

Administrative Review Report

Chequamegon School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/21/2019	04/30/2019
On-Site Review	04/05/2019	05/31/2019
Site Selection Worksheet	02/21/2019	02/28/2019
Entrance Conference	04/24/2019	04/24/2019
Exit Conference	04/25/2019	04/25/2019

Commendations:

Food Service staff does an excellent job and runs a great program. There were zero meal pattern findings from the week of review. Great job! Keep up the great work!

Recommendations:

SNSDC

The 2019 School Nutrition Skills Development Courses (SNSDC) dates and locations have been released:

- Appleton (Fox Valley Technical College): July 16-18, 2019
- Milwaukee (Alverno College): July 23-25, 2019
- Rice Lake (Wisconsin Indianhead Technical College): July 30-August 1, 2019
- Middleton (Kromrey Middle School): August 6-8, 2019
- Wausau (Northcentral Technical College): August 13-15, 2019

Registration and class schedules will be posted to the website in early May. Please visit the Training webpage for more information (<https://dpi.wi.gov/school-nutrition/training#up>).

Special Dietary Needs

- All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. SFAs may use the [prototype Medical Statement](#) for Special Dietary Needs posted on the DPI website, which is also available in Spanish and Hmong (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. Additional information on [special dietary needs](#) can be found on the DPI School Nutrition Team website (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). This [flow chart](#) gives guidance on special dietary needs, as well (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf>)

Food Safety

The milk cooler was left open throughout the two services. TA was given to try and shut the milk cooler between services.

Mixed CEP District

Chequamegon School District is a mixed CEP SFA. Moving forward, the district should use the mixed CEP public release, <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility#cep-resources>.

Disclosure

A Disclosure Agreement form should be signed by any individual, or an organization, that is receiving individual student free and reduced price school meal eligibility information for purposes other than school meal benefits. More information can be found at <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced->

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applications

Any individual that is provided with individual student eligibility information for state reporting purposes or local program fee waivers should complete the Disclosure Agreement for School Staff and retain a copy on file at the district.

Any agency that is receiving free and reduced price meal benefit information for individual students should complete this Disclosure Agreement form and retain a copy on file.

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Findings and Corrective Action:

Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/24/2019 12:17 PM</p>	<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.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/15/2019 08:28 AM</p>	<p>Finding: Current LWP does not include all of the required content (food and beverage marketing, foods provided but not sold (class parties/rewards) and other school-based strategies for wellness).</p> <p>CA: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	133	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/14/2019 10:30 AM</p>	<p>Finding: A sample size of 256 free and reduced price determinations were reviewed, one error was identified. A students directly certified were not receiving appropriate free or reduced meal benefits.</p> <p>CA: Notify the household of the correct eligibility and upload a copy of the letter and documentation verifying your system has been updated into SNACS. Completed, no further action required.</p>
Form Name	Verification (207 - 215)	
Question #	211	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/14/2019 11:09 AM</p>	<p>Finding: SFA did not send the "We Have Checked" Letter after Verification was completed.</p>

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		CA: Review the Eligibility Manual on pg 113-114 regarding completion of Verification and submit a statement that the DPI template letter will be used moving forward, or upload an updated version of the SFAs verification "We Have Checked" letter into SNACS for approval.
Form Name	Civil Rights (809 - 810)	
Question #	810	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/14/2019 11:15 AM	Finding: Monthly menu reads "USDA is an equal opportunity provider and employer." CA: Replace with "This institution is an equal opportunity provider." Submit a corrected upcoming menu.
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2019 12:20 PM	Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. CA: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.
Site Name	Chequamegon Middle School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/25/2019 07:59 AM	Finding: If it becomes too time- or labor-intensive to record milk usage by type on production records, you may consider using a Milk Recipe (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/milk-recipe-instructions.doc). A milk recipe is documentation of average milk usage by meal (breakfast or lunch) and grade group. When a milk recipe is on file, total milk usage must still be recorded on production records. Milk recipes must be updated twice per year or when you notice that students' preferences have changed. CA: Submit 3 consecutive days of completed breakfast and lunch production records at CMS with milk usage by type recorded OR submit a milk recipe for CMS.
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 04/25/2019 07:55 AM	<p>Finding: Recipes should be standardized in each production kitchen to reflect the products and practices that are used in that kitchen. This same process must be done to standardize USDA quantity recipes, especially when substitutions are made. Instructions for standardizing recipes and recipe templates can be found: https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes. Continue to work toward standardizing all recipes.</p> <p>CA: Submit standardized recipes for brown rice pilaf, bread/bun, and hamburgers.</p>
Site Name	Chequamegon Middle School	
Form Name	Offer vs Serve (500-502)	
Question #	502	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/23/2019 01:33 PM	<p>Finding: Menu signage did not include that students take at least 1/2 cup fruit, vegetable, or combination.</p> <p>CA: All signage posted must include the requirement that students take at least 1/2 cup fruit, vegetable, or combination. Submit a photo of signage that fulfills this requirement.</p>
Site Name	Chequamegon Middle School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/25/2019 08:03 AM	<p>Finding: The beverage vending machine is on during the school day. Items are not compliant for elementary or middle school. Compliant beverages for the Glidden campus include plain water, =8 fl oz low fat or fat free milk, and =8 fl oz 100% juice. Low calorie and no calorie beverages are not compliant for the Glidden campus. Review: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf. State what will be done with the vending machine to comply with the Smart Snack regulations. Corrected on site, no further action required. See attached images or timer set on machine.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1410	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/23/2019 01:40 PM	<p>Finding: Jalapenos- Mexico Green olives- Spain Dole mandarin oranges- Thailand Dole peach cup- Thailand</p>

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	<p>Dole pineapple cup- Philippines Canned mandarin oranges- China Canned pineapple- Thailand Cantaloupe- Honduras Honeydew- Guatemala Fresh pineapple- Costa Rica Kiwi- Italy Watermelon- Mexico Grapes- Chile Gravy mix- Canada</p> <p>CA: Please submit a copy of completed non-domestic documentation for products identified, as well as any other products found in inventory. https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx</p>
Form Name	Afterschool Snack Program
Question #	6
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 05/15/2019 11:03 AM</p> <p>Finding: SFA did not have production records with the planned amount prepared.</p> <p>CA 1: Submit a statement of understanding that production records with the planned amount prepared must be tracked.</p> <p>CA 2: Submit a week worth of production records with the planned amount prepared.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/14/2019	725	138	Administrative Review	ALL	Determining Official			
Comments								
						Created By		Created Date
Reminder that carry over status is good for 30 days or until a new benefit status is determined.								5/14/2019 10:32:44 AM
04/24/2019	623	409	Administrative Review	Chequamegon Middle School				
Comments								
						Created By		Created Date
https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf								4/24/2019 1:46:26 PM
04/23/2019	621	501	Administrative Review	Chequamegon Middle School				
Comments								
						Created By		Created Date

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The Offer Versus Serve Guidance manual and the Offer Versus Serve Webcast can be used as training resources (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf , https://dpi.wi.gov/school-nutrition/training/webcasts).								4/23/2019 2:28:37 PM	
04/23/2019	620	409	Administrative Review	Chequamegon Middle School					
Comments					Created By			Created Date	
Use the K-12 breakfast menu planning worksheet https://dpi.wi.gov/sites/default/files/imce/school-nutrition/menu-planning-worksheet-breakfast.docx								4/23/2019 1:48:49 PM	