

Administrative Review Report

Tomah Area School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2019	11/22/2019
On-Site Review	11/18/2019	11/21/2019
Site Selection Worksheet	11/01/2019	11/08/2019
Entrance Conference	11/18/2019	11/18/2019
Exit Conference	11/21/2019	11/21/2019

Commendations:

FSD and staff at Tomah Area Public Schools do excellent work in managing Child Nutrition Programs. There were no errors found in application determinations; verification was correct and complete. Resources are managed closely and appropriately. All meals observed being served were reimbursable. Counting and claiming is accurate. SFSP outreach is excellent. Food service staff at LaGrange is particularly efficient, cheerful and hard-working. All food service staff had positive interactions with students.

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	113	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. The SFA does not have safeguards or systems in place to ensure only authorized individuals have access to the benefit issuance system.</p> <p>CA: Review who within the district has access to the benefit issuance system. Determine who has a "legitimate need to know" and upload into SNACS the final list of which positions will hold that access.</p> <p>CA 2: Provide a statement of the procedures that will be used to ensure only those with a "need to know" will have access to the benefit issuance system or eligibility information.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	705	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding:SFA does not have a current Unpaid Meal Policy. No policy is evident on the website nor in the student handbook.</p> <p>CA1: Upon acceptance of the draft Unpaid Meal Policy by the School Board and/or Administration, upload the final policy into SNACS.</p> <p>CA2: Post the policy in a prominent location on the school food service webpage. Notify the SNT consultant when completed.</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	Flagged	<p>Finding: All food substitutions made outside of the meal pattern are not supported by a signed medical statement from a licensed medical professional (7 CFR 210.10). Students with a signed medical statement were not having their substitutions met for each meal.</p> <p>CA1: Provide a detailed statement indicating the steps the district will take to ensure that food substitutions made outside of the meal pattern are made based on an appropriate medical statement. Upload into SNACS.</p> <p>CA2: Develop a district policy for addressing students with allergies/food sensitivities/preferences that are not supported by a signed medical statement from a licensed medical professional. Upload into SNACS.</p>
Site Name		
Form Name	Local School Wellness (1007)	
Question #	1007	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The SFA has no active Local Wellness Policy. Policy is not district specific, updated annually, no programs or evaluations are tracked, not evident on the district website, nor marketed to the school community.</p> <p>CA1: Submit a statement describing when, how and by whom the Local Wellness Policy will meet the requirements of the LWP builder and checklist. Upload to SNACS.</p> <p>CA2: Complete the triennial assessment by 6/30/20.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The SFA did not have a non-compliant product sheet for the strawberries (Mexico). Visit the Buy American webpage for more information and the non-compliant product sheet (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american)</p> <p>Corrective Action: Complete a non-compliant product sheet for the strawberries and submit as corrective action in the SNACS software.</p>
Site Name	La Grange El	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The meal counting and claiming system may not result in accurate meal counts by eligibility (7 CFR 210.7). Meal counts were not taken as the student received their reimbursable meal. Meals are pre-ordered by class and imported into the POS as a group. Students who change their meal choice or participation are then backed-out.</p> <p>CA: Correct the meal counting process to ensure meals are tracked as the student receives their meal. Then submit 1 5-day week of lunch transactions.</p>
Site Name	Lemonweir El	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>11/21/2019 11:15 AM</p>	<p>Finding: The meal counting and claiming system may not result in accurate meal counts by eligibility (7 CFR 210.7). Meal counts were not taken as the student received their reimbursable meal. Preorders by class are imported, with student meals prechecked, and students whose meal choice or participation changes are backed out of the system.</p> <p>CA: Correct the meal counting process to ensure meals are entered as the student receives their meal. Do not use preorders or forecasts to determine lunch participation. Submit 1 5-day week of lunch service transactions that note date and time for each transaction.</p>
Site Name	Tomah Mid	

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Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	400	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Only students who select the 'Hot Spot' entrée have access to the hot vegetable. All lines must offer all vegetable subgroups.</p> <p>Corrective Action: Completed on site, no further action required. The daily hot vegetable will be available in all service lines.</p>
Site Name	Tomah Mid	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Fruits and vegetables on all lines are self-service and are used to meet the weekly vegetable requirements, therefore portion sizes should be communicated to students with signage. Salad Bar Signage is on our Signage webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage).</p> <p>Corrective Action: Submit a photo in SNACS software of signage displayed at self-service at all school sites reviewed.</p> <p>Finding: Excessive condiment usage was noted. Calories, saturated fat, and sodium from condiments apply to the weekly dietary specifications and therefore need to be monitored.</p> <p>Corrective Action: Submit a statement in SNACS software outlining the plan of action to limit the amount of condiments a student can select.</p>
Site Name	La Grange El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Missing reimbursable meal signage for breakfast and lunch at La Grange elementary school.</p> <p>Corrective Action: Submit a picture of complete signage posted near the breakfast and lunch service lines. Ensure the picture clearly shows to reviewers that it is posted at the beginning of the service line. Submit via SNACS software.</p>
Site Name	Lemonweir El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Signage was not posted at lunch at Lemonweir to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five</p>

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		<p>components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>Corrective Action: Submit a picture of complete signage posted near the lunch service line. Submit via SNACS software.</p>
Site Name	Tomah Mid	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Signage was not posted at breakfast to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>Corrective Action: Submit a picture of complete signage posted near the breakfast service line at the middle school.</p>
Site Name	La Grange El	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Daily and weekly fruit shortage during the week of review at La Grange.</p> <p>Corrective Action: Submit a statement that explains what will be done to correct the daily fruit shortage at La Grange El. Include any training you will do to ensure all staff members are aware that they must record all items offered as part of the reimbursable meal. When the daily fruit shortage is corrected, the weekly fruit shortage will also be corrected. Submit via SNACS software.</p>
Site Name	Tomah Mid	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: At the middle school, only 1/4 cup vegetables was offered with field trip and detention lunches. K-8 students must have access to minimum 3/4 cup vegetables at lunch daily.</p> <p>Corrective Action: Submit revised field trip and detention meal recipe(s) and written plan detailing how 3/4 cup vegetables will be available to students on field trips and at detention. Submit via SNACS software.</p> <p>Finding: Students may select from milk choice or bottled water for field trip meals. All students must have access to water free of charge and 1 cup milk choice daily. Water cannot compete with milk.</p> <p>Corrective Action: Submit revised field trip meal recipe(s) and written plan detailing how milk choice AND water will be available to students on field trips. Submit via SNACS software.</p>

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Site Name	Lemonweir El	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Food service staff were unclear about the Offer versus Serve (OVS) requirements for lunch at Lemonweir. Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements.</p> <p>Corrective Action: Have staff responsible for determining reimbursable meals view the following online trainings on OVS. Visit https://dpi.wi.gov/school-nutrition/training/webcasts#ovs and view: Offer versus Serve (30 minutes) and Offer versus Serve-Meal or No Meal Lesson and game (30 minutes). Please submit details regarding the date when the training was watched and the names of who attended.</p>
Site Name	Tomah Mid	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Banana bread served at breakfast at the middle school does not meet Smart Snacks standards.</p> <p>Corrective Action: Either discontinue selling the banana bread a la carte OR begin serving it as part of a reimbursable breakfast. Submit a written statement outlining what will be done.</p> <p>Finding: Smart Snacks documentation is not maintained for the middle school vending machine.</p> <p>Corrective Action: Submit a written statement outlining who will be responsible for oversight of the Tomah middle school vending machine. Include details about how the nutritional information for the snacks offered will be obtained and organized.</p> <p>Finding: Planters peanuts (2oz bag), in the middle school vending machine, is not Smart Snacks compliant.</p> <p>Corrective Action: Submit a statement and outline your plan to discontinue the Planters peanuts (2oz bag).</p>
Site Name	Tomah Mid	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/21/2019 11:35 AM	<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 storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas. The following food storage violations were observed: Cases of food stored on the floor in dry storage.</p> <p>CA: Store all foods 6" off the floor. Corrected on site.</p>
Site Name	Tomah Mid	
Form Name	Food Safety, Storage and Buy American (1404-1411)	

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Question #	1411	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The following products were identified in the SFA's storage area at the Middle School as non-domestic and not documented: Cucumbers- Mexico, Banana-Guatemala</p> <p>Corrective Action: Complete and submit Non-Compliant Product Forms for the products listed above (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).</p>
Site Name	Lemonweir EI	
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)	
Question #	1904	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: FFVP snack served with another snack (goldfish) at Lemonweir. Reviewers noticed that the extra snacks were interfering with the FFVP snack and some students were choosing the goldfish over the FFVP snack. The intent of FFVP is to get students to at least sample new fresh fruits and vegetables and anything that undermines that effort should be prevented. Therefore, FFVP should be offered at a dedicated time.</p> <p>Corrective Action: Submit a written statement that details the steps that will be taken to correct this issue. Include the timeframe that it will take to train and implement the changes in all classrooms.</p>
Site Name	Lemonweir EI	
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)	
Question #	1910	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/21/2019 01:40 PM	<p>Finding: The FFVP is administered outside of school foodservice. There is no SOP for the preparing, holding, and distributing cut fresh fruits and vegetables by non-food service staff.</p> <p>CA: FFVP administrator will develop a standard operating procedure for the safe handling of cut fresh fruits and vegetables, and train staff (including teachers) who administer the program. Upload the SOP and training roster into SNACS.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/20/2019	990	1411	Administrative Review	Tomah Mid				
Comments								
						Created By	Created Date	
<p>The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).</p> <p>The following information must be recorded on a Buy American Non-Compliant Product List: Date Name of product Country of origin Reason Cost analysis Seasonality Availability Substitution Distribution Other A suggested Buy American - Non Compliant Product List</p>							11/20/2019 2:09:58 PM	

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template can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american)								
For domestic products without country of origin labeling, consider the Buy American Provision Attestation for Agricultural Product(s) Purchased Between School and Contractor. By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision.								
11/20/2019	989	1105	Administrative Review	Tomah Mid				
Comments								
				Created By	Created Date			
The Smart Snacks Final Rule, published in the Federal Register on July 29, 2016, finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools must meet both the general standards and nutrient standards unless the sales qualify for an exemption. More information is available on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).					11/20/2019 2:03:37 PM			
11/20/2019	988	404	Administrative Review	La Grange El				
Comments								
				Created By	Created Date			
Signage was not posted at breakfast or lunch. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. Additionally, signage is needed on the salad bar to assist in communication of serving sizes. See examples on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).					11/20/2019 1:33:47 PM			
11/20/2019	1016	401	Administrative Review	Tomah Mid				
Comments								
				Created By	Created Date			
While onsite and after further discussion with the food service director it was observed that all pre-made salads contain a breadstick. The Club Salad recipe, however, does not include a breadstick in the ingredient list or in the instructions. Please update the recipe to include the breadstick.					11/21/2019 1:01:43 PM			
11/20/2019	1013	410	Administrative Review	La Grange El				
Comments								
				Created By	Created Date			
Examples of recipes needing updating: Hot Ham and Cheese Sandwich. Production records say 4 slices of ham for elementary school and the recipe says 3 slices of ham for elementary school. Fruit and Yogurt. The production records say to use a #10 scoop (? cup), however the recipe says to use a #8 scoop (1/2 cup). Egg and Cheese Sandwich. Production records indicates that it is a biscuit sandwich, however the recipe states that a dinner roll is used. Chicken Alfredo w/ Penne Pasta. The recipes should be updated to reflect current practices and products. Standardized recipes exist, but some are not accurately reflecting what is happening in the kitchen.					11/21/2019 11:26:29 AM			
11/20/2019	987	1104	Administrative Review	Tomah Mid				
Comments								
				Created By	Created Date			
Middle School vending machine: The Planters lightly salted peanuts (2 oz package) does not meet Smart Snack standards; calories exceeds the allowable limit.					11/20/2019 10:32:22 AM			
11/20/2019	986	1104	Administrative Review	Tomah Mid				
Comments								
				Created By	Created Date			
Middle School a la carte: a PBJ Uncrustable and banana bread were offered as a la carte items at breakfast during the onsite review. Neither of these items were offered as part of the reimbursable meal. The PBJ Uncrustable does meet Smart Snacks standards, however, the banana bread does not meet Smart Snacks standards and therefore may not be sold a la carte.					11/20/2019 10:28:28 AM			

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11/20/2019	1009	410	Administrative Review	La Grange El				
Comments								
				Created By		Created Date		
Food service staff did an excellent job at documenting substitutions on production records. As a reminder, please update the serving size for the substituted item so that it is clear how much to serve of the substituted item. For example, banana bread was substituted for French toast sticks, however the serving size still listed 3 pieces. The same reminder goes for condiments. When a condiment is added to the production record, be sure to include an intended serving size.						11/21/2019 10:01:12 AM		
11/20/2019	1008	410	Administrative Review	La Grange El				
Comments								
				Created By		Created Date		
La Grange Breakfast: On Monday and Tuesday of the week of review only ½ cup of fruit was offered, as recorded on production records. All students must have access to at least 1 cup fruit at breakfast. This resulted in a daily and weekly fruit shortage. As a reminder, if it is not documented on production records it is assumed that it did not happen.						11/21/2019 9:51:25 AM		
11/20/2019	1006	410	Administrative Review	La Grange El				
Comments								
				Created By		Created Date		
La Grange Lunch: Tuesday of the week of review three vegetables (broccoli, cauliflower, marinara sauce) were offered, totaling ¾ cup vegetable, which meets the daily minimum requirement. Two entrees were offered, cheesy French bread and yogurt, string cheese and crackers. While the students who selected the yogurt entrée had access to the marinara sauce, it is unlikely they would select it as a side. It is recommended to offer at least ¾ cup vegetables that all students would want to select.						11/21/2019 9:49:00 AM		
11/20/2019	997	410	Administrative Review	Tomah Mid				
Comments								
				Created By		Created Date		
Meal pattern for students in grades K-8 requires that students must be offered ¾ cup vegetable daily. Students only had access to ¼ cup vegetable in the field trip meals. Visit the Menu Planning webpage for more information about meal pattern, including meal pattern tables (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).						11/21/2019 9:14:29 AM		
11/20/2019	996	408	Administrative Review	Tomah Mid				
Comments								
				Created By		Created Date		
The State Agency highly recommends a longer lunch period be implemented at Tomah Middle School. It was noted that during one lunch period, the first students in line had less than 20 minutes and the last students in line had only 5 minutes to eat lunch. While federal regulations do not require lunch to be a certain length, they do encourages schools to provide sufficient lunch periods that are long enough to give all students adequate time to be served and to eat their lunches.						11/21/2019 9:09:43 AM		
11/20/2019	993	404	Administrative Review	Tomah Mid				
Comments								
				Created By		Created Date		
Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order for their meal to count as reimbursable. The breakfast signage must list the three components and the four items offered, and must communicate to students that under Offer versus Serve (OVS), they must select at least three food items, one of which must be at least ½ cup of fruit and/or vegetable, or a combination.						11/21/2019 9:00:28 AM		
11/19/2019	985	1904	Administrative Review	Lemonweir El	Principal			Claire Koenig
Comments								
				Created By		Created Date		
During FFVP snack observation it was noted that some students ate a snack brought from home alongside the FFVP snack. This is technically allowable, but make sure that no other foods or beverages compete with the FFVP. A goal of the program is to increase children's				Claire Koenig		11/19/2019 2:00:35 PM		

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fruit and vegetable consumption, and other snacks or milk breaks can interfere with this goal. See our FFVP webpage for more guidance and resources (https://dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable).							
11/19/2019	992	400	Administrative Review	Tomah Mid			
Comments							
				Created By	Created Date		
The meal pattern requires a minimum amount of each food component per age/grade group to be offered, regardless of what the student chooses to select. Each line needs to meet the daily meal pattern requirements as well as the weekly meal pattern requirements. Because students are only able to select one entrée option, each entrée option offered is viewed as one "line" and therefore needs to meet the daily as well as the weekly requirements					11/21/2019 8:52:17 AM		
11/19/2019	991	1403	Administrative Review	ALL			
Comments							
				Created By	Created Date		
The SFA maintains documentation of non-domestic items, however the strawberries (Mexico) were not included in the documentation. This food item is stored at the High School but utilized at La Grange and Lemonweir. A non-compliant product exemption form is needed for this product. Visit our Buy American webpage for the non-compliant sheet and more information (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).					11/21/2019 8:30:49 AM		
11/18/2019	964	500	Administrative Review	Lemonweir El			
Comments							
				Created By	Created Date		
It is critical that food service staff thoroughly understand Offer versus Serve (OVS) in order to ensure that all students select reimbursable meals. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ovs). DPI webcasts are another great way to review OVS (https://dpi.wi.gov/school-nutrition/training/webcasts#ovs).					11/18/2019 1:56:11 PM		
11/18/2019	962	404	Administrative Review	Lemonweir El			
Comments							
				Created By	Created Date		
Lunch signage is required at the front of the line that explains what is offered and how much the student must select in order to have a reimbursable meal. Signage must also state that students must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage templates are on our Signage web page (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).					11/18/2019 1:38:15 PM		
11/18/2019	1017	400	Administrative Review	La Grange El			
Comments							
				Created By	Created Date		
The lunch options at La Grange for the day of onsite review were either a meatball sandwich with sauce or a pbj and crackers. There were broccoli and carrots on the salad bar. While there was ¾ cup vegetables menued for the day (broccoli, carrots and marinara sauce at ¼ cup each) not all students had access to the marinara sauce in the sandwich. Therefore, students selecting the pbj only had access to ½ cup vegetable. Food service personnel changed the serving size of the carrots to ½ cup prior to service, so that ¾ cup vegetable was available to all students regardless of their entrée of choice. For both elementary schools, it was suggested to the food service director to either add another vegetable to the service line, so that three vegetables are offered at a ¼ cup serving size or increase the serving size for one of the vegetable, so that ¾ cup vegetable is offered to all students, no matter what entrée they select. The food service director decided to increase the serving size of all vegetables to a ½ cup, and updated the elementary production records, which is acceptable.					11/21/2019 1:23:52 PM		
11/18/2019	1015	401	Administrative Review	Lemonweir El			

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Comments				Created By	Created Date
<p>The food service person determining reimbursable meals during lunch at Lemonweir was primarily helping students at the salad bar, and therefore not actively checking all trays. Two other volunteers were helping with condiments at the table that was positioned directly after the salad bar, however, they have no knowledge of reimbursable meals. All meals observed were reimbursable.</p> <p>Reviewers suggest moving the food service person to the end of the condiment station (instead of helping at the salad bar), so that they can see students exiting the line on both sides and accurately check all trays for a reimbursable meal. It is suggested that the volunteers helping with condiments also help with the salad bar as needed, especially for the younger students.</p>					11/21/2019 12:55:22 PM
11/18/2019	1015		Administrative Review Tomah Middle		
Comments				Created By	Created Date
<p>A large number of Smarter Lunchroom strategies can be implemented in your school in less than 30 minutes at no cost to increase participation and market your menu options. These strategies include creatively naming fruits, vegetables, and healthy entrees; presenting menu items so they are clearly visible and attractive to students, highlighting healthy menu items on menu boards outside of the cafeteria; and displaying fruit options in multiple places in the serving line including right next to the POS. Flash training videos on our Team Nutrition website under Smarter Lunchroom can be shared with your staff.</p>					11/21/2019 12:55:22 PM
11/18/2019	1015		Administrative Review Tomah Middle		
Comments				Created By	Created Date
<p>The National School Lunch Program must not be used as a form of punishment, including the restriction of choices.</p> <p>For all meals provided while a student is in detention, the meals must be reimbursable. They may offer a bagged lunch, but if OVS is offered to other students, it should be offered to students that are in detention; the bag lunch must reflect the student's choices. This does not mean all choices need to be brought to the student in the classroom, but they can pre-select using a menu or food list in the morning.</p> <p>The regulations always require a choice of milk.</p>					11/21/2019 12:55:22 PM
11/18/2019	1015		Administrative Review		
Comments				Created By	Created Date
<p>All schools must have a comprehensive, site-specific food safety plan on-site. The food safety plan must be reviewed annually. All food service staff, student workers, volunteers, and other staff involved in the Child Nutrition Programs should follow the procedures detailed in the SOPs included in the site-specific food safety plan.</p>					11/21/2019 12:55:22 PM
11/18/2019	1015		Administrative Review		

Administrative Review Report

Tomah Area School District

Comments							
				Created By	Created Date		
The most recent food safety inspection report must be posted in public view. Please ensure that the entire report is visible and in a location where students and public can view outside of meal service times.					11/21/2019 12:55:22 PM		
11/18/2019	1015		Administrative Review				
Comments							
				Created By	Created Date		
School Breakfast Program (SBP) Outreach SFAs must inform families of the availability of reimbursable breakfasts served under the School Breakfast Program (SBP) at the beginning and throughout the school year. The goal of providing school breakfast outreach is to increase participation in the SBP. Tomah does an excellent job of promoting the SFSP and could use those same techniques to promote breakfast.					11/21/2019 12:55:22 PM		
11/18/2019	1015		Administrative Review				
Comments							
				Created By	Created Date		
On the SNT website under requirements you will find the Local Wellness Policy tools. Please use the policy builder and policy checklist as you develop and promote your LWP.					11/21/2019 12:55:22 PM		