

Administrative Review Report

454515 Port Washington-Saukville School Dist.

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/31/2019	01/20/2020
On-Site Review	02/03/2020	02/04/2020
Site Selection Worksheet	12/05/2019	12/06/2019
Entrance Conference	02/03/2020	02/03/2020
Exit Conference	02/04/2020	02/04/2020
Corrective Action Deadline	March 20, 2020	

Commendations:

- Sincere thank you from the DPI School Nutrition Team for the Food Service Director's and Determining Official's years of service in school nutrition. Your knowledge and dedication to serving the students in your community does not go unnoticed.
- The SFA has model policies in place for both Local Wellness (LWP) and Unpaid Meal Charges. To complete the triennial assessment of the LWP, which is due in June of 2020, utilize the Report Card in combination with the WellSAT. The Report card will help you assess how you are meeting your goal and objectives while the WellSAT will compare your policy to a model policy. Both resources are found on the DPI SNT LWP webpage: <https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy>
- 297 free and reduced-price meal eligibilities were reviewed. No errors were found. Meal determinations are accurate and issued in a timely manner. The Determining Official (DO) provides exceptional customer service to ensure households understand the application materials and any other communication that may affect their meal benefits.
- The DO has a good understanding of the proper sharing and disclosure of information for Federal and State required reporting vs. local program initiatives.
- The edit check is clear and utilized as intended. The NSLP claim consolidated perfectly.
- Great job with the annual Public Release. A personal letterhead template was sent to multiple outlets promoting the NSLP/SMP at Port Washington. This extra effort is contributing to increased access to free and reduced-price meal benefits and decreasing food insecurity in your schools.
- The High School meal preparation and service areas are clean and tidy. The recently renovated space is beautiful and allows the program to offer multiple menu options.

Recommendations:

- Consider posting the SFAs Unpaid Meal Charge Policy/Procedures to the School Lunch and Free and Reduced-price application webpages as another communication stream. This also improves transparency with the school staff and households.
- The State Agency (DPI-SNT) *does* allow for the flexibility of tracking Professional Standards hours across a two year cycle. For example, the food service director needs 12 hours per year, so the 24 hours for two years could be earned as 20 hrs. in year 1 and 4hrs in year 2.
- For Field Trip meals (when teachers pick-up sack lunches in bulk/not by the individual student), ensure a roster list is sent along with the teachers and that the *count is taken when the sack lunch is distributed to the student on the trip*. The roster list should then be returned to food service the following day and entered into the point of sale for claiming.
- When completing a Direct Certification run, select "partial run" any time the input file does not contain the SFA full enrollment. For example, use partial run when matching 1-2 student names, matching one school in the SFA, or only the SMP students who do not have access to the NSLP.
- Ensure communications from the Homeless Liaison are well documented. The first time a communication is received from the HMLS liaison to the Determining Official, is the effective date of meal benefits. Meal benefits are not retroactive.

Comments:

Once the Annual School Food Service Financial Report (AFR) is submitted, the agency will be removed from NSLP online claims withholding and any held paper claims will be paid by the SNT accountant.

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
Corrective Action	<p>Finding: A second meal is available to students for purchase at the unit price of \$3.25, which does not comply with Smart Snacks standards.</p> <p>Corrective Action: Discontinue selling second meals <i>as a unit</i>. Evaluate each part of the meal under Smart Snacks (snack/side/beverage/entrée) and set a la carte prices in your P.O.S terminal. Submit a statement in SNACS, under the CA tab, which explains how and when your process will be modified.</p> <p>Corrected. No further action required.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)
Question #	700
Corrective Action	<p>Finding: The 1819 SY Annual Food Service Financial Report (AFR), which reports all of the revenues and expenses broken out by program and expense category (7 CFR 210.19) is not submitted. This report was due August 31, 2019</p> <p>CA: Review the Annual Financial Report webcast and manual on the DPI website. Submit the 2018-19 AFR (with revenues and expenses broken out by program and category) by uploading the completed report in SNACS under the documents tab and submitting the report to the DPI SNT accountant.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	709
Corrective Action	<p>Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>CA 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year.</p> <p>CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1601
Corrective Action	<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). All SFAs that participate in the NSLP have a role in promoting the SFSP, even if the SFA does not participate in the SFSP themselves.</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 frame for distributing SFSP outreach materials.</p>
Site Name	Port Washington Hi
Form Name	Dietary Specification Assessment Tool (On Site Observation)
Question #	19
Corrective Action	<p>Finding: All Submitted recipes are quantity recipes and are not standardized to the Port Washington HS kitchen resulting in unclear crediting.</p> <p>Corrective action: Create standardized recipes for the following and upload to snacs: o Pizza Pasta Salad o Beef Nacho o Mashed Potatoes o Chicken Noodle Soup o Grilled Cheese Sandwiches o Vegetable Pasta Salad (Dill Pickle Pasta Salad?) o Chili offered day of on-site review o Yogurt Parfait #8 o Fresh Fruit Cup #9 o Peanut Butter Dipper #6 o Caesar Chicken Salad #3 o Chef Salad #4</p>
Form Name	Verification (207 - 215)
Question #	208
Corrective Action	<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p>

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	CA: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.
Site Name	Port Washington Hi
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	401
Corrective Action	<p>Finding: During the week of review and the day of observation, Friday 12.13.19, the Special Line - Chicken Stir Fry, does not have a standardized recipe and the meal cannot be credited. It is unclear if students received 2 oz eq m/ma. The vegetables if they are to be used for crediting will need to be reviewed. Grain on this line was short, brown rice was served at ½ cup, and the egg roll has no crediting documentation. The grain shortage on this line represents a repeat violation and fiscal action will be assessed.</p> <p>Offer versus Service was not implemented properly at this entrée station.</p> <p>Corrective Action: Create a standardized recipe for the Chicken Stir Fry, and a separate recipe for the brown rice indicating the grain amount to be offered to 9th – 12th grade students, and provide crediting for the egg roll. In a separate detailed statement, indicate the training the staff received on OVS so that going forward all lines will implement OVS properly.</p> <p>Fiscal action will be assessed on the non-compliant meals served. -Week of review: Friday December 13th, 2019-44 meals served -Onsite observation: February 4th, 2020-42 meals served -Total: 86 meals to be reclaimed</p>
Site Name	Port Washington Hi
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	404
Corrective Action	<p>Finding: Signage was not posted at the beginning of each service line at lunch to show students how to make a reimbursable meal based on the line choices. The lunch signage should list the five 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 pictures of complete signage posted at the beginning of each lunch service line.</p>
Site Name	Port Washington Hi
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action	<p>Finding: Current Production Records missing required information. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements for what is required to be on production records (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Milk usage by type is not recorded on the production records. Production records are the SFA's way of proving that reimbursable meals were served; therefore, all items offered as part of the reimbursable meal must be recorded.</p> <p>Corrective Action: Submit a week of production records containing all the required information completed properly.</p>
Site Name	Port Washington Hi
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
Corrective Action	<p>Once the Public Health Nutritionist has all crediting documentation and updated standardized recipes for the week of review, menus can be analyzed for compliance with the National School Lunch Program meal pattern requirements. Until that time, the administrative review cannot be closed. Please be aware that the possibility to conduct a weighted nutrient analysis exists if</p>

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	substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.
Site Name	Port Washington Hi
Form Name	Offer vs Serve (500-502)
Question #	500
Corrective Action	<p>Finding: On the day of on-site observation students were not offered the components on the Chicken Stir Fry line, each item was placed on the plate before the students arrived, indicating that some food service staff were somewhat unclear about the Offer versus Serve (OVS) requirements for lunch. Although students observed at lunch may have taken a reimbursable meal, it is important for staff to fully understand the OVS requirements. The Offer Versus Serve Guidance Manual, the Offer Versus Serve Webcast can be used as training resources. Also meals were observed during the days of onsite review, many students were made to take more than what they needed at lunch.</p> <p>Corrective Action: Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
Site Name	Port Washington Hi
Form Name	Smart Snacks (1104 - 1107)
Question #	1105
Corrective Action	<p>Finding: Ala Carte items observed and offered to students to purchase during NSLP are not Smart Snacks compliant. Jif Power ups (Calories from fat exceed 35% and calories from Saturated Fat is not less than 10%). Chocolate milk available for purchase during NSLP is too large at 16 fl oz and 2 % milk. Maximum size limit for milk, 100% juice, or diluted juice beverages in high school is 12 fl oz and 2% milk is not an allowable milk type.</p> <p>Corrective Action: State what will be done with these products to comply with the Smart Snacks regulations and what will be done in the future to avoid selling non-compliant products.</p>
Site Name	Port Washington Hi
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1411
Corrective Action	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <p>Soy Sauce a product of Canada and canned Tuna a product of Indonesia</p> <p>Corrective Action: Complete and submit Non-Compliant Product Forms for the products listed.</p>
Site Name	Port Washington Hi
Form Name	Special Milk Program (2000)
Question #	2000
Corrective Action	<p>Finding: Non-systemic under claim found during the review period.</p> <p>Corrective Action: Modify the December, 2019 SMP claim by submitting manual corrections to the DPI SNT accountant via email. Adjust the cost per 1/2 pint to .2300 to reflect only 1% white milk.</p> <p>Corrected. No further action required.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/19/2020	1722	2000	Special Milk Program (SMP)					
Comments								
							Created By	Created Date
The district has a DPI recognized Pre-K site called, "180-Port Washington Pre-School". The pre-school has 5 separate locations. Two locations are housed in the district's elementary								2/19/2020 1:14:09 PM

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<p>schools (40- Dunwiddie EI + 60- Lincoln EI) and three are housed in community locations. Currently, the district is claiming all 5 sites under three locations listed on the school nutrition (SNT) contract (site 40, 60, and 180). Since the Port Washington Pre-K has locations in both schools and community sites, the SFA will need to make a couple of contract changes starting in the 20-21 SY:</p> <ul style="list-style-type: none"> • No changes to the 1920 SY SNT contract. No need for a separate CACFP contract. • For the 20-21 SY, the SFA will need to file two contracts for SMP. One under SNT and one under CACFP. <ul style="list-style-type: none"> ▪ 2 school locations (40- Dunwiddie EI + 60- Lincoln EI) will remain on the SNT contract as "in program" for SMP. ▪ 3 community locations will be moved to a CACFP contract for SMP. ▪ Site 180- Port Washington Pre-K on the SNT Schedule A page should state "not in program" for SMP. Please contact the Community Nutrition (CACFP) team at DPI in April to file a separate 20-21 SY contract for CACFP. This program operates slightly different from the school milk program. A non-school SMP E-learning resource can be viewed on the CACFP webpage. 									
02/19/2020	1720	800	Civil Rights	ALL					
Comments									
					Created By	Created Date			
<p>Nondiscrimination Statement (NDS) Per FNS 113-1 "All program materials and sources, including websites, used by FNS, State agencies, local agencies or other sub recipients to inform the public about FNS programs must contain a nondiscrimination statement." When space is very limited, such as on the printed menus, the abbreviated statement may be used, "This institution is an equal opportunity provider." The NDS statement must be in the same size font as the main text in the document and the format cannot be altered.</p> <p>USDA SNT Civil Rights Training Civil rights training, such as the Civil Rights PowerPoint Presentation, must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program including nonfood service staff.</p> <p>Processes for complaints All SFAs must have procedures or policies in place for handling civil rights complaints in regard to discrimination in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Please refer to the SNT Civil Rights Webpage for more information.</p>									2/19/2020 11:20:21 AM
02/17/2020	1669	501	Administrative Review	Port Washington Hi	FSD				
Comments									
<p>Offer Versus Serve Please schedule frequent OVS refresher trainings.</p>								2/17/2020 2:36:18 PM	
02/17/2020	1666	20	Administrative Review	Port Washington Hi	FSD				
Comments									
					Created By	Created Date			
<p>Grade Groups 8th – 12th is not a meal pattern grade group. When creating Standardized Recipes for each of the correct grade groups (K-5, 6-8, or K-8, and 9-12), to then be used in each school/kitchen. Many FSD have found that by creating them electronically the recipe is then easy to modify and send to individuals.</p>									2/17/2020 1:47:47 PM
02/04/2020	1580	17	Administrative Review	Port Washington Hi	FSD				
Comments									
					Created By	Created Date			
<p>Deep Fat Fryer On site It is highly discouraged to prepare school meals using a deep-frying method. Fried foods are high in saturated fat, calories, and sodium, which are the dietary specifications to limit in USDA School Meals Programs. Serving fried foods in school meals undermines the intention of school nutrition, which aims to establish healthy eating habits in students, starting from a young age. The meal patterns focus on incorporating whole grains, increasing fresh fruits and vegetables, serving low-fat options, and are based on the latest nutrition science.</p>									2/10/2020 8:21:50 AM
02/03/2020	1525	207	Verification Collection Report (VCR)	ALL					

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Comments		
F/RP application data reported under Section 4, part A of the Verification Collection Report (VCR) must be reflective of Oct 1st. Section B is as of the last operating day in October.		2/3/2020 5:51:16 PM