

Administrative Review Report

Algoma School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/19/2019	02/13/2020
On-Site Review	03/03/2020	03/05/2020
Site Selection Worksheet	12/19/2019	12/20/2019
Entrance Conference	03/03/2020	03/03/2020
Exit Conference	03/05/2020	03/05/2020

Commendations:

From the Nutrition Program Consultant

Thank you to the staff at Algoma School District for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests as well as pulling records for the on-site portion of the review.

It was a pleasure to meet and work with school nutrition staff. All staff members were kind, welcoming, and knowledgeable. Staff asked great questions that demonstrated their understanding and strong grasp on program requirements. The lunch meal was very tasty and visually appealing. The dining area was warm and inviting. It was a pleasure to visit Algoma School District.

From the Public Health Nutritionist:

Thank you to all staff at the Algoma School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Algoma School District does a wonderful job incorporating Farm to School activities into the breakfast and lunch programs by using lettuce from the school garden and sourcing local apples. The spice bar in the cafeteria is also a great addition to the Program. Thank you for serving healthy, nutritious meals to the students of the Algoma community!

Recommendations:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

Administrative Review Report

Algoma School District

- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.usda.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (<http://www.fns.usda.gov/healthierschoolday>).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (<http://smarterlunchrooms.org>). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Administrative Review Report

Algoma 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>Finding: SFA does allow for second meals at lunch to be charged but not claimed. This is not an acceptable practice. CA: Submit a statement on how this will be corrected and how the second meal will now be charged.</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>Finding: SFA did not complete the DPI Non-program Foods Revenue Tool or USDA Tool to determine compliance with non-program foods pricing and ratio requirements per 7 CFR 210.14. CA 1: Complete the DPI Non-program Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year. CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set non-program food pricing. Include the position responsible for ensuring this is completed.</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>Finding: Secretarial costs are being charged to the nonprofit school food service account, which is allowable however, documentation needs to be available to support charges. CA: Please submit a time study to support secretarial charges. Corrected on-site no further action needed.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	

Administrative Review Report

Algoma School District

Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). SFA-1 form was provided by the consultant for specific details on which applications need to be corrected.</p> <p>CA: 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 form. Corrected on-site, no further action needed.</p>
Site Name	Algoma Jr/Sr High School
Form Name	Meal Counting and Claiming - Day of Review (317-321)
Question #	317
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of which constitutes overt identification.</p> <p>CA: Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Corrected on-site no further action needed.</p>
Site Name	Algoma Jr/Sr High School
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The breakfast meal of egg patty and hashbrown served on Monday of the review week (1/20/20) was missing the required grains component. Students must be offered a grain item in the minimum portion size of 1 oz equivalent (eq.) daily in order for these meals to be reimbursable at breakfast. Fiscal action is required for a missing component. Therefore, fiscal action will be assessed for fifteen, 7-12 grade egg patty and hashbrown meals served on Monday, the day with the missing grains component at Algoma Jr. /Sr. High School. The menu differs at Algoma Elementary (the only other school in the district); therefore, fiscal action will not be assessed for this site.</p> <p>CA: Describe how the grains component requirement for breakfast for 7-12 grade students will be met during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Algoma Jr/Sr High School

Administrative Review Report

Algoma School District

Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The daily minimum requirement for grain was not met for the 9-12 grade group for lunch on Friday (1/24/20) during the review period. The planned portion sizes for grain on Friday, 1/24/20 were 1.5 oz eq. grain from the French toast sticks and croutons and 1.25 oz eq. grain from the alternate chicken Alfredo entrée and croutons. The chicken Alfredo entrée was also offered on Thursday, 1/23 but a cookie was offered with the entrée that day. Served with the cookie, the chicken Alfredo met daily grain requirements. The daily minimum grain requirement for 9-12 grade students for each entrée option is 2 oz eq. per day. The daily minimum requirement for meat/meat alternate was not met for the 9-12 grade group for lunch on Thursday (1/23/20) during the review period. The planned portion size for meat/meat alternate on Thursday, 1/23 was 1.5 oz eq. from the chicken Alfredo entrée. The daily minimum meat/meat alternate requirement for 9-12 grade students is 2 oz eq. per day. Although, this entrée was served as a leftover the next day, Friday, the egg offered on the salad bar that day with the chicken Alfredo met the meat/meat alternate requirement for that day. Weekly grain and meat/meat alternate shortages were cited during the last AR (SY 16-17). As these AR findings are daily shortages, fiscal action will not be taken for these meals. However, if daily shortages are found on the next AR, fiscal action will be assessed.</p> <p>CA: Describe how the daily minimum requirements for the grain and meat/meat alternate components will be met for lunch on 1/23/20 and 1/24/20 for 9-12 grade students (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Algoma Jr/Sr High School	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA did not meet on-site monitoring requirements for NSLP per 7 CFR 210.8 prior to February 1. Only one of two schools had on-site monitoring completed for the NSLP. (Lunch)</p> <p>CA: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 for all schools in the NSLP and include the position</p>

Administrative Review Report

Algoma School District

		responsible for completing this. Complete the on-site monitoring for lunch for the other school and submit a copy of the on-site monitoring form.
Site Name	Algoma Jr/Sr High School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Keebler Gripz do not meet Smart Snacks standards. A food must meet one of the general standards: be whole grain rich, have a fruit, vegetable, dairy product, or protein food as the first ingredient, or be a combination food with at least ¼ cup fruit and/or vegetable and meet the nutrient standards. This product exceeds the saturated fat specifications.</p> <p>CA: State what will be done with this product to comply with the Smart Snack regulations.</p>
Site Name	Algoma Jr/Sr High School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>CA: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. Corrected onsite, no further action required.</p>
Site Name	Algoma Jr/Sr High School	
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		<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). For the process 3 items there were no cooling studies available for the products listed.</p> <p>CA: Please submit a statement on how you will plan to conduct a cooling study for each of the Process 3 items.</p> <p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). A</p>

Administrative Review Report

Algoma School District

		<p>sharing table is in use. Practices were observed that are not compliant for sharing or "no thank you" tables. The table was not being monitored. Milk was being placed on the table and there was no process in place to keep milk at proper temperature.</p> <p>CA: Submit a statement describing how practices for the sharing table will be adjusted to be compliant with an established SOP (approve by the Sanitarian) or if the use of the sharing table will be discontinued.</p>
Site Name	Algoma Jr/Sr High School	
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		<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> • Mandarin Oranges (China) • Pineapple (Thailand) • Tropical Fruit Salad (Thailand) • Cucumbers (Mexico) • Bell Peppers (Mexico) • Grape Tomatoes (Mexico) • Peaches (China) • Olives (Egypt) <p>Be sure to look where the product was grown or produced instead of distributed.</p> <p>CA: All Non-Compliant Product Forms were completed onsite. No further corrective action required.</p>
Site Name	Algoma El	
Form Name	Wisconsin School Day Milk Program	
Question #	4	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Milks are being claimed based on attendance counts or another counting system rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>CA1: Submit a detailed statement, outlining how the school has changed the process for claiming milk to include an approved POS and how staff will be retrain on the updated POS procedures.</p>

Administrative Review Report

Algoma School District

		CA2: Provide one week of WSDMP counts with the corrected counting system in place. Upload in SNACS.
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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/05/2020	1881		Administrative Review		FSD			
Comments					Created By		Created Date	
Technical Assistance: It is best practice that the main entrée each day meets meal pattern requirements without the addition of the salad bar toppings that are available. During the review week, the following entrée items would not have met meal pattern requirements without the addition of salad bar toppings: 7-8 grade: -1/24: French toast sticks only credited as 0.5 oz eq. grain 9-12 grade: -1/20/20: Dinner Roll only credited as 1.75 oz eq. grain -1/23/20: Chicken Alfredo and M&M cookie credited as 1.5 oz eq. meat/meat alternate, 1.75 oz eq. grain							3/5/2020 10:35:55 AM	
03/05/2020	1880		Administrative Review		FSD			
Comments					Created By		Created Date	
Technical Assistance- Crediting: Some food items were credited incorrectly. These items are listed below with the correct crediting information. <ul style="list-style-type: none"> Small Rice Krispie Treat does not credit as a grain. There is not enough grain in the product to credit. Cream cheese does not credit as a meat/meat alternate. 51 g Dinner Roll (served to 9-12 grade) credits as 1.75 oz eq. grain. An additional 0.25 oz eq. grain must be served to 9-12 grade students if this is the only grain item on the menu. Chicken Alfredo- Serve 8 oz. portion size to 9-12 grade. This credits as 1.0 oz eq. grain so, an additional 1.0 oz eq. of grain must be served with this menu item. 							3/5/2020 9:47:12 AM	
03/05/2020	1879		Administrative Review		FSD			
Comments					Created By		Created Date	
Technical Assistance- Production Records: It is recommended to use the DPI production record templates to ensure all required information is included on the production records. DPI production record templates can be found here: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records . If the FSD continues to use the current production record the following information must be added:							3/5/2020 9:45:22 AM	

Administrative Review Report

Algoma School District

Breakfast Production Record: <ul style="list-style-type: none"> Add grade group(s) (i.e. 7-12 grade) Amount leftover (i.e. 15 egg patties) Lunch Production Record: <ul style="list-style-type: none"> Recipe name and/or reference number (i.e. #V205 for Vegetarian Beans) Planned number of servings for each food item In addition, only put one food item per line on the production record. For example, instead of writing string cheese and egg patty on the same line put each item on a separate line on the production record.									
03/05/2020	1878		Administrative Review		FSD				
Comments									
					Created By		Created Date		
Technical Assistance- Standardized Recipes: Periodically review standardized recipes to ensure that all menu items, with two or more ingredients have a standardized recipe on file. All information should be documented on the standardized recipe template (i.e. total yield information, number of portions, etc.).							3/5/2020 9:43:14 AM		
03/05/2020	1877		Administrative Review		FSD				
Comments									
					Created By		Created Date		
Technical Assistance- Offer Versus Serve: The Offer Versus Serve signage in the cafeteria should be corrected. 9-12 grade students are only required to take ½ cup of fruit and/or vegetable with each meal, not one cup as stated on the current signage.							3/5/2020 9:42:04 AM		
03/05/2020	1876		Administrative Review		FSD				
Comments									
					Created By		Created Date		
Technical Assistance- Salad Bar: In order for the salad bar to be considered a reimbursable meal service line, it must meet all meal pattern requirements. If croutons are the only item offered on the line, students must take a minimum of four packages of croutons in order to meet daily and weekly grain requirements. It is recommended to offer a whole grain-rich dinner roll or breadstick on the salad bar as an alternative to the croutons.							3/5/2020 9:40:29 AM		