

# Administrative Review Report

Ashland School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/11/2024	02/19/2024
On-Site Review	02/20/2024	02/22/2024
Site Selection Worksheet	01/11/2024	01/11/2024
Entrance Conference	01/22/2024	01/24/2024
Exit Conference	02/22/2024	03/07/2024

## Commendations:

From the Public Health Nutritionist: Thank you to all food service staff at Ashland Middle School for the warm welcome and cooperation during this Administrative Review (AR). Your time and patience in working through this review is greatly appreciated. The variety of menu options available to students is admirable and appreciated by your students. Thank you for serving your students and community.

From the Nutrition Program Consultant: What a nice job Ashland folks do in running the child Nutrition Programs. Your organization is evident, and many different positions work together to make the programs run. Your outreach, webpages, newsletters and communication with students are excellent. Congratulations on your Local Wellness Policy and leading the state by completing two triennial assessments since the policy's creation!

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## Findings and Corrective Action:

<b>Site Name</b>	
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)
<b>Question #</b>	305
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA has an Unpaid Meal Charge Policy in place, but also shares with households two other documents with student meal account information which conflict with the Unpaid Meal Charge Policy. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p>Corrective Action: Make the information distributed to households and the district policy consistent. Provide a timeline of when the policy will be amended and implemented. Upload the proposed policy changes into SNACS along with any revised documents.</p>
<b>Site Name</b>	
<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>Finding: On the SY 22-23 Annual Financial Report, all of the revenues and expenses were not correctly broken out by program and expense category (7 CFR 210.19). Equipment expenses were accounted to the non-program foods line.</p> <p>Corrective Action 1: Review the Annual Financial Report webcast or manual on the DPI website.</p> <p>Complete the AFR template emailed by the consultant with corrected data in program lines and categories. 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>
<b>Site Name</b>	
<b>Form Name</b>	Civil Rights (800 - 807)
<b>Question #</b>	803
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Findings: The SFA does not have internal procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy</p>

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	( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a> ), develop procedures for the SFA, share with school district frontline staff, and upload into SNACS.
<b>Site Name</b>	
<b>Form Name</b>	Civil Rights (800 - 807)
<b>Question #</b>	805
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs or to whom they would make the request.</p> <p>Corrective Action: Provide a timeline for when a Special Dietary Needs procedure will be put in place. Provide the name and title of the SFA representative that will ensure compliance. It is recommended that SFAs utilize the Special Dietary Needs policy template. (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx</a>). The SFA's existing Special Dietary Needs Policy will meet the requirements with the addition of this information.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Dietary Specification Assessment Tool (On Site Observation)
<b>Question #</b>	2
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The Second Chance Breakfast Menu states that each breakfast is served with fruit and a choice of milk, water and juice. While water is required to be made available to students it is not considered part of the reimbursable meal and students are not required to select water.</p> <p>Corrective Action: Submit an updated Second Chance Breakfast Menu with the removal of water as a choice.</p>
<b>Site Name</b>	
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	126
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The households meal benefits were incorrectly calculated, household numbers did not match the number of names or were missing, and one program name was unallowable. See the SFA-1 provided by the consultant for details.</p>

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	<p>Corrective Action: Notify the household of the correct meal benefit, per program requirements. If a change in benefit is required, upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</p>
<b>Site Name</b>	
<b>Form Name</b>	Civil Rights (809 - 810)
<b>Question #</b>	810
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The correct updated 2022 non-discrimination statement is not included on all program materials.</p> <p>Corrective Action: Update all program materials to include the correct non-discrimination statement. Place the Non-discrimination statement or a link to it on the Food Services webpage. Upload into SNACS a copy of each material updated or a link to the publicly viewable webpages.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Meal Counting and Claiming - Review Period (322-325)
<b>Question #</b>	325
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: A non-systemic error was made in a monthly claim submission, however the SFA does 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. Meal counts by eligibility category were not correctly reported on the monthly NSLP claim. When comparing the edit check provided by the SFA there was an underclaim of 12 meals at Ashland Middle school.</p> <p>Corrective Action: See the Claiming Manual for directions to amend a claim that has already been paid. Amend the January NSLP claim to add in those 12 meals the edit check reports were served. Upload the corrected line of claim into SNACS.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	400
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: It is a requirement that all meal components are offered and served to the students prior to leaving the serving line and going through the point of service where staff determines if the student has taken a reimbursable meal. During the onsite review, it was observed that the milk cooler was located after</p>

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	<p>the serving line and point of service which didn't allow staff to determine if a student was served a reimbursable meal.</p> <p>Corrective Action: Submit details regarding how the serving line will be corrected to ensure all meal components are offered and served to students prior to going through the point of service which would ensure staff are able to determine if a student had a reimbursable meal.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	401
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Six non-reimbursable lunch meals were observed at meal service on Tuesday, February 20, 2024. The meals did not contain the required 1/2 cup fruit, vegetable, or combination under Offer vs. Serve. One non-reimbursable breakfast meal was observed on Wednesday, February 21, 2024. The meal did not contain three items.</p> <p>Corrective Action: Submit a statement which indicates understanding that at lunch students must select three full components, one of which is a at least a 1/2 cup fruit, vegetable or combination, under Offer vs. Serve and at breakfast students must select three items, one being at least a 1/2 cup fruit, vegetable of combination. Additionally, in this statement explain how this error will be corrected and avoided in the future at both breakfast and lunch.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	402
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Using the fruits and vegetables on the salad bar to meet the weekly fruit and vegetable requirements, portion sizes of at least 1/8 cup each should be communicated with signage. Additionally, 2 fl. oz. spoodles (1/4 cup) were used in the salad bar with no indication to students what the serving utensil size is and the students didn't understand they would need two- 1/4 cup portions of vegetables to equal 1/2 cup of vegetable if not taking the fruit. Salad Bar Signage Templates can be found on our Signage webpage (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx</a>)</p> <p>Corrective Action: Submit a picture of lunch salad bar signage near the salad bar on the serving line. In addition, if 2 fl. oz. spoodles will continue to be used please include language on the signage indicating students must take two-2 fl. oz spoodles to make at least 1/2 cup fruit, vegetable or combination. However, if the serving size of the serving utensils will change to 4 fl. oz spoodles instead please state this.</p>
<b>Site Name</b>	Ashland Middle

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<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	404
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The printed menu should list all components included with the reimbursable meal. Currently, milk is not listed on the lunch menu except under a la carte pricing. Milk may either be listed daily or may be listed in one place on the menu and include a statement that a variety of milk is offered daily as part of the reimbursable meal.</p> <p>Corrective Action: Submit a copy of an updated lunch menu that includes milk.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	410
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Repeat Finding: Fiscal action is required for a repeat missing vegetable subgroup of starchy vegetables. Therefore, fiscal action will be assessed on Thursday, January 11, 2024, the day during the week of review with the lowest meal participation. A total of 211 meals from the lunch meal service will be reclaimed.</p> <p>Corrective Action: Specifically describe how the menu will change to include the subgroup starchy vegetables during the week of review.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	431
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Any changes to the planned menu must be documented on the production record. It was observed that cranberries were served on the day of review during lunch but were not listed on the production record with portion size and amounts offered or served.</p> <p>Corrective Action: Submit a statement of understanding that all items that are substituted or served to students are recorded on the production record.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	435
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged

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<b>Corrective Action History</b>	<p>Finding: Recipes should be standardized in each production kitchen to reflect the products and practices that are used in that kitchen. While reviewing the recipes and observing the day of onsite meal preparation and service there were some inconsistencies with certain recipes: Chicken Caesar Salad (onsite included 2 packets of croutons and a dinner roll), Cheeseburger (remove lettuce/tomato from recipe if not being served and burger preparation method not in directions), Grilled Chicken Sandwich (remove lettuce/tomato if not being served and preparation method of chicken should be specific) and Spicy Chicken Patty on a Bun (method to prepare chicken should be specific).</p> <p>Corrective Action: Submit revised standardized recipes for the Chicken Caesar Salad, Cheeseburger, Grilled Chicken Sandwich, and Spicy Chicken Patty on a Bun.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	437
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Repeat Finding: There is a repeat vegetable subgroup finding because students do not have access to certain vegetable subgroups such as beans, peas, and legumes and starchy vegetables due to these vegetable subgroups not being easily accessible to students who are in the alternative cold entrée meal line. Therefore these students were not offered the required 1/2 cup of beans, peas and legumes and 1/2 cup of starchy vegetables throughout the week per meal pattern requirements.</p> <p>Corrective Action: Specifically describe what changes will be made to include all vegetable subgroups on the alternative cold entrée meal service line during the week of review. In addition, describe what changes will be made to include all vegetable subgroups on the alternative cold entrée meal service line in the future.</p>
<b>Site Name</b>	Ashland Middle
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1411
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Bananas (Honduras), Ardmore Farms Juice (USA, Chile, Argentina), Italian Blend Vegetables (Canada, USA, Mexico), Carrots (Canada), Peas (Belgium) and Corn (Canada).</p> <p>Corrective Action: Complete and submit a Noncompliant Product List form for the non-domestic products: Bananas, Ardmore Farms Juices, Italian Blend Vegetables, Carrots, Peas and Corn. Noncompliant Product List templates can be found on the Buy American webpage.</p>
Technical Assistance Entries:	

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TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/20/2024	4407	410	Administrative Review	Ashland Middle	FSD			
<b>Comments</b>								
The meal pattern requires a minimum amount of each food component per age/grade group to be offered, regardless of what the student chooses to select. Each line needs to meet the daily meal pattern requirements as well as the weekly meal pattern requirements. Because students are only able to select one entrée option, each entrée option offered is viewed as "one line," and therefore needs to meet the daily as well as the weekly requirements.								
02/20/2024	4406	404	Administrative Review	Ashland Middle	FSD			
<b>Comments</b>								
The Food Service Brochure explains the meal pattern by having students take a bread or bread alternative however it is recommended to change this language to grain.								
02/20/2024	4405	22	Administrative Review	Ashland Middle	FSD			
<b>Comments</b>								
Condiment usage is not monitored nor are portion sizes communicated to students. Please monitor your school's condiment usage and communicate portion sizes to students, as condiments can be a significant source of calories, saturated fat, and sodium. Promote appropriate serving sizes by adding signage at the condiment stations and/or photos of the planned portion size of the condiments.								
02/20/2024	4404	410	Administrative Review	Ashland Middle	FSD			
<b>Comments</b>								
According to the USDA Food Buying Guide for Child Nutrition Programs ( <a href="https://fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs">https://fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs</a> ), one whole, peeled clementine credits as 3/8 cup of fruit. Therefore, two clementine's would need to be offered to credit as 1/2 cup of fruit. Currently, the production record lists 1 clementine as being 1/2 cup of fruit.								
02/20/2024	4403	431	Administrative Review	Ashland Middle	FSD			
<b>Comments</b>								
The online menu and the production record list several items that were not available to students. Although the menu may change daily the production records should list what is being served daily without the addition of entrees, sides and condiments that were never intended to be served.								