

# Administrative Review Report

Florence County School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	03/04/2024	05/01/2024
On-Site Review	04/30/2024	05/01/2024
Site Selection Worksheet	03/04/2024	03/04/2024
Entrance Conference	04/30/2024	04/30/2024
Exit Conference	05/01/2024	05/01/2024

## Commendations:

From the Nutrition Program Consultant:

Thank you for the outstanding job on providing all the required off site documents. The attention to detail was appreciated. Also, thank you for the warm welcome. I enjoyed my time in Florence County. It is apparent that all staff have a shared interest in providing the best for the students at Florence County School District. Keep up the amazing work.

From the Public Health Nutritionist:

Thank you to all the staff at Florence County School District for the warm welcome and cooperation during Florence County School District Administrative Review (AR). All daily and weekly breakfast and lunch meal pattern components and quantity requirements were met for the week of review, and you offered a great variety of food to your students! Thank you to the school nutrition professionals for keeping organized records, including Buy American tracking, crediting documentation, standardized recipes, and production records on file. Thank you for serving healthy, nutritious meals to your students!

## Recommendations:

It is recommended that Florence County hires an FSD or Food Service Manager that is onsite. In addition, it is recommended that key employees that are involved in the school nutrition program attend the summer training that will be held in Green Bay July 15-17. It is an allowable expense for Fund 50 to cover the travel and lodging expenses that may be incurred during this training.

# Administrative Review Report

Florence County School District

## Findings and Corrective Action:

<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	107	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/30/2024 05:20 PM</p>	<p>Finding: It was observed that all paper applications were not filled out completely. The box on the second page much include the income, Household size, categorically eligible and benefits received, by the determining official.</p> <p>Corrective Action: Please review the Eligibility Manual. <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf</a>. Provide a written statement of the understanding on how to approve and fill out paper applications properly. Upload statement into SNACS.</p>
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 05/01/2024 06:53 AM</p>	<p>Finding: Florence County was being billed for labor hours when the FSD from Niagara came onsite to Florence County SD. Niagara was billing for the labor hours of not only the FSD (which is an approved expense) but also for the substitute food service workers at Niagara. to cover in the absence of the FSD. These invoices were being paid from Fund 50.</p> <p>Corrective Action: It is unallowable for an SFA to pay expenses, such as salaries for another SFA. Since no payments were made this SY, Florence County does not need to repay only stop the practice. Please submit a statement of understanding that this practice has stopped.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/30/2024 05:08 PM</p>	<p>Finding: The correct non-discrimination statement was not included on the Unpaid Meal Policy materials.</p> <p>Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

# Administrative Review Report

Florence County School District

<b>Corrective Action History</b>	Flagged 04/30/2024 03:00 PM	<p>Finding: The SFA did have a copy of the food safety plan at the school and was site specific. 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 did not include an SOP for the Share table.</p> <p>Corrective Action: Update the food safety plan to include an SOP for sharing tables. Please review the Sharing Table Toolkit when doing this:</p> <p><a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-no-thank-you-toolkit.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-no-thank-you-toolkit.docx</a> .</p> <p>The toolkit contains detailed guidance on sharing tables, a template SOP, and a template log for tracking food leftover on sharing tables. Once SOP is complete, upload the document into SNACS.</p>
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1405	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 04/30/2024 05:05 PM	<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 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>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/01/2024	4882		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
Under Offer versus Serve (OVS) at breakfast, four food items must be offered (from the three required components of grain, fruit, and milk) and students must select at least three food items, one of which is ½ cup fruit and/or vegetable to have a reimbursable meal. Per breakfast production records, the school nutrition professionals are not putting out enough servings of the planned fruit options. The day of onsite breakfast observation, the school nutrition professional planned for 106 students to have breakfast and planned only 48 total half cup servings of the fruit options, but plenty of juice on hand. Any students arriving for breakfast near the end of meal service had very few options of fruit to chose from. All students should have the same options to choose from.								5/1/2024 8:58:26 AM
05/01/2024	4881		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
During the onsite portion of the review, the students were offered additional shredded cheese for the cheese quesadilla. The quesadilla credited as a 2 oz eq m/ma and 2 oz eq wg. Additional meat/meat alternate was not necessary to meet the daily requirements for the meal pattern. The intent of the NSLP is to serve students nutritiously balanced meals and teach them healthy habits to last a lifetime. Offering portions greatly exceeding the daily minimum serving size does not aid in teaching students' good nutrition or eating habits. This practice also drives up food costs and most likely does not fit into the dietary specifications. WI DPI encourages schools to keep in mind the best interests of the students and provide our school children with the most healthful and nutritious meals possible.								5/1/2024 8:49:57 AM
05/01/2024	4880		Administrative Review		FSD			

# Administrative Review Report

Florence County School District

Comments									
					Created By		Created Date		
Additional and ongoing training is always helpful! It is critical that school nutrition professionals thoroughly understand Offer versus Serve (OVS) to ensure that all students select reimbursable meals. OVS resources on WI DPI's Menu Planning webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve</a> ) may be used as training resources.							5/1/2024 8:44:29 AM		
05/01/2024	4879		Administrative Review		FSD				
Comments									
					Created By		Created Date		
For fresh fruit and vegetables that do not fit into a standard serving utensil and are better served with tongs, an In-house yield may be used to credit foods towards meal pattern requirements. Original documentation of procedures used to determine yield must be completed and maintained. An in-house yield study may be warranted if yields are consistently higher or lower than specified in the USDA Food Buying Guide (FBG), or for foods or sizes not currently listed. In-House Yield Study Procedures are available on the Menu Planning webpage, under the Crediting tab. ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ihy">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ihy</a> ).							5/1/2024 8:42:07 AM		
05/01/2024	4878		Administrative Review		FSD				
Comments									
					Created By		Created Date		
The use of standardized recipes is another important part of USDA School Meals Programs. Any menu item that has more than one ingredient must have a standardized recipe. This is defined as one that has been tried, tested, evaluated, and adapted for use by your food service. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used. This will be a continuous work in progress as you modify older recipes and update with current ingredients in stock. Continue to use the resources on our website regarding recipe standardization. These include a checklist for pieces of information needed to standardize a recipe, tools to help analyze the meal component contribution, nutrient analysis tools, and templates to organize all information once obtained. These are found on the Standardized Recipes webpage ( <a href="https://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes</a> ). We encourage viewing the webcast, What's the Yield with Standardized Recipes?, which guides the viewer through the recipe standardization process ( <a href="https://media.dpi.wi.gov/school-nutrition/whats-yield-with-standardized-recipes/story_html5.html">https://media.dpi.wi.gov/school-nutrition/whats-yield-with-standardized-recipes/story_html5.html</a> ).							5/1/2024 8:40:04 AM		
04/30/2024	4869		Administrative Review		SFA				
Comments									
					Created By		Created Date		
Post contact info on School Nutrition website if there is a need for special dietary requests.							5/1/2024 7:17:42 AM		
04/30/2024	4867		Administrative Review		SFA				
Comments									
					Created By		Created Date		
Increase price of extra entree to \$2 to cover all costs.							5/1/2024 7:14:14 AM		
04/30/2024	4866		Administrative Review		SFA				
Comments									
					Created By		Created Date		
Charging the same price for milk is encouraged. It is also recommended to increase milk prices to 50 cents 24-25 SY.							5/1/2024 7:12:37 AM		
04/30/2024	4865		Administrative Review		SFA				
Comments									
					Created By		Created Date		
It was observed that a teacher got a plate of coleslaw. It is best practice at the EL level if a student can't get just a plate of something, it is unallowable for anyone. The school							5/1/2024 7:11:06 AM		

# Administrative Review Report

Florence County School District

nutrition program encourages a well-balanced meal. Adults are more than welcome to purchase a full meal.					
04/30/2024	4864		Administrative Review	SFA	
<b>Comments</b>					
				<b>Created By</b>	<b>Created Date</b>
Remove ala carte items from the elementary POS screen to avoid any unnecessary charges.					5/1/2024 7:05:08 AM
04/30/2024	4863		Administrative Review	SFA	
<b>Comments</b>					
				<b>Created By</b>	<b>Created Date</b>
Having an FSD or Food Service Manager onsite is crucial to a successful program. Please consider hiring an on-site manager that can provide more time on site to oversee the school nutrition program.					5/1/2024 6:57:51 AM
04/30/2024	4862		Administrative Review	SFA	
<b>Comments</b>					
				<b>Created By</b>	<b>Created Date</b>
The 3-year cycle to complete the Triennial Assessment is due for the 23-24 SY. Please complete that assessment and post the result on the school website by June 30, 2024.					5/1/2024 6:55:55 AM