

Administrative Review Report

Silver Lake Jt. #1 School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/13/2023	02/05/2024
On-Site Review	01/14/2024	01/15/2024
Site Selection Worksheet	12/13/2023	12/13/2023
Entrance Conference	02/14/2024	02/14/2024
Exit Conference	02/15/2024	02/15/2024

Commendations:

From the Public Health Nutritionist: Thank you to all the staff at Riverview Elementary 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 DPI Review Team:

Our sincere thanks to the administration and school nutrition staff of Silver Lake School District Joint #1/River View School. 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. The School Nutrition Staff and School Administrative Assistant interacted so well with the students. All were met with their names, smiles, and kindness. Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition [webpage](https://dpi.wi.gov/school-nutrition) (https://dpi.wi.gov/school-nutrition). 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](https://dpi.wi.gov/school-nutrition/training/school-nutrition-summer-training) (https://dpi.wi.gov/school-nutrition/training/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) (https://dpi.wi.gov/school-nutrition/training).

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/13/2024 01:40 PM</p>	<p>Finding:</p> <p>The SFA's Unpaid Meal Charge Policy is missing key components. The handbook stated policy does not match the Board policy and Board policy needs clarification. All SFAs must have an Unpaid Meal Charge policy that explains how the SFA will handle situations where children eligible to receive reduced-price or paid meals and do not have money in their account or in hand to cover the cost of their meal at the time of service and is communicated and distributed to the households, annually. (SP 46-2016)</p> <p>Corrective Action:</p> <p>Provide a timeline of when the policy will be updated and how households will be notified annually.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/15/2024 04:53 PM</p>	<p>Finding #1:</p> <p>Revenues and expenses were not allocated correctly by program and expense category on the Annual Financial Report (7 CFR 210.19).</p> <p>Corrective Action #1:</p> <p>Review the Annual Financial Report webcast (https://media.dpi.wi.gov/school-nutrition/annual-food-service-financial-report/story.html) or manual (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-manual.pdf) on the DPI website. Get expense category costs from FSMC meal rates; reallocate Purchased Services to correct expense category and program, allocate food and labor to SNB, allocate labor to SMP based on cost and number of meals claimed, allocate revenue and expenses to Nonprogram Foods. Print a copy of the 2022-23 Annual Financial Report Template (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-template.pdf) and note</p>

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the corrections required to show the revenues and expenses broken out by program and category. Upload this document into SNACS.

Finding #2:

Unallowable expenses charged to nonprofit school food service account per 7 CFR 210.21 (f)(2) and fixed price FSMC contract: **FSMC prebilled SFA in 8/2023 for \$18,800 with no services rendered.**

Corrective Action #2:

FSMC must refund the SFA for \$18,800 on the February 2024 invoice. Upload FSMC invoice showing credit and Fund 50 revenue entry into SNACS.

Finding #3:

Unallowable expenses charged to nonprofit school food service account with fixed price FSMC contract. 2022-23 base year contract has SMP price of \$.33 per carton while SFA was billed \$.40 per carton. 2023-24 FSMC contract renewal does not have a price for listed for SMP milk though SFA was charged \$.60 per carton.

Corrective Action #3:

On February 2024 invoice, FSMC must credit SFA for 373 cartons at \$.07 per carton for all SMP cartons billed in 2022-23 school year Additionally, since the base year rate applies if no update or price in the renewal contract, on the February 2024 invoice, **the FSMC must credit SFA for 31 cartons at \$.27 for SMP milks billed in 2023-24.** Upload FSMC invoice showing SMP credit of \$.07 and SMP credit of \$.27 for SMP milks billed in 2022-23 and 2023-24 and the Fund 50 revenue journal entry into SNACS.

Finding #4:

All revenues did not accrue to nonprofit school food service account in 2022-23 school year: **FSMC did not credit the SFA for \$10,681.06 (per Aids Register) in USDA Foods processing and handling fees 7 CFR Parts 210 and 250.**

Corrective Action #4:

FSMC must credit \$10,681.06 to SFA by corrective action due date (3/28/2024). Upload invoice credit and corresponding Fund 50 revenue journal entry to SNACS.

Site Name	
Form Name	Paid Lunch Equity (706 - 708)
Question #	706
TA Log #	No TA Log# found
Due Date	

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Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/13/2024 12:49 PM</p>	<p>Finding: Board Policy #8500 states, " Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students ..." Paid lunch prices are subject to PLE guidelines and cannot be reduced by "surplus funds."</p> <p>Corrective Action: Provide a timeline of when this statement within the Meal Charges section of policy #8500 will be updated and provide the template language.</p>
Site Name		
Form Name	Indirect Costs (712)	
Question #	712	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/14/2024 10:20 PM</p>	<p>Finding: Indirect costs are being charged to the nonprofit school food service account, which is unallowable in Wisconsin (percentage of custodial labor and Admin Asst labor).</p> <p>Corrective Action: All costs charged to the nonprofit school food service account must be made into direct costs. Convert indirect charges into direct costs using 2-week time study, (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/time-study-tool.xlsx), using 2 average work weeks. Determine what the direct cost would be and provide statement of analysis to SNACS. If the indirect amount charged is greater than the direct cost calculated, the difference will need to be refunded to the nonprofit school food service account for SY 2022-23 and upload the credit made to Fund 50 to SNACS. Any indirect costs that cannot be made into direct costs are unallowable and also need to be refunded. If direct costs determined are more than indirect costs charged, upload journal entry of charge to nonprofit school food service account to SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 02/14/2024 09:25 PM	<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: 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>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/14/2024 09:33 PM	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1). No record of training for 2 of 4 food service employees and sign-in page not provided for all employees.</p> <p>Corrective Action: Provide the civil rights training (https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html) to all school nutrition staff: new FSD and 2 FT food service staff. Upload the sign-in sheet for all employees with the names and date(s) the training was provided, into SNACS.</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	Flagged 02/13/2024 03:35 PM	<p>Finding: SFA has completed the WellSAT part of the triennial assessment of the Local Wellness Policy (LWP) but did not complete the LWP Report Card part of this requirement.</p> <p>Corrective Action: Complete the Report Card (https://dpi.wi.gov/sites/default/files/imce/school-</p>

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		nutrition/doc/local-wellness-policy-report-card-with-instructions.docx) of the Local Wellness Policy assessment and upload into SNACS.
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1600	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/14/2024 07:19 PM</p>	<p>Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, and intermittently throughout the SY, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12).</p> <p>Corrective Action: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #		
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/14/2024 08:06 PM</p>	<p>Finding: Free and Reduced-Price Meals Policy #8531 is not in compliance with FNS Requirements. It indicates that the "District Administrator will determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals."</p> <p>Corrective Action: Provide a timeline for when the policy will be brought into compliance with FNS Requirements.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 02/14/2024 07:52 PM	<p>Finding#1: The correct non-discrimination statement (NDS) is not included on all program materials (incorrect shortened NDS on menus posted to website, incorrect full NDS on Board Policies 8500 and 8531).</p> <p>Corrective Action #1: Update program materials to include the correct, current USDA non-discrimination statement. Upload into SNACS a copy of updated materials.</p> <p>Finding #2: The correct, full non-discrimination statement was not included on all required program materials (LWP and food service webpage--webpage may have link to USDA NDS or full NDS).</p> <p>Corrective Action #2: Add the full Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
	Site Name	
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/13/2024 03:49 PM	<p>Finding: Documentation of school food service staff training does not show accurate information to demonstrate compliance with annual training requirements per 7 CFR 210.30 (FSD described as Manager (different training hours requirement) not FSD, and FT staff noted with conflicting required hours).</p> <p>Corrective Action: Correct the tracker to include the correct descriptions and all required training hours for all staff and upload it into SNACS.</p>
	Site Name	
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/14/2024 09:02 PM	<p>Finding: The SFA did not have a site-specific food safety plan and is missing signed employee reporting agreements and HACCP 1-2-3 categorization of menu items. Each school within the SFA must have a written site-specific food safety</p>
	Site Name	

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	<p>plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13).</p> <p>Corrective Action 1: Update the food safety plan to be specific, including HACCP 1-2-3 menu items, for each participating school in the SFA, ensure a copy is provided to each school and upload the updated food safety plan(s) into SNACS.</p> <p>Corrective Action 2: Upload signed employee reporting agreements for each food service employee.</p>
Site Name	Riverview EI
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 02/15/2024 01:43 PM</p> <p>Finding: It was observed during lunch meal service on February 14, 2024, that there were 5 non-reimbursable meals due to the meals not containing at least 1/2 cup of fruit, vegetable, or combination. In addition, 1 non-reimbursable meal was observed during breakfast meal service on February 15, 2024. The meal did not contain all required components for students following the preschool meal pattern because they only received cereal and fruit and no milk.</p> <p>Corrective Action: Submit a statement which indicates understanding that students following the K-8 meal pattern at lunch must select three full components, one of which is 1/2 cup fruit, vegetable, or combination, under Offer vs. Serve. In this statement explain how this error will be corrected and avoided in the future. Also, submit a statement indicating understanding that students following the preschool meal pattern at breakfast time must receive all components offered to them.</p>
Site Name	Riverview EI
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	402
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged

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Corrective Action History	Flagged 02/15/2024 01:56 PM	<p>Finding: It was observed that 4 fl. oz. plastic portion cups were used to hold mixed fruit. However, with the lid on the portion cups, 1/2 cup of mixed fruit wasn't inside the cup.</p> <p>Corrective Action: Submit a statement indicating a plan of action for removal of the 4 fl. oz. portion cups and alternate plan for serving fruit in portion cups with lids. This could be attained by purchasing larger portion cups with lids to ensure that 1/2 cup of fruit fits inside.</p>
Site Name	Riverview El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/15/2024 01:53 PM	<p>Finding: Using the vegetables on the salad bar to meet the weekly vegetable requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage. Although there was signage for the lettuce and broccoli, there was no signage for the peppers and coleslaw. In addition, 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 realize they would need two 1/4 cup portions of vegetables to equal 1/2 cup of vegetable if not taking the 1/2 cup of fruit. Salad Bar Signage templates can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).</p> <p>Corrective Action: Submit a picture of lunch salad bar signage near the salad bar on the serving line indicating the portion size students should take for all items. In addition, if 2 fl. oz. spoodles will continue to be used please include language on the signage indicating students must take 2 spoodles full of vegetables if no fruit is taken. However, if the serving size of the serving utensils change to 4 fl. oz. instead, please state this.</p>
Site Name	Riverview El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 02/15/2024 02:00 PM	<p>Finding: Any changes to the planned menu must be documented on the production record. A substitution should be a food that credits comparably to the original planned item, has a similar nutrition profile, and belongs to the same vegetable group (when applicable) to the extent practicable. It was observed that the Crispy Chicken Salad with Pretzel Goldfish was served rather than Crispy Chicken Salad with Dinner Roll but was not changed on the production record. In addition, Fruit Juice was served to a student but was never listed on the production record.</p> <p>Corrective Action: Submit a statement of understanding that all items substituted or served to students are recorded on the production record.</p>
	Site Name	Riverview El
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/14/2024 08:54 PM	<p>Finding: The incorrect "And Justice for All" poster is posted in the meal service area (FNS Instruction 113).</p> <p>Corrective Action: Post the correct, current USDA "And Justice for All" poster in a prominent location in the meal service area. Corrected while onsite, no further action required.</p>
	Site Name	Riverview El
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/15/2024 09:57 AM	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site-specific SOP's for (SOP #22, date making). Open bag of hamburger patties in freezer and portion cups of canned fruit in cooler observed as undated.</p> <p>Corrective Action:</p>

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		Modify the SOP so that it aligns with actual practices or adjust practices to align with the SOP as written. Submit a copy of the updated SOP or a statement describing how practices will be adjusted to be compliant with the established SOP.
Site Name	Riverview EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/15/2024 01:22 PM	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Ardmore Farms Juice (USA, Argentina, Chile and China), Cucumber (Mexico) and Pineapple Tidbits (Indonesia).</p> <p>Corrective Action: Complete and submit a Noncompliant Product List form for the non-domestic products: Ardmore Farms Juice, Cucumbers and Pineapple Tidbits. Noncompliant Product List templates can be found on the Buy American webpage.</p>

Technical Assistance Entries:

02/15/2024	4286	431	Administrative Review	Riverview EI	FSD				
Comments								Created By	Created Date
<p>Production Records On February 14, 2024, it was observed that the vegetable of the day didn't have a specific portion size listed on the production record. It is recommended that the production records be reviewed prior to meal service to ensure all serving sizes are written down and staff are aware of what they should be.</p>									
								2/15/2024 2:05:17 PM	
02/15/2024	4285	431	Administrative Review	Riverview EI	FSD				
Comments								Created By	Created Date
<p>Although information was kept on separate papers and later compiled onto the daily production record this could lead to mistakes or inaccuracies. It is recommended to solely utilize the production records before meal service, during meal service and after meal service.</p>									
								2/15/2024 2:03:04 PM	
02/15/2024	4281		Administrative Review		Authorized Representative				

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Comments								
						Created By	Created Date	
FSMC Monitoring								
One of the procurement standards in 2 CFR 200.318(b) includes School Food Authorities (SFAs) maintaining periodic oversight of the Food Service Management Company (FSMC) to ensure performance in accordance with the awarded contract. The SFA-FSMC Monitoring Form must be completed annually by the SFA and will be requested as part of an SFA's Procurement Review. This form cannot be completed by the FSMC and is in addition to the required February 1st Onsite Monitoring Form, which only covers meal counting and claiming systems and general areas.								
This form should be completed starting in the 2020-21 SY and will be requested as part of Procurement Reviews starting in SY 2021-22. SFAs will want to complete this form before the end of each school year. Records should be maintained onsite. Do not submit this form to the state agency, until it is requested as part of an audit. The SFA-FSMC Monitoring Form covers core areas of oversight such as accurately billing invoices to ensure the number of meals served is reported correctly, the value of USDA Foods received is credited to the SFA for both "direct delivery (brown box)" foods and processed end-products, and that USDA Foods are used in meals served. The SFA must document any and all actions taken when findings of noncompliance with the contract are identified.								
2/15/2024 10:37:27 AM								
02/15/2024	4280	1218	Administrative Review	ALL	Authorized Representative			
Comments								
						Created By	Created Date	
Training Standards Authorized Representatives and FSMC Contracts								
Training requirements apply also to the Authorized Representative from the School Food Authority (SFA) when a Food Service Management Company acts as the Food Service Director (FSD). The Authorized Representative is required to also complete 12 hours annually of training and should be tracked on a Professional Standards Training Tracker .								
2/15/2024 10:16:54 AM								
02/14/2024	4279	700	Administrative Review	ALL	Authorized Representative			
Comments								
						Created By	Created Date	
Fixed Price FSMC Contract								
The FSMC RFP contains a chart of Designated Program Expenses--some to the SFA and some to the FSMC. Those designated to the FSMC are assumed to be built into the fixed meal rates of a fixed price contract. The SFA and the FSMC should be aware of the allowability of charges that are billed to the SFA that are outside of the fixed meal rate per the Designated Program Expenses and the Acquisition of Equipment Clause in the RFP.								
2/14/2024 10:01:43 PM								
02/14/2024	4278	1217	Administrative Review	ALL	FSD			
Comments								
						Created By	Created Date	
Professional Standards Tracking								
SFAs must establish a process for tracking and monitoring annual training for school nutrition employees. USDA does not mandate a specific tool. A tracking tool must include a trainee's:								
-name								
-date of hire								

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-position/role

-required hours of training

DPI has developed a [tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx) which meets the requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx)

2/14/2024 8:32:02 PM

02/14/2024

4277

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ALL

Authorized
Representative

Comments

Created By

Created Date

Free and Reduced Meal Policy

According to 7 CFR 245.10(a), each LEA participating in the NSLP and SBP must have an approved free and reduced-price policy statement on file at the appropriate State agency (or the FNSRO, if the LEA participates under a ROAP). Likewise, each LEA participating in the SMP with the free milk option must have an approved policy statement on file. If some schools in an LEA participate in the SMP and others participate in the NSLP or SBP, the LEA may submit a single policy statement for all of its schools.

The Basis of Free and Reduced-Price Meal Eligibility

- Household composition when making an income eligibility determination,
- Household reportable income and income exclusions,
- Categorical eligibility based on participation in Assistance Programs, and
- Categorical eligibility through an Other Source Categorical Eligibility designation.

2/14/2024 8:08:24 PM

02/14/2024

4276

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ALL

Admin Asst

Comments

Created By

Created Date

Determining Applications and Frequency of Income Listed

Applicants indicate the income frequency and income sources in the different columns. Income should not be reported as annual unless that is the only way it is received or can be accurately reported (if annual, it is listed in Column F of the application).

Also, software shouldn't annualize income unless earning frequencies are different. If more than one source of income, report actual earnings on multiple lines on the application, as needed. If the household has seasonal income, income that fluctuates or other special situations that they only receive an annual income, that should be listed in Column F and taken at face value.

If the frequency of incomes is different (example monthly versus weekly), the DO will calculate the total household income by annualizing the income when determining the application. Otherwise, if income is all the same frequency, use that total to determine the application against the columns on the IEG, and do not convert to annual or monthly.

2/14/2024 7:41:28 PM

02/14/2024

4288

Administrative
ReviewAuthorized
Representative

Comments

Created By

Created Date

USDA Foods Crediting and FSMC Contracts

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Any USDA Foods received (when the foods arrive at the school kitchen, SFA storage facility, or selected FSMC storage facility in either raw form or in processed end products) by the SFA and made available to the Selected FMSC must accrue solely to the benefit of the SFA's nonprofit school food service and SFSP programs. Year-end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value and handling fees of all USDA Foods received by the Selected FSMC during the fiscal year.

End of Year Reconcile of USDA Foods Credits

- Check CARS Report (very accurate for 'brown box' foods).
 - Check [K12 Foodservice](#) and [ProcessLink](#) for Direct Diversion products' draw down balances, if applicable, for each processor selected.
 - Check [FFAVORS](#), for Department of Defense (DoD) Produce balances, if applicable.
 - Check [Aids Register](#) for USDA Foods Processing and Handling Fees (Commodity Handling Charges).
- Together these reports indicate the value of USDA entitlement received and fees incurred.

2/15/2024 4:03:03 PM

02/14/2024	4287	437	Administrative Review	Riverview EI	FSD			
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Comments

Created By

Created Date

Access to Main Line Vegetable

On February 14, 2024, it was observed that the alternate entrée line did not contain the main vegetable of the day. However, it was discussed that students are allowed to go to the main entrée line to get the vegetable of the day. It is recommended that the main vegetable of the day is also available on the alternate entrée line to ensure students have access to every vegetable subgroup without having to go to another line.

2/15/2024 2:12:40 PM

02/13/2024	4258	805	Administrative Review	ALL	FSD			
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Comments

Created By

Created Date

Special Dietary Needs

The district policy regarding Special Dietary Needs (within policy #8500) states, "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 seven (7) 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.

USDA guidance requires meal accommodations be made as soon as possible if the SFA has enough information to provide a safe meal. The USDA does not state a specific amount of time or number of attempts to obtain further information/clarification before discontinuing an accommodation. Recommend a written policy so it is clear to families how and when to request a meal accommodation.

2/13/2024 12:40:50 PM

02/07/2024	4234		Administrative Review		FSD			
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Comments

Created By

Created Date

#305(h) Field Trip Meals

Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually

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served to students by category, i.e., paid, reduced-price, and free. Additionally, the number of meals served free and reduced-price and claimed for reimbursement must have adequate documentation on file to support the claim. Meals must be counted at the point of service (POS) where it can be accurately determined that a reimbursable meal has been served. Only one meal per student per meal service may be claimed for reimbursement. This includes when the students may be bringing bag lunches on a field trip.

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Visiting Students

SFAs may claim visiting students in the paid category or the individual's eligibility category with documentation (unless they are from a CEP school).

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Comments

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Created Date

Local Wellness Policy Triennial Assessment

As of June 30, 2020, SFAs must complete their first triennial assessment. **The assessment must be completed, at minimum, once every three years.** It requires SFAs to describe how the language in the SFA's LWP compares to the model LWP, measure the SFA's compliance with its LWP, and describe the SFA's progress toward meeting its LWP goals.

Using the WellSAT online tool compares the LWP to model policies. To assess the SFA's compliance with its own policy and progress toward its goals, the SFA must also complete the LWP [Report Card](#). The self-assessment of the LWP begins on page 2 of the Report Card. The SFA will insert the corresponding policy language from the LWP into each policy section of the Report Card. Then, self-assess each listed policy statement for objectives being met, using a score of 0-3. The overall score would be the average of all scores.

At the bottom of the Report Card are spaces for narratives regarding the policy AND spot for transferring the Comprehensive and Strength Scores from the WellSAT survey.

The Report Card should be posted to the website.

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