

Administrative Review Report

Crandon School District

Commendations:

From the Public Health Nutritionist:

Thank you to all staff at Crandon School District 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.

From the Nutrition Program Consultant:

Our sincere thanks to the administration and school nutrition staff of Crandon School District. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2023-24 General Program Reminders which has been uploaded to the documents tab in SNACS.

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 offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage (<https://dpi.wi.gov/school-nutrition/training>).

Administrative Review Report

Crandon School District

Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/21/2023 11:04 AM</p>	<p>Finding: Teachers and aids are taking meals that the district pays for, but are not aware of the protocol. They must write their name down on a sheet of paper a note if they were helping in the lunchroom in order for the district (Fund 10) to pay for their meal. An aid was observed putting a popsicle stick in the container with the student popsicle sticks (POS). This is unallowable as adult meals are not able to be claimed. The consultant removed the stick.</p> <p>Corrective Action: Send an email to all staff alerting them of the protocol for when they take a staff meal. Submit a copy of the email into SNACS.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/15/2023 06:22 PM</p>	<p>Finding: 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>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS. Submit a statement this has been completed.</p>
Site Name		
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	<p>Flagged 11/21/2023 11:18 AM</p>	<p>Finding 1: SFA did not complete the DPI Nonprogram Foods Revenue Tool properly to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>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. Determine the average Raw Food Cost of 5 consecutive lunches and the average Raw Food Cost of 5 consecutive breakfasts. Complete the bottom of the tool regarding Program Foods. Upload a copy of the completed tool into SNACS.</p> <p>Finding 2: Students are taking extra milk without being charged and they do not have money in their accounts because they are CEP. This is an unallowable cost to Fund 50. If the district wants to pay for them, they must be tracked and a transfer must be made from Fund 10 to Fund 50 to cover the cost of the milk.</p>

Administrative Review Report

Crandon School District

		<p>Corrective Action 2: Submit a statement of how the milk will be tracked and paid for.</p> <p>Finding 3: Invoices for catered events are not being issued or billed properly.</p> <p>Corrective Action 3: Review the technical assistance provided via email and submit a copy of a catering invoice using the new process.</p> <p>Finding 4: Invoices for the site provided meals (Head Start) are not billed properly to include all costs incurred. Labor, food cost, and any other costs incurred must be invoiced to the site being provided meals.</p> <p>Corrective Action 4: Review and calculate the average raw food cost for a lunch for 5 consecutive days. Use the DPI Nonprogram Food Calculator tool to determine the correct selling price for those lunches or create an invoice that separates out the cost of each line item. Submit a statement in SNACS of what process you are using to ensure the invoices are correct and upload a copy of an invoice sent to the site with the updated billing process.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 11/08/2023 12:18 PM</p>	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Upload a copy of the Civil Rights Complaints Procedure to the school website. Submit the link to where the document is posted on the school website.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/15/2023 06:21 PM</p>	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>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.</p>
Site Name	Crandon El	
Form Name	Dietary Specification Assessment Tool (Off Site Review)	
Question #	8	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/30/2023 03:16 PM</p>	<p>Finding: The weekly minimum requirement for vegetable subgroup- starchy vegetables was not met for K-5 grade group for lunch during the review period. The weekly minimum requirement for K-5 grade groups is 1/2 cup of starchy vegetables per week however only 1/4 cup of starchy vegetables were offered.</p>

Administrative Review Report

Crandon School District

		Corrective Action: Describe specifically how the weekly minimum requirement for vegetable subgroup starchy vegetables will be met for lunch during the review period and concurrent cycle menu weeks.
Site Name	Crandon EI	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	8	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/30/2023 02:31 PM	Finding: The weekly minimum requirement for vegetable subgroup beans, peas and legumes was not met for K-5 grade group for lunch during the week of October 9, 2023 since none were offered. The weekly minimum requirements for K-5 grade groups is 1/2 cup of beans, peas or legumes per week. Corrective Action: Describe specifically how the weekly minimum requirement for vegetable subgroup- beans, peas and legumes will be met for lunch during the review period (e.g. additional menu items, product replacements, etc.). Since this is a cycle menu, please address instances where this is repeated and how it will be fixed during future weeks. Lastly, regularly have someone double check that all vegetable subgroups are on the menu each week. In the future, if there is a missing vegetable subgroup it could lead to fiscal action.
Site Name	Crandon EI	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	19	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/20/2023 02:54 PM	Finding: Staff were unclear how many grapes, bell peppers and tater tots fit in an actual 1/2 cup portion during the day of onsite review. It is important for staff to determine how much of an item fits into a 1/2 cup portion size so they are able to explain to students how many they need to select. For food items that do not easily fit into a 1/2 cup portion, such as long bell pepper strips, it is recommended that the bell pepper strips are diced to fit into the 1/2 cup portion and that is the amount of pepper strips that would be indicated to students is a 1/2 cup portion. Corrective Action: Staff should complete the Portion Control webcast to gain a better understanding of the correct tools to be used and how to determine various portion sizes of food items. Once completed, each staff member's Certificate of Completion must be uploaded into SNACS.
Site Name	Crandon EI	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	22	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/13/2023 02:44 PM	Finding: During meal observation, excessive condiment usage was noted, specifically the ketchup. Calories, saturated fat and sodium from condiments apply to the weekly dietary specifications and therefore need to be monitored. Corrective Action: Submit a statement outlining the plan of action to limit the amount of condiments a student can select.
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	

Administrative Review Report

Crandon School District

Question #	315	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/08/2023 12:07 PM</p>	<p>Finding: For the special needs students eating in the classroom, documentation must be kept on file with the rest of the claim documentation to support the monthly claim. Additionally, these meals must be documented on the monthly Excel spreadsheet provided to the claim preparer.</p> <p>Corrective Action: Submit a statement of understanding in SNACS.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/07/2023 09:42 PM</p>	<p>Finding: Staff is completed annual training requirements per 7 CFR 210.30. However, documentation of the training is missing key components such as name of the specific training, date the training occurred, hire date of employee, part time or full-time employee, etc.</p> <p>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.</p>
Site Name	Crandon El	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/07/2023 09:53 PM</p>	<p>Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). The point of service (POS) did not provide a reliable or accurate meal count due to lack of student participation in grabbing a popsicle stick at the beginning of the line and also forgetting to place the popsicle stick in the bin at the end of the line.</p> <p>Corrective Action: Correct the POS to ensure accurate counts are tracked such as using the student information system (SIS) software or the CEP point of service check off sheet at the end of the line. Once corrected, submit 30 consecutive operating days of meal counts and corresponding edit check reports.</p>
Site Name	Crandon El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/13/2023 02:27 PM</p>	<p>Finding: Fiscal action will be assessed for the 5 non-reimbursable meals observed at lunch on Tuesday, November 7, 2023.</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select three full components, one of which is 1/2 cup fruit,</p>

Administrative Review Report

Crandon School District

		vegetable, or 1/2 cup combination, under offer vs. serve. Additionally, in this statement explain how these errors will be corrected and avoided in the future.
Site Name	Crandon EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/30/2023 02:41 PM</p>	<p>Finding: The daily minimum requirement for grains was not met for K-5 grade group for breakfast during the review period. The following represents the planned portion sizes: - Friday, October 20, 2023: yogurt and cheese stick crediting as 0oz equivalent of true grains. The daily minimum requirement for K-5 grade group is 1oz equivalent grains at breakfast. Fiscal action is required for a missing component. Therefore since a true grain was not offered for the alternate breakfast option, fiscal action will be assessed for 125 breakfast entrees that were served to students that were not offered a true grain item.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for grains will be met for breakfast during the day containing the shortage (e.g. additional menu items, product replacements etc.).</p>
Site Name	Crandon EI	
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	<p>Flagged 11/21/2023 02:50 PM</p>	<p>Finding: Each entrée must be considered as a separate service line, and evaluated for meal pattern compliance individually. Peanut Butter and Jelly Sandwiches with Cheese Sticks offered daily during the week of review as an alternate entrée option provided 1 ounce equivalent grain. Students were offered at minimum 5 ounce equivalent grain during the week, which does not meet the weekly K-5 meal pattern requirement minimum of 8 ounce equivalent grain. Below are the minimum daily grain contributions based on the planned menu: - Monday: 1.0 oz. eq. grain - Tuesday: 1.0 oz. eq. grain - Wednesday: 1.0 oz. eq. grain - Thursday: 1.0 oz. eq. grain - Friday: 1.0 oz. eq. grain</p> <p>Corrective Action: Describe specifically 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, ingredient list, recipes and/or crediting documentation for items that would be planned in.</p>
Site Name	Crandon EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/21/2023 03:07 PM</p>	<p>Finding: While reviewing the week of review production records, there were some inconsistencies found with the inaccuracy of the amount of food in purchase units, inaccuracy of the leftover amount of food items, incorrect milk variety written on the production record and the amount of fruits and vegetables served was missing. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p>

Administrative Review Report

Crandon School District

		Corrective Action: Submit one full week of completed breakfast and lunch production records with the accurate amount of foods in purchased units and leftover amounts indicated, correct milk variety written down as well as completing the served amount of fruits and vegetables recorded daily.
Site Name	Crandon El	
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 11/13/2023 03:04 PM	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient and should be site specific. The following recipes lacked information that was specific to the Crandon School District operations: - Cheeseburger on a Bun- be specific with how the hamburger patties are prepared and remove the statement of wrapping in foil since it is not occurring.</p> <p>Corrective Action: Submit an updated standardized recipe for the Cheeseburger on a Bun. Be sure to include all requirements of a standardized recipe that are site specific. 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).</p>
Site Name	Crandon El	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/21/2023 03:15 PM	<p>Finding: Each breakfast entrée must be considered as a separate service line, and evaluated for meal pattern compliance individually. Students were offered at minimum 5-ounce equivalent grain during the week of review, which does not meet the weekly K-5 meal pattern requirement minimum of 7oz equivalent grain at breakfast time. Below are the minimum daily grain contributions based on the planned weekly menu: - Monday: 1.0 oz. eq. grain - Tuesday: 1.0 oz. eq. grain - Wednesday: 1.0 oz. eq. grain - Thursday: 2.0 oz. eq. grain - Friday: 0.0 oz. eq. grain</p> <p>Corrective Action: Describe specifically how the menu would be changed to meet the minimum weekly breakfast grain requirement for grades K-5. Be specific and include serving sizes, nutrition facts labels, ingredient lists, recipes and/or crediting documentation for items that would be planned during this weekly menu.</p>
Site Name	Crandon El	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/13/2023 02:59 PM	<p>Finding: The weekly minimum requirement for vegetable subgroup beans/peas/legumes was not met for K-5 grade group for lunch during the review period. The weekly minimum requirement for K-5 grade groups is 1/2 cup of beans, peas or legumes per week however none was offered the week of review.</p> <p>Corrective Action: Describe specifically how the weekly minimum requirement for vegetable subgroup beans/peas/legumes will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.)</p>

Administrative Review Report

Crandon School District

Site Name	Crandon El	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/20/2023 02:48 PM	Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Mandarin Oranges- China Broccoli- Mexico California Vegetables- Mexico Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products of Mandarin oranges, broccoli and California vegetables. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/08/2023	3822	409	Administrative Review	Crandon El	FSD			
Comments								
							Created By	Created Date
During the review month, the menu indicated that on October 10, 2023 the alternate breakfast option did not offer students a true grain prior to serving a meat/meat alternate. However, upon reviewing the production record and communicating with the FSD, students were able to select multiple options and a true grain was offered to all students. When determining the menu options, it is a requirement to provide a true grain prior to serving a meat/meat alternate.								11/30/2023 2:51:02 PM
11/08/2023	3683		Administrative Review		FSD			
Comments								
							Created By	Created Date
Mixed vegetables containing any starchy vegetables (corn/peas) are considered additional vegetables and not vegetable subgroup-other. Although it helps get your vegetable portions to the required $\frac{3}{4}$ cup per day or 3 $\frac{3}{4}$ cup of vegetables per week it doesn't count as any subgroup of vegetables.								11/9/2023 12:43:05 PM
11/08/2023	3682		Administrative Review		FSD			
Comments								
							Created By	Created Date
Because the vegetables and fruit on the salad bar are being used to meet the weekly vegetable and fruit requirements, portion sizes of at least $\frac{1}{2}$ cup each should be communicated to students with signage. If it is difficult for students to determine the portion size of an item it is important to list how many items is equivalent to the amount that needs to be taken. For example: 14 grapes is equivalent to $\frac{1}{2}$ cup. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx). (349)								11/9/2023 12:41:23 PM
11/08/2023	3681		Administrative Review		FSD			
Comments								
							Created By	Created Date
Webcasts and self-guided e-learning courses are available in the Online Learning Library (https://dpi.wi.gov/school-nutrition/training/online-learning). Check our Training webpage for additional training opportunities (https://dpi.wi.gov/school-nutrition/training).								11/9/2023 12:40:56 PM

Administrative Review Report

Crandon School District

11/08/2023	3680		Administrative Review	FSD			
Comments							
				Created By	Created Date		
Those involved with USDA School Meal Programs are encouraged to attend Wisconsin Department of Public Instruction (DPI) trainings. These are offered in the summer and select other times throughout the year. The classes provide an overview of all areas of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. Travel expenses are allowable food service expenses. More information can be found on the Training webpage (https://dpi.wi.gov/school-nutrition/training).					11/9/2023 12:40:19 PM		
11/08/2023	3679		Administrative Review	FSD			
Comments							
				Created By	Created Date		
It is recommended that the printed menu be posted for breakfast and lunch in a place visible for the students to see near the meal service line.					11/9/2023 12:39:41 PM		
11/08/2023	3678		Administrative Review	FSD			
Comments							
				Created By	Created Date		
It is recommended to leave the doors leading into the kitchen from the cafeteria open since staff are constantly touching the doorknobs to open/close the doors and carrying food/pots/pans/sheet pans through them and are therefore required to wash hands/change gloves every time this occurs.					11/9/2023 12:39:04 PM		
11/08/2023	3677		Administrative Review	FSD			
Comments							
				Created By	Created Date		
Adequate signage helps ensure that students accurately select reimbursable meals. Breakfast signage was available however posted only for one meal service line and not the second meal service line. It is recommended to add additional signage by the second breakfast line.					11/9/2023 12:38:16 PM		
11/08/2023	3676		Administrative Review	FSD			
Comments							
				Created By	Created Date		
Although not observed, it was discussed that water/juice was served instead of milk during field trips. If meals are provided to children on a field trip, they must meet daily meal pattern requirements. Specific procedures must be followed, including maintaining the temperature of time/temperature control for safety (TCS) food items. If your school implements Offer versus Serve (OVS), it must continue to be implemented, to the extent possible, during field trip meals.					11/9/2023 12:37:04 PM		
11/08/2023	3675		Administrative Review	FSD			
Comments							
				Created By	Created Date		
It is the responsibility of the SFA to track exempt fundraisers, ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage, (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).					11/9/2023 12:35:44 PM		
11/07/2023	3754		Administrative Review	FSD			
Comments							
				Created By	Created Date		
Public Release All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available.					11/21/2023 11:22:57 AM		
SFAs must annually distribute the Public Release to:							

Administrative Review Report

Crandon School District

<ul style="list-style-type: none">o Local news mediao Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.)o Local employment officeo Major employers contemplating or experiencing large layoffs <ul style="list-style-type: none">• SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.• Spanish and Hmong versions are also available.		
---	--	--