

Administrative Review Report

Geneva Joint #4 School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/30/2019	11/08/2019
On-Site Review	11/18/2019	11/19/2019
Site Selection Worksheet	10/30/2019	10/31/2019
Entrance Conference	11/18/2019	11/18/2019
Exit Conference	11/19/2019	11/19/2019

Commendations:

Thank you to the staff at Geneva Jt. #4 for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing 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.

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 at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, 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 webpage (dpi.wi.gov/school-nutrition). 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, and communications and marketing. For more information go to the Wisconsin DPI School Nutrition Training webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

Time/Temperature Control for Safety (TCS) Food

- Milk and dairy products
- Shell eggs
- Meat (beef, pork, and lamb)
- Poultry
- Fish
- Shellfish and crustaceans
- Baked potatoes
- Heat-treated plant food, such as cooked rice, beans, and vegetables
- Tofu or other soy protein
- Sprouts and seed sprouts
- Sliced melons
- Cut tomatoes
- Cut leafy greens
- Untreated garlic-and-oil mixtures
- Synthetic ingredients, such as textured soy protein in meat alternatives

Time as Public Health Control

- When using "Time as a Public Health Control:"
 - The internal temperature must be at or below 41 degrees Fahrenheit (°F) at the beginning of the holding period for cold time/temperature control for safety (TCS) food.
 - TCS food can be held up to 6 hours at an internal temperature between 41°F and 70°F under monitored conditions. Provisions must be made to discard product if the 6 hour time limit is exceeded, the temperature of the cold TCS food rises above 70°F, or the food is removed from service.
 - Hot TCS foods can be held up to 4 hours at an internal temperature greater than 70°F. Provisions must be made to discard product if the 4 hour time limit is exceeded, the temperature of the hot TCS food falls to 70°F, or the food is removed from service.
 - **There can be no leftovers and no reuse of the items covered under this plan.** Thus, if any TCS food is held without mechanical refrigeration or heat during service, including TCS foods on garden bars, all leftover TCS food must be discarded.

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Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/01/2019 11:24 AM</p>	<p>Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19) as no expenses or revenues were allocated to nonprogram foods and the SFA sells extra milk and adult meals. CA: Review the Annual Financial Report webcast or manual on the DPI website then update the 2018-19 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/18/2019 01:02 PM</p>	<p>Finding: Cold lunch milk, which is nonprogram food is given free to free eligible students and reduced to reduced eligible students which is unallowable as only complete reimbursable meals may be given free or reduced to eligible students. CA: Submit plan to cover costs of non-reimbursable milks with nonfederal funds or charge full paid price to all students.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/18/2019 01:25 PM</p>	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). Total number of household members in box G must match the number of names on the application. 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. Completed on site.</p>
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/18/2019 11:16 AM</p>	<p>Finding: SFA did not complete a confirmation review before verifying application(s). CA: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.</p>
Form Name	Verification (207 - 215)	
Question #	209	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/18/2019 11:19 AM</p>	<p>Finding: The application selected for verification was not verified correctly (7 CFR 245.6a). Net income was used to calculate income rather than gross income. CA: Have the verifying official watch the "Verification Process" webcast on the DPI website and upload a copy of the completed quiz into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	TA Log# exists	

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/13/2019 11:15 AM	Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. CA: Include all training hours completed this school year for each school food service employee onto the DPI professional standards training tracking tool and upload into SNACS.
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/18/2019 04:35 PM	Finding: Missing "employee reporting agreement" for all food handlers. CA: Please have all food handlers sign an employee reporting agreement and submit copies as corrective action.
Site Name	Woods Elementary	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/18/2019 12:44 PM	Finding: Exempt candy cane fundraiser not tracked on a tracking tool. CA: Track all non-exempt fundraisers on a tracking tool and submit as corrective action.
Site Name	Woods Elementary	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1404	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/18/2019 12:52 PM	Finding: Food Safety Plan contains SOPs for programs that are not operated within the SFA. CA: Please update the Food Safety Plan to be site-specific and remove all SOPs for which the SFA does not use or operate.
Site Name	Woods Elementary	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/18/2019 12:49 PM	Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Time as a Public Health Control was sited on the health inspection as not having vegetable bar documentation for time held and no list is at the SFA. CA: 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	Woods Elementary	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/19/2019 11:07 AM	Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Sweet and Sour Sauce (Canada) Snow Peas (Peru) CA: Complete and submit Non-Compliant Product Forms for the products listed above.

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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/19/2019	980	409	Administrative Review	Woods Elementary	FSD			
Comments								
						Created By		Created Date
Recipes should be updated to reflect current practices and products. Standardized recipes exist, but many are not accurately reflecting what is happening in the kitchen. For more information on what essential information must be on a standardized recipe, review the Standardized Recipe Checklist (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf).								11/19/2019 12:29:17 PM
11/19/2019	979	6	Administrative Review	Woods Elementary	FSD			
Comments								
						Created By		Created Date
The intent of the NSLP is to serve students nutritiously balanced meals and teach them healthy habits to last a lifetime. Offering full-fat condiments and dressings does not aid in teaching students good nutrition or eating habits. This practice also likely does not fit into the dietary specifications for saturated fat. WI DPI encourages schools to keep in mind the best interests of the students and provide our school children with the most healthful and nutritious meals possible.								11/19/2019 11:28:49 AM
11/18/2019	975	805	Administrative Review	ALL	FSD			
Comments								
						Created By		Created Date
All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. You may use the prototype Medical Statement for Special Dietary Needs posted on our website, which is also available in Spanish and Hmong (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs).								11/18/2019 4:40:28 PM
11/18/2019	974	1400	Administrative Review	ALL	FSD			
Comments								
						Created By		Created Date
All food service employees must have a signed Food Employee Reporting Agreement on file (https://datcp.wi.gov/Documents/foodemployeereportingagreementsupplement.pdf).								11/18/2019 4:36:21 PM
11/18/2019	972	126	Administrative Review	ALL	FSD			
Comments								
						Created By		Created Date
The total household member size box (Step 3G) includes all children and adults in the household and must match the number of names on the application for that application to be considered complete.								11/18/2019 2:54:28 PM
11/18/2019	971	209	Administrative Review	ALL	FSD			
Comments								
						Created By		Created Date
When applications are chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application.								11/18/2019 2:44:52 PM
11/17/2019	961	1104	Administrative Review	Woods Elementary	FSD			
Comments								

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					Created By	Created Date
DPI allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule, but sales may not occur in the meal service area during meal service times. All exempt and non-exempt fundraisers must be documented. Exempt Fundraiser Tracking Tool (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks).						11/18/2019 12:40:09 PM
11/13/2019	926	1217	Administrative Review	ALL	FSD	
Comments						
					Created By	Created Date
SFAs must clearly document all required training information and maintain that file including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status, professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template tracking tool is posted to our Professional Standards webpage (http://dpi.wi.gov/school-nutrition/training/professional-standards) that should be used.						11/13/2019 3:09:23 PM
11/13/2019	925	1000	Administrative Review	ALL	FSD	
Comments						
					Created By	Created Date
At a minimum the wellness policy must include: Nutrition education; Nutrition promotion, Physical activity; Guidelines for all foods and beverages sold on the school campus during the school day; Guidelines for all foods and beverages provided on the school campus during the school day; Guidelines for food and beverage marketing; Public involvement and committee leadership; Implementation assessment and update of policy.						11/13/2019 3:00:44 PM
11/13/2019	924	700	Administrative Review	ALL	FSD	
Comments						
					Created By	Created Date
All revenues including reimbursements and student payments, and expenses including food, labor, equipment, purchased services, and other need to be entered into the program to which they belong. The Annual Financial Report instructions and webcast are located on our website at https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf and https://dpi.wi.gov/school-nutrition/training/webcasts#afr .						11/13/2019 2:48:57 PM
11/05/2019	915	800	Administrative Review	ALL	FSD	
Comments						
					Created By	Created Date
When including the non-discrimination statement on letters, menus, website, and other documents used to convey program information, it is necessary to use the current long statement (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights). However, when space is very limited, as on the printed menus, the abbreviated statement may be used, "This institution is an equal opportunity provider." Both statements should be in the same size font as the other text in the document.						11/12/2019 8:16:11 AM