

Administrative Review Report

Grafton School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/12/2019	12/16/2019
On-Site Review	02/18/2020	02/19/2020
Site Selection Worksheet	11/12/2019	11/12/2019
Entrance Conference	02/18/2020	02/18/2020
Exit Conference	02/19/2020	02/19/2020
Corrective Action Due Date		

Commendations

From the Nutrition Program Consultant:

Thank you to the administrators, food service director and school nutrition professionals of the Grafton School District. I sincerely appreciate your time and efforts spent preparing for and participating in the administrative review process. I was impressed with how well administration and food service staff work as a team. They are supportive and recognize each individual's contribution to maintaining a high quality lunch program.

The food service staff at Grafton high school maintain a very pleasant environment. They have great food quality, choices, and presentation along with friendly smiles for the students. Production and service spaces are clean and tidy. Awesome job and thank you for what you do for kids!

From the Public Health Nutritionist:

Thank you to all staff at the Grafton School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Food service staff do a wonderful job of preparing high quality, appealing meals and are actively working to increase breakfast and lunch participation. Thank you for serving healthy, nutritious meals to the students of the Grafton community!

For more in depth technical assistance see the 19-20 Program Reminders that has been uploaded to the documents tab in SNACS.

For additional questions or information on the USDA Child Nutrition Programs, feel free to contact the school nutrition team specialists or visit the [DPI school nutrition webpage](#).

Training Recommendations

Back by popular demand, Wisconsin Team Nutrition is pleased to announce its second Teaming Up to Increase Participation Workshop on June 25, 2020 at Chula Vista Resort in the Wisconsin Dells. Participants will hear from Wisconsin school nutrition directors about creative solutions for improving meal program participation. Through engaging, facilitated conversation and peer-to-peer discussion, you will determine the best strategies to implement at your school and leave the workshop with a plan of action for moving forward.

The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts school nutrition training each summer in various locations around the state. The SNT also offers webcasts to cover many areas of the school nutrition programs including administrative/financial responsibilities, program basics, menu planning requirements, free/reduced benefit issuance, and many other topics.

Find more information on these training opportunities on the [DPI School Nutrition Training webpage](#).

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	304	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/19/2020 09:12 AM	Finding: Students receiving meals on a field trip are counted before leaving on the field trip. Meals may only be charged to a student upon receipt of the reimbursable meal. CA: Revise the field trip meal procedure to count students at the time they actually receive the meal. Submit a statement what the procedure will be and when it will be put into place.
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/11/2020 12:03 PM	Finding: The SFA's 'Lunch Account Policies/Q&A' states "refunds will be made if over \$5.00". Per USDA all student account balances must be refunded or turned over to the Wisconsin Department of Revenue as Unclaimed Property. Families of Paid student accounts can choose to donate leftover funds to an assistance type fund. Funds remaining in a reduced student account cannot be donated. CA: Revise the written policy to reflect that all refunds will be made. Upload a copy of this portion of the revised policy OR provide a timeline when the policy will be updated.
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/11/2020 11:38 AM	Finding: On the Annual Financial Report, expenses were allocated to equipment that should have been allocated to 'other' or 'purchased services'(7 CFR 210.19). Only equipment purchases over \$5000 or the capitalization threshold should be allocated to equipment. CA: Update the 2018-19 Annual Financial Report with equipment expenses allocated to the correct category. Print the Annual Financial Report, manually correct the report and upload to SNACS.

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		Once approved, the DPI reviewer will submit it to the DPI accountant to make the adjustments.
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/11/2020 12:10 PM</p>	<p>Finding: Households must be informed about the availability and location of free meals for students via the Summer Food Service Program (SFSP) even if it is not offered in the immediate area. Promotion of calling 211 or text 'food' to 877-877 to locate meals will allow families who spend time in the summer out of the area, to find summer meals.</p> <p>CA: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time period for distributing SFSP outreach materials.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #		
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/19/2020 10:28 AM</p>	<p>Finding: Student free and reduced benefit information is considered for fee waivers without parental/guardian consent. The information provided by the family on the free and reduced-price meal application is to be used only for determining eligibility for meal or milk benefits. Each school year, the SFA must seek written consent from the parent or guardian to use the information provided on the application or through DC for non-program purposes, such as fee waivers. Detailed consent must be obtained each school year.</p> <p>Find the Sharing of Information with Other Programs template on the Free and Reduced Meal Applications and Eligibility webpage. CA: Revise the procedure for determining fee waivers such as having families sign the Sharing of Information form before using the information or using other methods of determining fee waivers not tied to free/reduced meal benefits. Describe how you plan to use the free /reduced benefit information regarding fee waivers starting with the 2020-2021 school year.</p>

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Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	128	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/18/2020 03:26 PM	Finding: The correct income conversation factors were not used when determining meal eligibility on free and reduced price meal applications. Applications with one income frequency were annualized. CA: Review the Income Conversions section of the Eligibility Manual (pg 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced price meal application.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/19/2020 10:37 AM	Finding: The SFA's food safety plan did not have a Standard Operating Procedure for Field Trip Meals. Note: Anytime a new SOP is added it is recommended to have it reviewed by your sanitarian. CA: Update the food safety plan for each school to include the field trip meal SOP which can be found on the food safety section of our website. Upload a copy of the SOP you will use into SNACS.
Site Name	Grafton Hi	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/18/2020 04:01 PM	Finding: The daily minimum requirement for grain was not met for 9-12 grade students at lunch on 1/6/20 at the Create station. The entrée item of French toast sticks only credits as 1.25 oz equivalent (eq.) grain. The minimum daily grain requirement for each entrée item for 9-12 grade students is 2.0 oz eq. Corrective Action: Describe specifically how the daily minimum requirement for grain will be met for lunch

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		during the review period (e.g. portion sizes increased, additional menu items, product replacements, etc.).
Site Name	Grafton Hi	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/18/2020 04:09 PM	Finding: The Cedar Crest Rainbow Sherbet does not meet Smart Snacks standards. A food must meet one of the general standards: be whole grain rich, have a fruit, vegetable, dairy product, or protein food as the first ingredient, or be a combination food with at least ¼ cup fruit and/or vegetable. The ingredient list includes the following in this order: water, sugar, nonfat milk. This does not meet one of the general standards. Corrective Action: State what will be done with this product to comply with the Smart Snack regulations.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/19/2020	1716	803	Administrative Review	ALL	Person responsible for civil rights policies			

Comments

	Created By	Created Date
It is recommended that the SFA have a written USDA Civil Rights Complaint Policy. SFAs can use the Template For Civil Rights Complaint Procedures to create written procedures. If a complaint of discrimination is received at your district, the following procedures should be followed: 1. Document the complaint using the USDA Program Discrimination Complaint Form . 2. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 Fax: (608) 267-0363 Email: jessica.sharkus@dpi.wi.gov 3. Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. An SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file.		2/19/2020 9:21:15 AM

Comments

	Created By	Created Date
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The disclosure agreement must be signed by any individual, or organization, that is receiving individual student free and reduced price information for purposes other than school meal benefits. A copy should be kept on file at the district and updated as needed.								
02/18/2020	1697		Administrative Review		FSD			
Comments					Created By	Created Date		
The Quantity Prepared column on the production record is used incorrectly. This column should document the quantity of food prepared in the correct purchase units (i.e. #10 cans, boxes, bags, etc.) opened and used for meal service. Currently, it is used to document the planned number of servings. The planned number of servings should be documented in the Planned Servings Total (Plan Svgs Total) column on the production record.						2/18/2020 4:24:15 PM		
02/18/2020	1696		Administrative Review		FSD			
Comments					Created By	Created Date		
The scoop size on the recipe for the Sono station, chicken taco differs between the standardized recipe and production record. The standardized recipe notes that a #8 scoop should be used, while the production record notes the use of a #12 scoop. The FSD may consider updating the production record or standardized recipe, whichever is in error to ensure staff are portioning correctly.						2/18/2020 4:23:19 PM		
02/18/2020	1695		Administrative Review		FSD			
Comments					Created By	Created Date		
Several food items credit higher than noted on the production records. These items include: -Lunch 1/6/20: Scrambled eggs in a ¼ cup serving credit as 2.5 oz eq. meat/meat alternate instead 2.0 oz eq. -Lunch daily offering Sono station: Soft tortilla (10 in.) credits as 2.5 oz eq. instead of 2.0 oz eq.						2/18/2020 4:22:08 PM		
02/18/2020	1694		Administrative Review		FSD			
Comments					Created By	Created Date		
After review of the Product Formulation Statements for the Cinnamon Toast Crunch and Cocoa Puffs cereal bowls, it was found that each cereal bowl credits as 1 oz eq. grain, not 2 oz eq. grain, as noted on the production records. As the cereal bowls are served with an additional grain or meat/meat alternate item, this did not result in a crediting shortage at breakfast. However, the Food Service Director (FSD) may consider updating the production records to reflect correct crediting information.						2/18/2020 4:20:39 PM		

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02/14/2020	1719	709	Administrative Review	ALL	Person responsible for non program food pricing			
Comments								
The food quality, presentation, and service at Grafton High School are great. With this, along with continued promotion of reimbursable meals, I feel the food program will continue to grow. It is recommended to raise the price of an additional entrée so that a reimbursable meal is the best value.					Created By		Created Date	
							2/19/2020 10:46:11 AM	
02/11/2020	1626	1005	Administrative Review	ALL	Person responsible for Wellness Policy			
Comments								
Triennial Assessment: The WI DPI Team Nutrition is currently working on an assessment tool to use in place of the USDA WellSAT tool. We are hoping to have this tool in place in the spring of 2020. Watch the School Nutrition team listserv updates for more information.					Created By		Created Date	
							2/19/2020 9:26:50 AM	
SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 10.31(e)(2)). The SFA's first triennial assessment must be completed by June 30, 2020. The assessment must measure the SFA's compliance with their LWP, contain a description of the SFA's progress toward meeting policy goals, and how the policy compares to a model policy. A report must be developed and released to the public. There is no mandatory template for this report. FNS recommends the WellSAT Tool as a resource to conduct the LWP triennial assessment.							2/11/2020 12:47:02 PM	