NUTRITION PROGRAMS SIMPLIFIED

Administrative Review Summary and Corrective Actions

SFA Name:	Goodman-Armstrong Creek School
SFA Code/ ID Number:	382212
Administrative Review Conducted on:	Tuesday, November 7, 2017

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on DATE; an exit conference summarizing the findings took place on the same day/or enter date of exit conference.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

Section 207 of the Healthy, Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. To meet this requirement, a copy of the full Administrative Review Summary Report will be posted on the School Nutrition Team website at http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review within 30 days of the SFA receiving the final AR report.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by DATE. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Fiscal action is required to be calculated per 7 CFR 210.18 for critical violations to reclaim unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved. You have the right to appeal the denial of all or part of a claim for reimbursement or withholding of funds. If applicable, appeal rights will be provided with the notification of the fiscal action calculation. Please note, there is the possibility of a follow-up review should corrective action not be completed or to verify corrective action was completed system-wide, as appropriate.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office.

Thank you,

CN Resource
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Administrative Review Technical Assistance Summary

SFA Name:	Goodman-Armstrong Creek School
SFA Code/ID Number:	382212
Administrative Review Conducted on:	Tuesday, November 7, 2017

Commendations & Suggestions
1. Great job meeting the whole grain-rich requirement for lunch, for the week of menu review.
2. There were no resource management findings. Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for both paid student lunches and adult meals.
3. The applications, benefit issuance document, and direct certification paperwork were all very well organized and accurate.
4. The school foodservice records, including meal counts, inspections, and verification, were easy to access and well organized.
5. The students enjoy the school foodservice program and are fed a wide variety of appealing fruits and vegetables.

Other areas of Technical Assistance (Does NOT require SFA Response)
Menu Review- technical assistance was provided in an email to the SFA with the menu review results. Suggestions were provided to bring the menus into compliance.
Resource Management - Extra Juice Cost The SFA should increase the selling price of an orange juice above the cost for this item. Orange juice costs approximately $.35, but is sold for $.25. All nonprogram foods should be priced above cost, to ensure compliance with nonprogram food requirements.
Salad bar - technical assistance was provided regarding holding temps for the salad bar.
On-Site Monitoring review requirements were discussed with the SFA. The SFA was provided copies of the monitoring forms for breakfast and lunch to complete prior to Feb. 1.
During the review, Local Wellness Policies were discussed with the SFA. The SFA is required to perform an assessment of the Local Wellness Policy at a minimum once every three years. The results of the assessment need to be made available to the public. The SFA should use the results of the assessment to determine any changes or updates that need to be made to the wellness policy. The SFA was also informed that when the assessment is completed, it must be made available to the public.
Lunch- Recommend reducing the number of times non-creditable cheese products and hot dogs or deli meats are served on your lunch menu. If these items are served, recommend purchasing reduced fat and/or reduced sodium varieties. Lastly, it is recommended that you use herbs and spices instead of using salt for as many recipes as possible.

Required Corrective Actions- Menu Review

SFA Name:
Goodman-Armstrong Creek School
SFA ID Number:
382212
Week of Menu Review:
9/18/17 - 9/22/17

Site(s) Selected for Review:
1 *Goodman High School* NSLP Grade Group: 6-8, 9-12 SBP Grade Group: K-12

Menu Review Findings: Lunch
1. For the week of menu review, the lunch menu did not meet the minimum daily and weekly requirements for meat/meat alternate. A meat/meat alternate was offered daily, however the minimum daily and weekly requirements were not met.
2. For the week of menu review, the lunch menu did not meet the minimum daily and weekly requirements for grain. A grain was offered daily, however the minimum daily and weekly requirements were not met.

Technical Assistance
During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the National School Lunch Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.
For detailed regulations see: 7 CFR 210.10

Required Criteria for Response to Findings	SFA Response	*CNR Internal Use*	
		Appv.	*Intls.*
1. Provide a written statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements.			
2. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			
5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			

6. Provide labels, ingredient lists, CN labels, product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.			

Menu Review Findings: Breakfast			
1. For the week of menu review, not all grains offered at breakfast were whole grain-rich. This contributed to not meeting the following requirements: daily grain, weekly grain, and whole grain-rich. Meat/meat alternate products may credit towards the weekly grain requirement, once the daily grain requirement is met with a whole grain-rich product.			
Technical Assistance			
During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the School Breakfast Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.			
For detailed regulations see: 7 CFR 220.10			
Required Criteria for Response to Findings	SFA Response	CNR Internal	
		Appv	Intls.
1. Provide a statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements as applicable.			
2. Provide a written process for sites to reference when they do not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			
5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			
6. Provide labels, ingredient lists, CN labels, Product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.			

SFA Name: Goodman-Armstrong Creek School

SFA Code/ID: 382212

Administrative Review Conducted: Tuesday, November 7, 2017

Site(s) Selected for Review: Goodman High School

Date Corrective Action Plan was provided to SFA: _____

Due Date for Corrective Action Plan: _____

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.

Please enter the detailed response for each in the spaces provided .

Finding #1: Smart Snacks
The SFA does not have a policy for all food sold outside of the reimbursable meals sold and is not evaluating items for compliance with SmartSnacks rules.
Technical Assistance
During the review, Smart Snack requirements were reviewed with the SFA. They must have a policy in place for all food sold on campus during the normal school day. The SFA should contact the state agency to determine if there are any state specific requirements. The policy should also include, but not limited to; a statement that a copy of all product labels will be maintained by the SFA, the process that will be implemented to verify that each food/beverage item meets Smart Snack requirements, the name and title of the SFA representative that will ensure compliance moving forward, and the training/information that will be provided to all LEA departments that sell food/beverages during the school day.
For detailed regulation see: 210.11(b) General requirements for competitive foods.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that a food sale policy has been developed for all food sold outside of the reimbursable meals sold.			
4. Provide a copy of the food sale policy.			
5. Provide a copy of the SmartSnacks compliance reports from the SmartSnacks calculator for all items sold in the school vending machine.			

Finding #2: SFSP Outreach			
The SFA has not performed Summer Food Service Program outreach.			
Technical Assistance			
It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA. Schools may fulfill this requirement through Robo calls, flyers or other methods that notify the community of locations of summer meal sites. Methods to locate sites that serve free meals to children during the summer include the following: •Call 211 •Call 1.866.3Hungry or 1.877.8Hambre •Visit the website: www.fns.usda.gov/summerfoodrocks (note, this replaces the whyhunger.org website)			
For detailed regulation see: 210.12(d) Outreach activities. (2)			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program.			

Finding #3: Civil Rights Training			
The SFA did not provide the yearly civil rights training for the appropriate staff.			
Technical Assistance			
During the on-site review the requirement to provide a yearly civil rights training was discussed with the SFA. The SFA must provide civil rights training at least once a year to all frontline staff and supervisor and maintain all required documentation.			
For detailed regulation see: FNS Instruction 113-1 Section XI Training			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide civil rights training to all appropriate staff.			

4. Provide a statement of assurance that civil rights training will be provided annually to all appropriate staff.			
5. Provide a copy of the sign in sheet for the training.			

☐ By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.

Administrative Review Team
CN Resource

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