

Administrative Review Report

Chetek-Weyerhaeuser Area School District

Team Composition:

Review Schedule:

| Schedule Type | Start Date | End Date |
|--------------------------|------------|------------|
| Off-Site Review | 12/08/2023 | 01/18/2024 |
| On-Site Review | 01/18/2024 | 01/19/2024 |
| Site Selection Worksheet | 12/08/2023 | 12/08/2023 |
| Entrance Conference | 12/14/2023 | 12/14/2023 |
| Exit Conference | 01/19/2024 | 02/16/2024 |

Commendations:

This SFA is diligent and intentional in understanding and following program regulations. 239 student eligibilities were reviewed and zero errors were found; that is exemplary. Counting and claiming systems are accurate. Financial management of Fund 50 is careful and conscientious. SCA funds are being tracked! Food service staff work efficiently as a team; all staff involved with the program cooperate and support each other. Thank you to the food service director, authorized representative and determining official for their organization, openness, and for operating the NSLP and SBP to benefit the students of Chetek-Weyerhaeuser. The meals are thoughtfully prepared and full of fun foods that kids want to eat while meeting meal pattern requirements.

Recommendations:

School Nutrition Summer Training (SNST). Join the DPI School Nutrition Team for [SNST](#) 2024 at Northeast Wisconsin Technical College in Green Bay, WI. Gear up for the Summer Olympics and get ready to *Go for the Gold* with our revamped breakout sessions, inspiring guest speakers, and a special Keynote Session featuring the Kwik Trip Public Relations liaison. Elevate your school meals program for the 2024-25 school year by going the extra mile at SNST 2024!

Our *Opening Ceremonies* kick off this year's conference the afternoon of Monday, July 15, with classes running through Wednesday, July 17. Stay tuned for the conference schedule and registration, coming in early April. Get ready to champion excellence in school nutrition!

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Findings and Corrective Action:

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| Site Name | |
| Form Name | Civil Rights (800 - 807) |
| Question # | 803 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action 1: 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> <p>Corrective Action 2: Distribute these procedures among school staff and provide a statement describing when and how you will ensure staff are familiar with these procedures moving forward.</p> |
| Site Name | |
| Form Name | Civil Rights (800 - 807) |
| Question # | 805 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The SFA has a fully developed Special Dietary Needs policy however it does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs.</p> <p>Corrective Action: Provide a timeline for when a Special Dietary Needs procedure will be put in place that informs households how to request a meal modification for students with special dietary needs. 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. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx).</p> |
| Site Name | |
| Form Name | School Breakfast and Summer Food Service Program Outreach (1600 - 1601) |
| Question # | 1601 |
| TA Log # | No TA Log# found |
| Due Date | |
| Corrective Action Status | Flagged |
| Corrective Action History | <p>Finding: The SFA did not adequately inform households about the nation-wide availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p>Corrective Action: Provide a statement describing how households will be</p> |

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| | informed about the availability of SFSP nation-wide, as well as at Chetek-Weyerhaeuser Area School District, for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials. |
| Site Name | Chetek-Weyerhaeuser Middle |
| 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>Finding: The garden bar recipe is good for the daily/weekly dietary specifications however, there are no serving sizes on the garden bar production records. Garden bar production records could be more helpful to the staff and the students to understand portion sizes and how much or how many of each item need to be taken to fill the quarter or half cup requirement and must meet the same criteria as production records used to record main line items. Review the Production Record Requirements: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf</p> <p>Corrective Action: Submit one week of garden bar production records with serving sizes for each menu item. Although not required, DPI's Salad Bar or Garden Bar Production Records may be used.</p> |
| Site Name | Chetek-Weyerhaeuser Middle |
| 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>Corrective Action: Upload a photo showing where the most recent food safety inspection is posted and visible to the public.</p> |

Technical Assistance Entries:

| TA Date | TA Log # | Question # | TA Area | Site | SFA Contact | Email | Phone | User Name |
|-----------------|----------|------------|-----------------------|----------------------------|-------------|-------|-------|-----------|
| 01/31/2024 | 4264 | 409 | Administrative Review | Chetek-Weyerhaeuser Middle | FSD | | | |
| Comments | | | | | | | | |
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Using the vegetables on the garden bar/salad bar to meet the weekly vegetable requirements, portion sizes of at least 1/2 cup each should be communicated to students with signage. 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>). This signage can be help for students as well as staff, teachers, and others who enjoy the meals offered and served.

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| 01/31/2024 | 4257 | 434 | Administrative Review | Chetek-Weyerhaeuser Middle | FSD | | | |
| Comments | | | | | | | | |
| The FSD has done an amazing job using the program she has to ensure dietary specifications are being met daily and weekly. The FSD has used the program to create recipes for all items used and for the required dishes that include more than one ingredient. Please make sure to review and update all recipes as items change. | | | | | | | | |
| 01/23/2024 | 4108 | | Administrative Review | | Authorized Rep and FSD | | | |
| Comments | | | | | | | | |
| Teachers, other school, or program staff with duties that include operating the point of service (POS) and determining reimbursable meals should receive annual training specific to their job duties. This includes any POS location such as breakfast in the classroom or family Style meals in the Preschool Meal Pattern. These staff are required to complete annual civil rights training at the beginning of each school year, or upon hire if hired mid-year. There is no minimum number of hours needed in a school year however, job specific training is required. Please see the DPI SNT Online Learning Library for a Preschool Meal Pattern webcast appropriate for staff serving family style meals in the classroom. | | | | | | | | |
| 01/23/2024 | 4106 | | Administrative Review | | FSD, Authorized Rep and Administration staff | | | |
| Comments | | | | | | | | |
| Summer Food Service Program (SFSP) Outreach • A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. • The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. • SFAs are required to inform families where to find free summer meals. It is recommended to share the following in an end of year newsletter and on the SFA website: To find free summer meal locations: o Call 211 to locate meals in the area o Text 'food' (in English or Spanish) to 304-304 o Check the Summer Meals Site finder o Visit the Summer Food Service Program webpage | | | | | | | | |
| 01/23/2024 | 4102 | | Administrative Review | | Authorized Representative | | | |
| Comments | | | | | | | | |
| For a template of a complaint procedure which you should tailor to your school district please see our DPI SNT Civil Rights webpage: https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#complaints . The procedure should include the following: 1. Document the complaint. USDA Program Discrimination Complaint Form (Espanol) 2. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instructions (DPI) Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 Fax: (608) 267-0363 Email: jessica.sharkus@dpi.wi.gov 3. Maintain a separate Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. Civil Rights Complaint Log . | | | | | | | | |
| 01/23/2024 | 4101 | | Administrative Review | | Bookkeeper, Business manager, Food Service Directo | | | |

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| Comments | | | | | | | |
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| SCA funds - Note that Supply Chain Assistance (SCA) funds cannot be used on milk served as a nonprogram food, such as milk sold to students who bring a lunch from home. To accurately account for only NSLP and SBP program milks being used for SCA funds the unit price of a milk (from a specific invoice) should be multiplied by the number of meals served within each program each day and the total subtracted from remaining SCA funds. Subtracting an entire milk invoice without regard to whether the milks were nonprogram foods is unallowable. | | | | | | | |
| 01/23/2024 | 4100 | | Administrative Review | | Food Service Director and POS staff | | |
| Comments | | | | | | | |
| Civil Rights when Meeting Special Dietary Needs: All students will be allowed to choose their own meal and be present at the POS unless they have an IEP or 504 plan which specifically excludes them from the meal service area or activity. A meal accommodation on an authorized medical statement, IEP, or 504 plan does not need to meet meal pattern requirements. A reimbursable meal is whatever is written for the dietary prescription. However, if the medical statement does not specifically state a modification for a component, the remainder of the meal pattern should be followed. For example. if there is no mention of fruits or vegetables, the student must still have the required amount of fruit or vegetable. If a student's IEP or 504 plan contains the same information that is required on a medical statement it is not necessary to get a separate medical statement. Here is an example of what could be written in an IEP. "This student has autism spectrum disorder with selective eating and sensory challenges. This student should be allowed to choose whatever he wishes from the day's menu". There is an explanation of why the student needs a dietary accommodation, and what foods should be omitted and substituted which in this case is anything the student does or does not want to eat from the day's menu. | | | | | | | |
| 01/23/2024 | 4099 | | Administrative Review | | Determining Official | | |
| Comments | | | | | | | |
| A child is eligible for free or reduced-price meal benefits on the date their eligibility is determined by the Determining Official. Aside from the approval date, Determining Officials must record the level of benefits for which a student(s) is approved and sign or initial and date the application. When an application only has one frequency of payment indicated for all household reported incomes on the application, the income should not be converted to annual, but using the Income Eligibility Guidelines (IEG) one would look at the amount of their income under the column indicating that stated frequency and note that where the determining official signs the application. Only when the application indicates a mix of income frequencies are all amounts converted to annual and then added together for an annual amount to be compared with the IEGs. | | | | | | | |
| 01/23/2024 | 4097 | | Administrative Review | | FSD and Authorized Rep | | |
| Comments | | | | | | | |
| The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs and for staff working in all positions within the programs. It is highly recommended that the food service director and food service staff attend DPI program specific trainings to learn the most up-to-date program requirements, policy changes and best practices. SNT will offer School Nutrition Summer Training online and in person during summer 2024. Find more information on these training opportunities on the DPI School Nutrition Training Webpage. | | | | | | | |
| 01/23/2024 | 4095 | | Administrative Review | | Confirming Official | | |
| Comments | | | | | | | |

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Confirming Official's duties: The confirming official acts only in two situations: by completing a confirmation review of an application chosen for verification and by assisting in an independent review of applications when the SFA is required to conduct one. To fully understand the confirming official's responsibilities, please see our Online Learning Library and take the four part Free, Reduced and Verification course, or attend in-person trainings at DPI's School Nutrition Summer Training (SNST) in July of 2024.