> • 'Labor' is expenses for all direct food service labor including both wages and fringe benefit costs. • 'Other' is expenses for paper supplies, chemicals, equipment under \$5000 (or your SFA's capitalization threshold), etc. • 'Food' is expenses for edible food items and beverages. • 'Equipment' is expenses for equipment purchases over \$5000 or your SFA's capitalization threshold. • 'Purchased Services' is for services you pay someone to provide such as equipment repair, health inspections, etc. • 'Nonprogram Foods' is expenses for any food items served that are not claimed as part of the reimbursable meal. This would include adult meals, a la carte, and caterings. • When revenues are recorded from the federal reimbursement payments, record the full reimbursement based on the printed claim form and not what is deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling, and processing fees for USDA Foods. The amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools. 					
Revenues and expenses for the Wisconsin School Day Milk Program should be allocated as follows:					
<ul style="list-style-type: none"> • Revenues are only the state reimbursement. • Expenses are only the milk expense for free and reduced priced students. • Revenues and expenses for paid students should be recorded under non-program foods. 					
02/28/2024	4367		Administrative Review		FSD
Comments					
The Wisconsin School Day Milk Program (WSDMP) reimburses schools for a portion of their costs for serving milk at a milk break to Pre-Kindergarten through Grade 5 students who are eligible for free or reduced-price meals. One half-pint of milk may be claimed per eligible student each school day for students identified as free or reduced-price status. Milk served to students with paid eligibility status is counted as a non-program food cost and revenue.					
02/28/2024	4352	777	Administrative Review	ALL	FSD

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Comments				
<p>Supply Chain Assistance (SCA) Funds are to be exclusively used to purchase unprocessed or minimally processed domestic food products served in the National School Lunch (NSLP), School Breakfast (SBP), and Afterschool Snack (ASP) Programs.</p> <p>SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. These funds must be tracked as they are used. DPI has developed a Supply Chain Assistance (SCA) Funds Expense Tracker that SFAs may use to track these funds, however, SFAs may use any form of tracking.</p> <p>SCA funds are recorded under WUFAR code 717 Revenue Source - federal reimbursement and 547 Program/Project Code - National School Lunch (NSL). Record the entire amount into NSL revenue on the AFR during the year it is received and expense it to NSL "food" as it is used. The NSL food expense may carry over into future AFR reporting year.</p>				
02/28/2024	4351		Administrative Review	FSD
Comments				
<p>Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "In A Nutshell- Training" document.</p> <p>Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.).</p> <p>SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool are encouraged but not required.</p>				
02/28/2024	4350		Administrative Review	FSD
Comments				
<p>Households affected by a reduction or termination of benefits may reapply for benefits at any time during the school year, and schools should remind families their children may become eligible for free meals if the household unit experiences a change in financial circumstances (i.e., household size goes up or income goes down). However, if benefits to a household have been terminated because of failure to complete the verification or verification for cause process and the household reapplies in the same school year, the household is required to submit income documentation or proof of participation in Assistance Programs at the time of reapplication [7 CFR 245.6a(f)(7)]. These are not considered new applications.</p>				
02/28/2024	4504		Administrative Review	FSD
Comments				
<p>Both kitchens should have an ounce scale to accurately weigh items when necessary to determine crediting. Currently, the elementary kitchen has two pound scales and the MS/HS kitchen has no scale. This is an allowable cost under fund 50.</p>				
02/28/2024	4503		Administrative Review	FSD
Comments				
<p>Ensure field trip meals have access to a variety of milk types. If there is always still two types of milk after students have selected milk as part of their meal, then the current practice would be allowable. However, any student that does not have access to a milk variety cannot have their meal claimed as reimbursable. Alternatively, teachers could take a count of which type of milk each student wanted, or students could pick up their sack lunch and milk and then put them into a cooler.</p>				
02/28/2024	4502		Administrative Review	FSD
Comments				
<p>As a reminder, there is a difference between weight (ounces) and volume (fluid ounces). Spoodles, which are used to measure volume, are often referred to as a "4 oz spoodle" for example. A 4 oz or ½ cup spoodle is actually 4 fluid oz rather than 4 oz by weight. This is an important distinction as the weight of the contents of the spoodle can vary significantly (think about the difference in weight between ½ cup of popped popcorn vs. ½ cup of peas). Be sure that this is clear and done correctly when completing planned serving sizes on your production records. It is recommended that all staff review the 7 minute Weight versus Volume training available in the School Nutrition Online Learning Library (https://media.dpi.wi.gov/school-nutrition/weight-versus-volume/story.html).</p>				
02/28/2024	4501		Administrative Review	FSD

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Comments				
A few vegetable subgroup reminders:				
1. Sugar snap peas are in the other vegetable subgroup.				
2. Mixed veg are additional if they contain any starchy vegetables and the ratios are unknown. Additional means that the serving would count towards the daily and weekly vegetable requirements but does not count towards the weekly vegetable subgroup requirements.				
3. The vegetable blend used on salad would count towards the other vegetable subgroup.				
02/28/2024	4500		Administrative Review	FSD
Comments				
It is not necessary to include both the weight and volume for each ingredient in a standardized recipe. The recipe should reflect the amount of each ingredient based on how it is added to the recipe. For more detail on the recipe standardization process, review the USDA Recipe Standardization Guide or the Minnesota Dept of Education Standardized Recipe Guide .				
02/28/2024	4499		Administrative Review	FSD
Comments				
Crediting documentation should be reviewed at least twice annually to ensure that it is current (reminder to keep any crediting documentation for 3 years plus the current school year, but non-current documents can be put in a separate electronic folder or binder). If reviewing paper copies, you can mark the date they were last reviewed. If keeping electronic documentation, you could keep a log of when things were reviewed (ex. lunch week 1 reviewed 2/28/24).				
02/28/2024	4498		Administrative Review	FSD
Comments				
Labels were provided for some cereals that are not creditable towards the grain component due to the amount of non-creditable grains they contain. These items were not served at the middle school, but it is recommended that cereals offered at the elementary school are reviewed for compliance with meal pattern requirements.				
02/28/2024	4497		Administrative Review	FSD
Comments				
Cookies are not allowable at breakfast per Exhibit A of the Food Buying Guide. During the breakfast observation, staff were observed referring to the "brekkie" as a cookie. This should be discouraged and the item should be referred to as a brekkie or breakfast round to avoid the implication that cookies are a breakfast item.				
02/28/2024	4496		Administrative Review	FSD
Comments				
At breakfast, large grain items (crediting as 2 oz eq grain or more) can be counted as 1 food item or 2 food items at the discretion of the menu planner. Additional signage is recommended to aid students in knowing what they can and must select as part of the reimbursable meal.				
A meat/meat alternate (such as a yogurt) can be counted towards the grain component at breakfast as long as at least 1 oz eq grain is offered along with the meat/meat alternate. However, students are not required to take the grain item in order to count the meat/meat alternate as a food item under OVS (they just need to be able to take it if they would like).				
Review the OVS resources and webcasts found on the DPI SNT website for further understanding. https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve				
02/28/2024	4495		Administrative Review	FSD
Comments				
Pre-packed carrots in a 1.6 oz serving are offered. Using the Food Buying Guide , this portion size was credited and determined to be 1/4 cup vegetable. Be mindful that daily vegetable requirements are met when offering this item and ensure that staff at the point of service know that this item does not count as a full 1/2 cup when determining reimbursable meals under offer versus serve.				
02/28/2024	4494		Administrative Review	FSD

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Comments					
The printed menu lists milk types as "fat free white, 1% white and chocolate." Be sure to include if the chocolate milk is low-fat (1%) or fat free. Additionally, during lunch observation, only 1% chocolate and 1% white milk were offered. The menu and production record should be updated to reflect accurate milk varieties offered. Since milk is tracked separately from the main production record, you may choose to update the production record and remove the milk section if you need more room OR consider documenting milk on the production record to consolidate the records.					
02/28/2024	4493		Administrative Review		FSD
Comments					
Production records are completed electronically with the use of a computer in the kitchen. However, some notes are transferred from separate pieces of paper to the electronic production records. Keep in mind that these paper notes are considered records and must be retained along with the electronic production records for 3 years plus the current school year. Production records should include detailed descriptions of menu items and when possible document the brand, product number, recipe number, product description, etc.					
02/28/2024	4492		Administrative Review		FSD
Comments					
The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule but this may not occur in the meal service area during meal service times. The Smart Snacks Standards represent the minimum standards and the exemption policy represents the maximum exemptions allowed; school food authorities (SFAs) have the discretion to establish additional restrictions on competitive foods and further limit fundraiser exemptions through their Local School Wellness Policy if they are consistent with federal requirements.					
Information must be tracked for any fundraisers selling food to students on the school campus, during the school day (defined as midnight through 30 minutes after the end of the instructional day). Tracking documentation should include: the date(s) and time of the fundraiser, description of items sold and the specific location of the fundraiser (ex. if occurring in the school, will it be in the cafeteria, the hallway, the gym, etc.). If it is a non-exempt fundraiser selling Smart Snacks compliant items, product labels and/or recipes must be provided to confirm compliance. While not required, the use of the fundraiser tracking tools on our Smart Snacks webpage is encouraged. Tracking does not necessarily need to be done by the foodservice department and is often done by someone in the school or district office such as a principal or secretary. https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks					
02/28/2024	4349	805	Administrative Review	ALL	FSD/AR
Comments					
The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars must accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan.					
The board policy for Food Services contains information regarding meal accommodations for special dietary needs. There is a section that states that "The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within five (5) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received." The bolded statement does not align with the USDA guidance on this topic. USDA advises that sometimes, SFAs receive a meal modification request outside the regular meal pattern before a child's parent or guardian is able to submit the required medical statement. If the SFA is aware a meal modification is needed, the SFA may not unduly delay providing the modification while awaiting the medical statement. Instead, the SFA should begin providing a reasonable modification to keep the child safe, and request the family provide a medical statement signed by a State licensed healthcare professional to support the meal modification as soon as possible. In this situation, school officials must document the initial interaction with the family where school officials first learned of the child's need for a modification. School officials should follow up with the family if the school does not receive the requested medical statement as anticipated and maintain a record of this contact. Schools should continue to follow up until the family submits a medical statement supporting the need for a modification.					
When a new medical statement is submitted, school food service professionals must work closely with the Section 504/ADA Coordinator (see: Section 504/ADA Coordinator and Team) or other designated officials so that the medical statement is clear and includes the information necessary to provide the child with safe and nutritious meals. Establishing contact with parents or guardians may help to ensure all information needed to provide a safe meal is available. If a medical statement is provided and does not fully explain the modification needed, the SFA should immediately contact the child's parent or guardian for guidance and ask the family to provide an amended medical statement as soon as possible. However, clarification of the					

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medical statement should not delay the SFA from providing a meal modification. SFAs should follow the portion of the medical statement that is clear and unambiguous to the greatest extent possible, while obtaining the additional information.

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Comments

Per USDA policy memo [SP 46-2016](#), no later than July 1, 2017, all SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to unpaid meal charges. Policies developed at the SFA level must be provided to the state agency during the administrative review.

The policy must explain how the SFA will handle situations where children eligible to receive reduced-price or paid meals do not have money in their account or in-hand to cover the cost of their meal at the time of service. If a child has money to purchase a reduced-price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay unpaid charges if the child intends to use the money to purchase that day's meal.

This policy should be implemented and enforced SFA-wide and local discretion is given to vary the policy based on student grade level. The unpaid meal charge policy must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement. The unpaid meal charge policy must be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported. SFAs are encouraged to review the policy on a regular basis (e.g., annually or biannually).