

# Administrative Review Report

Nicolet Union High School

## Review Schedule:

Schedule Type	Start Date	End Date
On-Site Review	04/03/2024	04/04/2024

## Commendations:

Thank you to all staff at Nicolet Union High School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director and Administration for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The staff were very receptive to the reviewer's suggestions which was greatly appreciated. Thank you for serving healthy, nutritious meals to your students!

## Recommendations:

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>).

## Findings and Corrective Action:

<b>Form Name</b>	Paid Lunch Equity (706 - 708)
<b>Question #</b>	708
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: For the 22-23 school year, the minimum paid lunch price for a new program was \$3.31. The district has a paid lunch price of \$3.25. (7 CFR 210.14).</p> <p>Corrective Action: Increase paid lunch prices to a minimum paid price of \$3.31 for the 24-25 school year.</p>

<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)
<b>Question #</b>	709
<b>TA Log #</b>	TA Log# exists
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA did not accurately calculate the nonprogram food ratio. The SFA completed the Nonprogram Foods Revenue Tool but did not include all required information into the tool (7 CFR 210.14).</p> <p>Corrective Action 1: Watch the Nonprogram Food Revenue webcast on the DPI website (<a href="https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html">https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html</a>).</p>

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	Corrective Action 2: Update the Nonprogram Foods Revenue Tool, including all missing information and upload the updated tool into SNACS.
<b>Form Name</b>	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
<b>Question #</b>	1601
<b>TA Log #</b>	TA Log# exists
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA did not adequately inform households about the 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 informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	126
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>156 free and reduced price meal application determinations were reviewed, and 3 errors were identified.</p> <p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p>Corrective Action: 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. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	128
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The correct income conversion factors were not used when determining meal eligibility on free and reduced-price meal applications. Applications with one income frequency were annualized.</p> <p>Corrective Action: Review the Income Conversions section of the Eligibility Manual (page 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced-price meal application.</p>
<b>Form Name</b>	Civil Rights (809 - 810)
<b>Question #</b>	810
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The correct non-discrimination statement was not included on all program materials.</p>

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	Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)
<b>Question #</b>	1400
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA did not have a copy of the food safety plan at each school and/or was not site specific. Each school within the SFA must have a written site-specific food safety 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: Update the food safety plan to be specific 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>
<b>Site Name</b>	Nicolet High
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	400
<b>TA Log #</b>	No TA Log# found
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The yogurt parfait served at lunch as a grab 'n go entrée did not have enough grain to meet the daily minimum requirement of 2 oz. eq. grains offered due to only having 1 tbsp. of granola and a Scooby snack on the side. This was corrected onsite during the day of review.</p> <p>Corrective Action: Provide a statement explaining how this grab 'n go entrée will always contain the minimum 2 oz. eq. grain requirement.</p>
<b>Site Name</b>	Nicolet High
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	409
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The daily minimum requirement for vegetables was not met for lunch during the review period/day of review. The following represents the planned portion sizes: - Wednesday: French Fries 1/2 cup and daily minimum requirement for 9-12 is 1 cup.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for vegetables will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
<b>Site Name</b>	Nicolet High
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	410
<b>Corrective Action Status</b>	Flagged

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<b>Corrective Action History</b>	<p>Finding: The daily minimum requirement for fruit was not met for lunch during the review period/day of review. The following represents the planned portion sizes: - Monday: apple juice 1/2 cup - daily minimum requirement for 9-12 students is 1 cup.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
<b>Site Name</b>	Nicolet High
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	437
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: There was a weekly dark green vegetable shortage at lunch during the week of review. Zero dark green vegetables were offered over the course of the week (except for in an entrée salad), which does not meet the minimum 1/2 cup dark green vegetable requirement for the 9-12 meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly dark green vegetable shortage will be fixed during the week of review.</p> <p>Finding: There was a weekly dark green vegetable shortage at lunch during the week of review. Zero dark green vegetables were offered over the course of the week (except for in an entrée salad), which does not meet the minimum 1/2 cup dark green vegetable requirement for the 9-12 meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly dark green vegetable shortage will be fixed during the week of review.</p>
<b>Site Name</b>	Nicolet High
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1404
<b>TA Log #</b>	TA Log# exists
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: All food service staff do not have a signed Food Employee Reporting Agreement on file.</p> <p>Corrective Action: Have all food service staff sign the Food Employee Agreement and upload into SNACS.</p>
<b>Site Name</b>	Nicolet High
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1409
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: SFAs must ensure that food storage, preparation and service is in accordance with the state and local sanitation and health laws and regulations (7 CFR 210.13). The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas. The following food storage violations were observed no internal thermometers in freezers and coolers.</p>

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Corrective Action: Place thermometers into all cooling devices., Submit documentation indicating that food safety violations have been corrected.

Technical Assistance Entries:

## Comments

It is strongly encouraged that Nicolet HS explores the option of Breakfast After The Bell (BATB), both to reach more students and to increase revenue from a boost to the number of reimbursable meals sold. BATB can be structured in a variety of ways and tailored to best meet the needs of your students and staff. Most importantly, BATB ensures access to breakfast for all students, including those who may not arrive to school early enough to participate in the traditional breakfast in the cafeteria. Many schools utilize a Grab 'n' Go style of service at the High School level for BATB. Students can quickly select a portable reimbursable meal during passing times. Some schools opt to extend the passing time between first and second periods to allow for a "Nutrition Break," which is another option to consider. With support from food service staff, administration, custodial services, and teachers, BATB can be executed with minimal-to-no impact to the regular school day. Visit our School Breakfast Resources webpage for more information on school breakfast models, online learning, marketing and promotion strategies and more (<https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources>) or reach out to our School Breakfast Specialists ([DPISBP@dpi.wi.gov](mailto:DPISBP@dpi.wi.gov)).

## Comments

Production records are intended to be useful tools to record production information. The production records were not clearly being used to record ALL foods served during the week of review. Please remember that every fruit and vegetable including the daily side salad must be listed on the production records. Tailor these records to distinguish what was actually served that day, even if it means correcting or writing items in by hand. A copy of the Production Record Requirements and templates may be found on our webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records>).

## Comments

Non-program Food Revenue Tool

- SFAs are required to annually complete the DPI Non-program Food Revenue Tool or the USDA Non-program Food Revenue Tool. The DPI tool is recommended since it aids in calculating prices of nonprogram foods to ensure USDA revenue requirements are met as found in Non-program Foods Revenue Rule SP-20-2016
- A non-program foods deficit must receive a transfer of non-federal funds into the nonprofit food service account.

## Comments

Employee Reporting Agreements

- All food service employees must have a signed Employee Reporting Agreement on file. The agreement helps ensure employees properly notify the person in charge when they experience specific illness symptoms or diagnoses.
- There are no requirements as to how frequently food service employees must sign an Employee Reporting Agreement form. It is best practice for each food service employee to annually review and sign an updated agreement to reinforce food safety reporting information.

## Comments

Summer Food Service Program (SFSP) Outreach

SFAs can inform families of summer meals by promoting the following:

- Access the [Summer Meals Site Finder](#) on the [Find a Summer Meals Site](#) webpage.
- Call 211 to locate meals in the area.
- Text "food" (in English or Spanish) to 304-304
- Visit the [Summer Food Service Program](#) webpage.

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03/19/2024

4555

305

Administrative Review

ALL

FSD

Debra Wollin

**Comments**

Unpaid Meal Charge Policy - Must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement.