

# Administrative Review Report

Kaukauna Area School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/25/2025	01/21/2026
On-Site Review	01/20/2026	01/21/2026
Site Selection Worksheet	11/25/2025	11/25/2025
Entrance Conference	01/20/2026	01/20/2026
Exit Conference	01/21/2026	01/21/2026

## Commendations:

Thank you to all staff at Kaukauna Area School District for the welcome and cooperation during this Administrative Review (AR). In addition, thank you to the school nutrition professionals who work diligently every day to serve nutritious meals to children. A shoutout to the high school production staff for their amazing teamwork! A late produce delivery led to multiple team members jumping in to make a corn salad being shipped out in minutes to the elementary schools, an amazing demonstration of teamwork!

Thank you to administration, the FSD, and the kitchen lead for their openness to receiving feedback and technical assistance, which was greatly appreciated.

Thank you for all that you do!

## Recommendations:

Professional Development is key to staying knowledgeable and up to date in school nutrition. Explore the Bureau of School Nutrition [training webpage](#) for valuable learning opportunities including a self-paced [Online Learning Library](#).

Every summer, the Bureau of School Nutrition (BSN) hosts School Nutrition Summer Training both in-person and virtually through live, instructor-led online courses. Please see our School Nutrition Summer Training webpage to learn more (<https://dpi.wi.gov/school-nutrition/training/school-nutrition-summer-training>).

Improve the quality of school meals and support your local community by incorporating farm to school (F2S) activities in school meal programs. F2S activities can include the use and promotion of locally grown foods, taste testing, agricultural and nutrition education, and hands-on learning opportunities in a school garden. Schools can participate in their own capacity and there are no requirements for involvement. The goal of F2S is to meet the needs of your community. Visit the DPI F2S webpage: <https://dpi.wi.gov/school-nutrition/farm-to-school> for more information. To gain recognition and celebrate your SFA's F2S accomplishments, join the WI F2S Recognition Program. Program information and the sign-up form can be found on the F2S webpage.

Access the Wisconsin Nutrition Education Database (<https://tinyurl.com/NutrEduDatabase>) to seamlessly integrate nutrition education into everyday classroom activities. The Database compiles high-quality nutrition curricula and aligns these curricula with core subjects like science, making it easier for educators to include nutrition concepts without adding extra lessons or demands on classroom time. The ultimate goal is to ensure more children receive meaningful nutrition education that supports the development of lifelong healthy habits.

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	100	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 01/20/2026 06:27 PM	<p>Finding: The Letter to Households/FAQs part of the application packet has incorrect meal pricing information.</p> <p>Corrective Action: Update this letter with the current school district information. CORRECTED ONSITE-NO FURTHER ACTION NECESSARY.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	105	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 01/20/2026 05:41 PM	<p>Finding: Free and Reduced-Price Policy 761 states that the effective date of a student's meal eligibility is the date the district receives the application. However, the eligibility date is the date the application is approved (7 CFR 245.6).</p> <p>Corrective Action: Provide a timeline for when the policy will be updated and the name or title of the person responsible for ensuring this part of the policy is updated.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	107	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 01/20/2026 05:25 PM	<p>Finding: The notification of denial for meal benefits to the household did not contain the required information including how households can opt out of Summer EBT.(7 CFR 245.6).</p> <p>Corrective Action: Update the template notification letter to include all required information and upload a copy into SNACS. The DPI template letter is strongly encouraged. CORRECTED ONSITE-NO FURTHER ACTION NEEDED</p>

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<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/20/2026 06:03 PM</p>	<p>Finding 1: The SFA has an Unpaid Meal Charge Policy in place, but it does not explain whether students will receive a meal if they have a negative account and do not have cash in hand. In addition, the policy states exceptions will be made on a case-by-case basis. This must be removed as the same policy must apply to all students.</p> <p>Finding 2: The SFAs Unpaid Meal Charge policy must be communicated and distributed to all households, annually (SP 46-2016).</p> <p>Corrective Action 1: Provide a timeline for when the policy will be updated and the name or title of the person responsible.</p> <p>Corrective Action 2: Provide a statement for how the Unpaid Meal Charge Policy will be distributed to all households annually.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>		
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/20/2026 06:08 PM</p>	<p>Finding: The SFA did not allocate labor expenditures for the National School Lunch Program, School Breakfast Program, and non-program foods in the Annual Financial Report (7 CFR 210).</p> <p>Corrective Action: Allocate labor expenses to the three categories listed above. Make the corrections on the AFR template. Either upload it to SNACS or email it to the Nutrition Program Consultant.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 01/20/2026 05:31 PM</p>	<p>Finding: The Public Release did not contain all required information and was not distributed to the required locations including grassroots organizations. (7 CFR 245.5(a)(2)).</p> <p>Corrective Action: Provide a statement in SNACS that for school year 2026-27, the current USDA public release template will be used. In addition, list the names of 2-3 grassroots organizations that the public release will be sent to.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/20/2026 06:13 PM</p>	<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: Utilizing the DPI template policy (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>), develop procedures for the SFA and upload into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	805	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/20/2026 06:11 PM</p>	<p>Finding: The SFA does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs and the grievance procedures (7 CFR 210.10).</p> <p>Corrective Action: Provide a timeline for when a Special Dietary Needs procedure will be put in place. Provide the name or title of the person responsible.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	

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<b>Question #</b>	1000	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 01/20/2026 06:17 PM	<p>Finding: Current Local Wellness Policy (LWP) several required areas which are found on the DPI LWP checklist. It is recommended a new LWP is developed with the district Wellness Committee (7 CFR 210.31).</p> <p>Corrective Action: Provide a timeline for when the LWP will be updated and brought into compliance. Include the name or title of the person responsible.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 01/20/2026 06:22 PM	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>Corrective Action: The district is currently working on creating a new LWP, so an assessment of the outdated policy is not required. Provide a statement that an assessment of the new Local Wellness Policy will be done every three years and the district notify the public of the results.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	126	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 01/21/2026 05:29 PM	<p>Finding: The SFA did not process all meal benefits in compliance with 7 CFR 245.6(a). 34 students in the statistical sample were incorrectly certified for free or reduced-price meals.</p> <ul style="list-style-type: none"> <li>• 26 students were directly certified by Infinite Campus; however, these students have an N code on DC.</li> <li>• One paper application was approved for free when it should have been reduced-price</li> </ul>

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		<ul style="list-style-type: none"> <li>One paper application was approved as categorically eligible with an ineligible case number</li> <li>Six electronic applications were approved categorically eligible with a 10-digit case number but are missing a program name.</li> </ul> <p>Corrective Action: On the excel spreadsheet in SNACS indicate next to each student how a correction was made.</p> <p>If the student qualifies for a benefit upload proof of qualification (e.g., application, correct program name, DC run, extension information).</p> <p>If the student is mailed an adverse action letter list the date the letter was mailed and the date the eligibility will be changed to (paid).</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/21/2026 08:59 AM</p>	<p>Finding: The correct non-discrimination statement (NDS) was not included on the school district food service webpage.</p> <p>Corrective Action: Update the NDS on the food service webpage. CORRECTED ONSITE-NO FURTHER ACTION NEEDED.</p>
<b>Site Name</b>		
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1403	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/20/2026 06:17 PM</p>	<p>Finding: SFA does not maintain documentation for non-domestic products served in the school meal programs.</p> <p>Per 7 CFR 210.21(d), SFA's must purchase, to the maximum extent practicable, domestic commodities or products. When purchasing a non-domestic item, SFA's must maintain documentation demonstrating the exception, except when the item purchased is found on the FAR at 48 CFR 25.104</p>

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		<p>when using an exception under paragraph (d)(5)(i) .</p> <p>The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ol style="list-style-type: none"> <li>1. Cucumbers - Mexico</li> <li>2. Canned Mandarin Oranges - China</li> <li>3. Canned Pineapple - Indonesia</li> </ol> <p>Corrective Action: Complete and submit the Buy American Exceptions Tracking Standard Form or equivalent for the non-domestic products listed above (<a href="https://www.fns.usda.gov/sites/default/files/resource-files/SP23-2024a.xlsx">https://www.fns.usda.gov/sites/default/files/resource-files/SP23-2024a.xlsx</a>).</p>
<b>Site Name</b>	Kaukauna Hi	
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Question #</b>	317	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/21/2026 04:56 PM</p>	<p>Finding: The SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals (\$0.00, \$.40) are visible on the computer screen at the point of service and therefore indicate if a student receives free or reduced-price meals. This constitutes overt identification.</p> <p>Corrective Action: Work with your software provider to ensure the meal price does not show or install screen protectors on monitors. Ensure this correction is made at all school sites. Submit a statement documenting how this was corrected.</p>
<b>Site Name</b>	Dr H B Tanner El	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	402	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/20/2026 05:54 PM</p>	<p>Weight (ounces) measures how heavy an item is and volume (fluid ounces) measures how much space an item takes up. These measurements are not the same and not interchangeable. M/MA and Grains are credited by weight and Fruits, Vegetables, and Milk are credited by volume. The DPI Weight Versus Volume Chart (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/weight-vs-volume-chart.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/weight-vs-volume-chart.pdf</a>) can be printed</p>

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		<p>and posted in the production kitchen as a quick reference tool.</p> <p>Finding: There was confusion regarding weight versus volume: additional training needed.</p> <p>Corrective Action: Have elementary school staff complete the Weight vs. Volume webcast (<a href="https://media.dpi.wi.gov/school-nutrition/weight-versus-volume/story.html">https://media.dpi.wi.gov/school-nutrition/weight-versus-volume/story.html</a>). Upload certificates of completion for each staff member into SNACS.</p>
<b>Site Name</b>	Kaukauna Hi	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	402	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/22/2026 07:07 AM</p>	<p>Fruit and vegetables credit based on the volume served (cups). Meat/Meat Alternates and Grains credit based on weight served (ounce equivalent). Fluid ounces are a volume measurement, while ounces are a weight measurement. Spoodles and scoops measure fluid ounces, not ounces by weight. Tongs do not measure weight nor volume.</p> <p>Meat/meat alternate (M/MA) is credited by weight, so it is not appropriate to use a 4 fluid ounce spoodle for an intended 4 ounce (by weight) serving of taco meat, diced chicken, queso, etc without having a Portion Size Study on file demonstrating the spoodle or scoop consistently portions out the intended serving by weight. Grains are also credited by weight, so additional documentation is required when serving grains by volume. When serving by volume, a Portion Size Study is required. In many cases, it may be more useful to list the weight on the production record.</p> <p>Croutons (1 cup) - the volume cannot be credited. If the intended serving is 2.0 oz eq grains list 1.6 oz on the production record (1.6 oz / 0.8 oz per oz eq = 2.0 oz eq). Use a scale to pre-portion the croutons. Or have a Portion Size Study on hand demonstrating that the cup serving consistently measures out the intended weight on a scale.</p> <p>During the on-site visit, pre-portioned croutons using the 1 cup planned serving only averaged to a weight of 1.48 oz; shy the 2.0 oz eq grains required for the salad entrees. The croutons had been substituted with a different brand and thus the 1 cup serving did not portion out the intended weight. This highlights the importance of using the weight on</p>

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the production record so that the product, in this case, is credited as intended.

Corn Chips (1 cup) - the recipe listed 1 cup as 1.4 oz crediting as 2.0 oz eq. However, per the PFS, corn chips credit as 1.25 oz eq per 1 oz (weight). Thus the 1.4 oz serving is only 1.75 oz eq. Instead, list the weight on the production record for the intended 2.0 oz eq grains (2.0 oz eq x 1 oz / 1.25 oz eq = 1.6 oz of corn chips). During on-site observation, staff were measuring out the corn chips to 2 oz (2.5 oz eq).

Queso (1/4 cup) - the volume cannot be credited as the CN label lists that 2 oz (weight) = 1.0 oz eq M/MA. On-site a single portion measured 1.85 oz which would credit as 0.75 oz eq M/MA; different than what the production record and menu planning system list. A portion size study is required to find the scoop that will consistently measure out the intended 2 oz by weight serving.

Chicken Taco Meat (2.5 oz) - the weight was listed on the production record, but during on-site observation the taco meat was serviced using a 3 oz spoodle. There was no Portion Size Study on file to demonstrate that the 3 oz spoodle correctly portions out the intended weight. Additionally, TA was provided on the 2.5 oz portion not credited as 2.0 oz eq using the recipe and Tyson PFS (2.9 oz by weight = 2.0 oz eq M/MA). Before meal service, a single portion was measured out and it weighed 2.95 oz.

Deli Meat (3 oz) - the deli meat (turkey ham and turkey) was listed as a weight on the production record; however, during on-site observation it was noted that the station's cheat sheet for portioning was listed in slices. The CN label notes that 6 slices (0.51 oz each) credits as 2.0 oz eq M/MA and the sheet listed using 5 slices. The slices were weighed on-site and 6 were needed to meet the intended 3 oz portion. Staff noted measuring the slices previously and only needed 5 to meet the 3 oz weight (2.0 oz eq MMA) requirement. If differences in thickness are noted, conduct a portion size study to demonstrate a different number of slices or pieces of food item, especially if different than the CN label. The chart was corrected prior to meal service to reflect the correct serving.

**Finding:** Missing portion-size study for the beef taco meat, chicken taco meat, croutons, corn chips, and queso. Original documentation showing method and procedures used to determine portion size must be completed and maintained at the food service operation.

**Corrective Action:** Upload portion size study documentation

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	<p>(<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/portion-size-study.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/portion-size-study.pdf</a>) for the menu items above showing the method and procedures used to determine the planned portion size into SNACS. Alternatively, for croutons and corn chips, state that the portion will be listed as a weight on the production record and each portion measured out using a scale (like the corn chips were done on-site).</p>	
<b>Site Name</b>	Kaukauna Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	409	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 01/21/2026 04:25 PM</p>	<p>Finding: Daily and weekly Meat/Meat Alternate (M/MA) shortage at lunch for the 9-12 grade group during the week of review. Per 7 CFR 210.10(c), the daily minimum requirement for 9-12 is 2.0 oz eq; weekly 10.0 oz eq.</p> <p>The following represents the planned portion sizes at Kaukauna High School: - Wednesday, December 10: Swedish Meatballs (1.5 oz eq M/MA)</p> <p>Repeat daily and weekly M/MA shortages or violations at lunch during subsequent Administrative Reviews may be subject to fiscal action.</p> <p>Corrective Action: Submit a statement describing how the daily and weekly minimum requirement for M/MA will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). <i>Corrected on-site. The recipe was updated with the correct product and the meatball amount was increased to 4 meatballs per the CN label.</i></p>
<b>Site Name</b>	Kaukauna Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	410	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/21/2026 04:24 PM</p>	<p>During the off-site review, breakfast production records were unclear regarding the menu items that may be selected together to build a reimbursable breakfast meal. Upon inquiry, the SFA provided breakfast signage to show how meals could be built. The cereal (1.0 oz eq) entrée was able to</p>

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select a string cheese (1.0 oz eq MMA) or cheez-it (1.0 oz eq WG). Other 1.0 oz eq grains did not appear to have access to additional MMA or Grains (e.g., muffin, cereal bars, poptarts). Additionally, there were discrepancies in documentation and pictures of products used on-site (e.g., 2 oz eq Cocoa puffs bar vs 1.0 oz eq; 1.25 oz eq benefit bar vs 2.0 oz eq benefit bar; 1.0 oz eq poptart vs 2.0 oz eq poptart).

State agency confirmed with breakfast production staff member what items were able to be selected together, and the size of grain items served. In implementation of the breakfast menu, the cereal, cereal bars, and muffins were able to select an additional grain or MMA, but the poptarts could not select additional items.

Breakfast production records, signage, and implementation of the menu were all inconsistent with each other. This led to a weekly grain shortage cited below. This also led to one non-reimbursable meal served during the on-site visit as the student left the line with only two items (poptart and a juice).

Finding 1: Repeat weekly grain shortage at breakfast for the 9-12 grade group during the week of review. Per 7 CFR 220.8(c), the weekly minimum requirement for 9-12 is 9.0 oz eq.

The following represents the planned portion sizes at Kaukauna High School:

- Daily: Strawberry (1.0 oz eq grain) or Cinnamon Poptart (1.25 oz eq grain)

Weekly, this provides 5.0 oz eq and 6.25 oz eq, respectively; short the required 9.0 oz eq. Per 7 CFR 210.18(l)(2)(ii)(A), for repeated violations involving food quantities the state agency has discretion to apply fiscal action.

Fiscal action will be assessed for a total of one breakfast meal on Monday, December 8 at Kaukauna High School, the day of lowest participation for the poptart entrée. (If the weekly quantity shortage can be pinpointed to a specific day or entree, reclaim meals on that day or for those entrees served. If it cannot, then reclaim the day during the week of review with the lowest participation.)

Finding 2: One non-reimbursable meal served on-site during breakfast meal service. Under Offer Versus Serve, 7 CFR 220.8(e), students must select three items at breakfast for a reimbursable meal. One non-reimbursable meal was observed at SCHOOL during MEAL service. The meals did not contain three items: Strawberry Poptart (1.0 oz eq grain; 1 item) and a juice (1/2 cup; 1 item).

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		<p>Corrective Action 1: Submit a statement describing how the weekly minimum requirement for grains and/or M/MA component will be met for breakfast during the week of review (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p> <p><i>Corrected on-site. The signage was updated and all menu items that credit as 1.0 oz eq grain or M/MA have access to 1.0 oz eq string cheese or 1.0 oz eq Cheez-it.</i></p> <p>Corrective Action 2: Submit a statement which indicates understanding that under Offer versus Serve, students must select three items, one of which is 1/2 cup fruit, vegetable, or combination. Additionally, in this statement explain how these errors will be corrected and avoided in the future.</p> <p><i>Corrected on-site; training provided to breakfast staff member that the poptart only counts as 1 item and breakfast signage was updated to reflect entrees that may select the string cheese or Cheez-it to meet the weekly requirements.</i></p>
Site Name	Dr H B Tanner El	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	433	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/20/2026 06:07 PM</p>	<p>Fluid ounces are a volume measurement, while ounces are a weight measurement. Spoodles measure fluid ounces, not ounces by weight. Meat/meat alternate (M/MA) is credited by weight, so it is not appropriate to use a 4 fluid ounce spoodle for an intended 4 ounce (by weight) serving of BBQ pulled pork. During the on-site observation, the BBQ pork was portioned initially, before correction, using a 1 oz spoodle to portion 2 fl oz on a bun. The sweet potato fries which credit as 1/2 cup for every 3.13 oz frozen were served using a pronged spoon.</p> <p>Neither method aligned with how the product was credited and requires a portion size study to be completed to verify the correct serving is provided to students. Corrections were made quickly on-site before service to find serving utensils that would closely portion out the intended weight on the scale.</p> <p>To ensure that students receive the proper amount of M/MA when serving using a volume-measuring utensil (i.e., spoodle, disher), complete a Portion Size Study (<a href="https://dpi.wi.gov/sites/default/files/imce/school-">https://dpi.wi.gov/sites/default/files/imce/school-</a></p>

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		<p><a href="#">nutrition/pdf/portion-size-study.pdf</a>) to find the utensil that will consistently portion the correct M/MA by weight.</p> <p>Finding: Missing portion-size study for the BBQ pork (4 oz portion) served using spoodle and sweet potato fries (3-3/8 oz portion) served with a pronged spoon. Original documentation showing method and procedures used to determine portion size must be completed and maintained at the food service operation.</p> <p>Corrective Action: The FSD needs to complete the DPI Portion Size Study e-Learning (<a href="https://media.dpi.wi.gov/school-nutrition/portion-size-study/index.html">https://media.dpi.wi.gov/school-nutrition/portion-size-study/index.html</a>). Upload a certificate of completion into SNACS. Upload portion size study documentation for the sweet potato fries and BBQ pork showing the method and procedures used to determine the planned portion size into SNACS.</p>
<b>Site Name</b>	Kaukauna Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	435	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/22/2026 06:22 AM</p>	<p>Per 7 CFR 210.10 (c)(5), all schools must develop and follow standardized recipes. All recipes for menu items served throughout the week of review and the on-site observation days are provided by the Food Service Management Company (FSMC) Corporate Office. Even these recipes need to be standardized to align with site-specific procedures, equipment, and ingredients to produce consistent quality, yield, and component crediting. Ongoing collaboration with staff is encouraged to ensure that all recipes accurately reflect the food items currently in use.</p> <p>Finding: Standardized recipes missing required information. Per 7 CFR 210.10 (c)(5), all schools must develop and follow standardized recipes. Standardized recipes are required for all menu items made in-house with more than one ingredient. In addition, when the number of servings, ingredients, or preparation instructions change, an updated standardized recipe is required to accurately reflect these changes.</p> <p>During the week of review, the following recipes were not standardized and missing the following information:</p> <p>Beef Taco Meat (Sono Station)- recipe used in the kitchen listed 80/20 ground beef and actual recipe in use was 85/15. Additionally, the total yield was missing from the recipe, and</p>

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	<p>the portion size was listed as a volume measurement (1/3 cup) despite the component crediting by weight. There was not a portion size study on hand to confirm the volume-portioning utensil appropriately serves out the correct amount by weight.</p> <p>Cornbread (Classics Station) - there was no crediting documentation on file for the corn bread muffin mix. Processed grain products may be credited based on their finished product weight using USDA Exhibit A; however, the recipe did not list a final yield in weight of the batch, nor the serving. The kitchen prepared the cornbread on-site; however, it was not cut according to recipe directions (4 x 11 for 44 squares) and each serving was not uniform. Weights varied from 1.6 oz to 2.45 oz. The staff member that usually prepares the cornbread stated that he cuts it so that each piece weighs 2.25 oz (mistakenly reading the crediting on the production record for the serving weight). This recipe needs to be standardized to the production kitchen to include the correct procedures (sheet pan vs deep full pan; the total number of servings per pan; the total yield in weight; and include the weight of 6 uniform slices).</p> <p>Corrective Action: Upload into SNACS a standardized recipe for each of the recipes above making sure to include the missing and/or inaccurate information. Be sure to include all requirements of a standardized recipe.</p> <p>Submit a statement of understanding that even recipes provided by the FSMC need to be standardized in the kitchen in which they are made. If the recipe cannot be adjusted in the system, write directly on the recipe any changes in procedure, equipment, ingredients, and include total yields in weight and/or volume.</p> <p>Templates and other resources can be found on the Standardized Recipes webpage (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>).</p>	
<b>Site Name</b>	Dr H B Tanner El	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	501	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/20/2026 05:47 PM</p>	<p>Per 7 CFR 210.10(e), schools must offer all five food components (grain, meat/meat alternate, fruit, vegetable, milk) at lunch. Students must select at least three different food components, one of which is 1/2 cup fruit, vegetable, or</p>



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<b>Form Name</b>	Smart Snacks (1104 - 1107)	
<b>Question #</b>	1105	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 01/22/2026 06:25 AM	<p>When schools sell food or beverages outside of a reimbursable meal, the items must be in compliance with the Smart Snacks nutrition standards outlined in 7CFR 210.11(c). More information on these regulations can be found on WI DPI's Smart Snacks webpage.</p> <p>Finding: Unable to determine compliance of High School vending machine beverages; missing nutrition facts labels and Smart Snacks Calculator printouts. Schools are responsible for analyzing food and beverage products to determine compliance with the Smart Snacks standards. For pre-packaged food and beverages, USDA recommends using the Alliance for a Healthier Generation Smart Snacks Product Calculator to assess compliance (<a href="https://foodplanner.healthiergeneration.org/calculator/">https://foodplanner.healthiergeneration.org/calculator/</a>).</p> <p>Corrective Action: For the beverage vending machine not run by food service, upload the nutrition facts label for the Green Apple and Fruit Punch Snapple and the Smart Snacks calculator printouts into SNACS. If they are compliant, no changes are required for the vending machine. If they are not compliant, submit a statement ensuring the Snapple products are not sold to students during the school day.</p>
<b>Site Name</b>	Dr H B Tanner El	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 01/21/2026 04:47 PM	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location at both Dr. HB Tanner EL and Kaukauna High School.</p> <p>Corrective Action: Provide a statement of where the most recent food safety inspection report will be posted and visible to the public at both the Elementary and the High School. Ensure the inspection report is posted publicly at all schools.</p>
<b>Site Name</b>	Dr H B Tanner El	

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<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1407	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged	Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Dr. HB Tanner Elementary school is not taking daily temperatures of cold holding equipment with conflicts with the site-specific SOP.
	01/21/2026 04:50 PM	
		Corrective Action: Provide a statement describing how practices will be adjusted to be compliant with the established SOP.

## Technical Assistance Entries:

### Comments

Crediting Documentation: Processed products not listed in the FBG require a Child Nutrition (CN) label, product formulation statement (PFS), or USDA Product Information Sheet to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. If a processed product does not have a CN label, PFS, USDA Product Information Sheet, and is not in the FBG, it may not credit toward the meal pattern. Additionally, food manufacturers continuously reformulate products used in schools. It is important to stay current with these changes and be confident that the documentation on file matches the products in stock. Maintain and organize this information in a manner that is easy to reference and update, such as a binder, file folders divided into categories or organized as digital files. These records should be reviewed and updated at least twice per year and as new products are purchased. Any outdated documents can be stored separately but should follow record retention requirements and be kept for 3 years plus the current school year. More information about crediting documentation can be found on the Menu Planning webpage ( <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#cnpfs>).

### Comments

At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodation that provide notice and information to parents and guardians regarding how to request meal accommodation and their right to file a grievance and participate in the grievance process. However, we highly recommend School Districts develop a written meal accommodation policy to ensure SFA communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination. If the SFA uses Neola this is typically included. If not, the Special Dietary Needs Policy template can be used to create a policy/procedure for your school or district. This template should be modified to fit the needs of your school or district. If your district already has a policy in place, we recommend comparing it to this policy to ensure your policy includes all important information

### Comments

Each year Infinite Campus emails SFAs information on how to set up their online free and reduced-price application to allow applicants to enter a program name for categorical eligibility. It is the SFA's responsibility to ensure these steps are taken.

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## Comments

The LWP requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. SFAs are required to have language in their LWP that relates to all the content areas listed in the [LWP Checklist](#) found on the [Local Wellness Policy section](#) of the DPI BSN website.

In addition, SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). The SFA's first triennial assessment must be completed by June 30, 2020 and every three years following. The assessment must measure LWP compliance, goal and outcome progress, and how the policy compares to the model policy. Assessment results and findings must be Released to the public as a written report. There is no required template for this report.

## Comments

Fundraisers: Per 7 CFR 210.11(c), competitive food and beverage items sold during the school day must meet the nutrition standards for competitive food, or follow the exempt fundraiser policy specified by the state agency per 7 CFR 210.11(b)(4). WI allows two fundraiser exemptions, per student organization, per school year, not to exceed two consecutive weeks each. If an organization sells food or beverages that meet the Smart Snacks standards: 1. These foods or beverages may be sold at any time and in any location. 2. The organization must keep documentation on file that proves the compliance of the items. This may include nutrition facts labels with ingredient statements for purchased foods or beverages, or recipes for anything that is made from scratch. Keep printouts of the results page from the Smart Snacks calculator, as applicable. If an organization sells food or beverages that do not meet the Smart Snacks standards: 1. These are considered exempt fundraisers. Each student organization may hold two exempt fundraisers per school per school year. Each exempt fundraiser may be no longer than two consecutive weeks in length. 2. Exempt fundraisers cannot occur in the meal service area during meal times. Per 7 CFR 210.11(b)(2), the school food authority is responsible for maintaining records documenting compliance with the Smart Snacks standards. Records must be kept for exempt and compliant fundraiser sales. More information on these regulations and tracking tools can be found on WI DPI's Smart Snacks webpage.

## Comments

Per 7 CFR 210.21(d), SFAs are required to purchase domestic commodities or products to the maximum extent practicable. If a non-domestic item is purchased, SFAs must maintain documentation justifying the exception. 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 one of the 50 states, the District of Columbia, Puerto Rico, or any U.S. Territory. A suggested Buy American Exemptions Tracking Standard Form Template is posted on the Buy American webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>). The following information should be recorded on a Buy American Non-Compliant Product List: date, source, product description, exception type (availability or price), and total cost. A summary of total non-domestic costs, total annual commercial food costs, and percentage of commercial food costs for non-domestic foods is also recommended.

Beginning July 1, 2025, non-domestic food purchases must not exceed 10 percent of a school food authority's total annual commercial food costs for the school year. A phased cap on non-domestic food purchases will be implemented as follows:

- 10 percent cap starting in the 2025-2026 school year (effective July 1, 2025).
- 8 percent cap starting in the 2028-2029 school year (effective July 1, 2028).
- 5 percent cap starting in the 2031-2032 school year (effective July 1, 2031).

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States may grant temporary relief if schools are unable to meet the cap. The Buy American Exceptions Tracking Standard Form is an optional template that SFAs can use to document the use of exceptions the purchase non-domestic foods under the Buy American provision (<https://www.fns.usda.gov/sites/default/files/resource-files/SP23-2024a.xlsx>). The purpose of this form is to track both the exceptions and costs related to non-domestic purchases. SFAs can input data related to non-domestic products in the Exceptions Tracker tab, and the Exceptions Summary tab will help the SFA calculate its percentage of costs from non-domestic products within a specified time frame.

## Comments

Processed products not listed in the FBG require a Child Nutrition (CN) label, product formulation statement (PFS), or USDA Product Information Sheet to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. If a processed product does not have a CN label, PFS, USDA Product Information Sheet, and is not in the FBG, it may not credit toward the meal pattern. Additionally, food manufacturers continuously reformulate products used in schools. It is important to stay current with these changes and be confident that the documentation on file matches the products in stock. Maintain and organize this information in a manner that is easy to reference and update, such as a binder, file folders divided into categories or organized as digital files. These records should be reviewed and updated at least twice per year and as new products are purchased. Any outdated documents can be stored separately but should follow record retention requirements and be kept for 3 years plus the current school year. More information about crediting documentation can be found on the Menu Planning webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#cnpfs>).

## Comments

Production Records: If the ingredients of a recipe (such as Cheeseburger) are documented separately on the production record with all required information, a standardized recipe is not required. This may be the best option when the item is assembled on the line and students have the option to decline one or more ingredients (ex. bun, hamburger patty and cheese each on a separate line on the production record). This increases the accuracy for forecasting future production and food ordering needs.