

Administrative Review Report

Denmark School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/31/2019	01/27/2020
On-Site Review	03/16/2020	03/17/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	03/16/2020	03/16/2020
Exit Conference	03/17/2020	03/17/2020

Commendations:

Thank you so much to the foodservice staff at Denmark Community School. We have appreciated your flexibility and willingness to work with us through the changing and challenging 2020 landscape. Additional appreciation to the Food Service Director who not only promptly submitted documentation and answered questions, but was an overall pleasure to work with. Thank you for all you do for your students and community!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	711	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 11/23/2020 09:59 AM	The calculation shown is incorrect. The USDA foods cost is not included in here. The correct price for Adult meals should be 65 cents higher than the highest student paid price. This was for the 19-20 school year. Please make the change here, and also in your Point of Service. Your correct price for adult meals should be \$4.15. Here is the calculation, $3.50 + .65 = 4.15$, or $3.50 + .39, .02, .24(usda)=4.15$.
	CAP Submitted 03/04/2021 12:42 PM	The adult meals will change to \$4.15
	CAP Accepted 03/09/2021 08:37 AM	CAP Accepted
Site Name	Denmark Hi	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 09/23/2020 01:48 PM	Production Records Missing Field: The production record template currently in use lacks the required "planned and actual quantity prepared, in purchase units" information field. Given that this change will need to happen at the corporate level and the ongoing pandemic impacts current kitchen practices, a statement of intent will be accepted in lieu of a week of updated production records. Corrective Action Required: Please submit a statement that specifically describes the changes that will be made to the current product record template in order to satisfy all production record requirements and include the required field, "planned and actual quantity prepared, in purchase units."
	CAP Submitted 10/07/2020 03:38 PM	The production records will have a column for planned and actual quantity prepared. I will train my staff that it needs to be recorded in units and not servings and explain that this is done in the event they are not here and someone else takes over that it will be easier for them to understand what they need to prep.
	CAP Accepted 10/14/2020 10:29 AM	CAP Accepted
Site Name	Denmark Hi	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	

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Corrective Action History	<p>Flagged</p> <p>09/23/2020 01:52 PM</p>	<p>MMA Quantity Shortages: The daily and weekly minimum requirements for Meat/Meat Alternate (MMA) were not met for the 9-12 age/grade group for lunch during week of review. The following represents the minimum component contribution offered as well as the corresponding menu item which led to the shortage.</p> <p>Monday, 2/10/20: 1.75 oz eq minimum MMA offered (Toasted Ham & Mozzarella Sandwich), 2.0 oz eq MMA is required daily. Thursday, 2/13/20: 1.5 oz eq minimum MMA offered (Turkey Ranch Sub), 2.0 oz eq MMA is required daily. Friday, 2/14/20: 1.75 oz minimum MMA offered (Italian Meatball Sub), 2.0 oz eq MMA is required daily. Weekly: when taking into account the three daily quantity shortages outlined above, only 9 oz eq minimum MMA was offered over the course of the week; 10 oz eq is required.</p> <p>Corrective Action Required: Please review the recipes highlighted above. Describe specifically how the daily minimum requirement for the MMA component will be met for lunch during the review period (e.g. portion sizes increased, recipes altered, product replacements, additional menu items, etc.). Include any necessary recipes, serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation. As the weekly MMA shortage will resolve with satisfactory Corrective Action from the daily MMA shortages, no further action is required for the weekly MMA shortage item at this time - satisfactory completion of daily MMA shortage Corrective Action will be accepted for the weekly MMA shortage.</p> <p>Please note that repeat violations during subsequent Administrative Reviews may result in fiscal action.</p> <p>Weekly Dark Green Vegetable Shortage : the weekly minimum requirement for the Dark Green Vegetable Subgroup (1/2 cup for grades 9-12) was not met during the review period as outlined in the TA portion of this report.</p> <p>Corrective Action Required : Submit a statement which specifically describes how the weekly minimum for Dark Green Vegetables will be met for the review period menu (e.g. portion sizes increased, additional menu items, product replacements, etc.).</p>
	<p>CAP Submitted</p> <p>10/07/2020 03:47 PM</p>	<p>MMA quantity shortages will be rectified by new recipes that have the proper portions to meet the 2.0 oz requirement, by adding more meat or cheese. Dark green vegetable shortage will be rectified by offering a full cup of leafy greens or 1/2 cup dark green vegetable each week.</p>
	<p>CAP Accepted</p> <p>Carla Schmitz-Frank</p> <p>10/28/2020 01:40 PM</p>	<p>CAP Accepted</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
09/23/2020	2225	1106	Administrative Review	Denmark Hi	FSD			

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Comments						Created By	Created Date
<p>If an organization is selling foods 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 for purchased foods or beverages, or recipes for anything that is made from scratch. It is also helpful to keep printouts of the results page from the Smart Snacks calculator. If an organization is selling foods or beverages that do not meet the Smart Snacks standards: These are considered exempt fundraisers. 1. Each student organization may hold two exempt fundraisers per school per school year. 2. Each exempt fundraiser may be no longer than two consecutive weeks in length. 3. Exempt fundraisers cannot occur in the meal service area during meal times. 4. Someone in the school must keep track of the exempt fundraisers. Tracking exempt fundraisers is crucial to ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage, (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).</p>							9/23/2020 1:57:56 PM
09/23/2020	2224	1104	Administrative Review	Denmark Hi	FSD		
Comments						Created By	Created Date
<p>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).</p>							9/23/2020 1:55:34 PM
09/23/2020	2223	410	Administrative Review	Denmark Hi	FSD		
Comments						Created By	Created Date
<p>Recipes: Recipes should be updated to reflect current practices and products. Standardized recipes exist, but several (Toasted Ham Mozzarella Sandwich, Turkey Ranch Sub, and Meatball Sub) do not accurately reflect products currently in use. Recipes should be updated for accuracy whenever an ingredient changes to ensure that the desired meal pattern component contributions are achieved. In this instance, inaccurate recipes lead to three daily Meat/Meat Alternate (MMA) shortages during the week of review, subsequently causing a weekly MMA quantity shortage. Review of the Product Formulation Statements (PFS) for the MMA products used in these recipes revealed different meal pattern contributions for the current products in use than those products listed in the original recipes, as outlined below. Corrective Action required and outlined in the corresponding section of this report. Toasted Ham Mozzarella Sandwich: 1.25 oz Ham (quantity from recipe) equates to 0.93 oz eq MMA, 1.75 oz eq total with the 1 oz of mozzarella, after rounding down to the nearest 0.25 oz eq; per PFS rendered for documentation review, Armour Eckrich Healthy Ones ham credits as 1.5 oz eq MMA per every 2 oz of ham product. Meatball Sub: 4 meatballs (quantity from recipe) equates to 1.16 oz eq MMA, 1.75 oz eq MMA total with the 0.625 oz eq from the cheeses, after rounding down to the nearest 0.25 oz eq; per PFS rendered for documentation review, six meatballs credit as 1.75 oz eq MMA. Turkey Ranch Sub: 1.5 oz Turkey (quantity from recipe) equates to 1.02 oz eq MMA, 1.5 oz eq MMA total with the 0.5 oz of cheese, after rounding down to the nearest 0.25 oz eq; per PFS rendered for documentation review, Jennie-O sliced turkey credits as 2 oz eq MMA per every 2.93 oz of turkey product. Crediting Leafy Greens: Raw, uncooked leafy greens credit for half the volume served in their fresh forms. For example, ½ cup of fresh baby spinach credits as ¼ cup dark green vegetable. The same crediting principle applies to iceberg lettuce and other lettuces, even if they are not in the dark green subgroup. If leafy greens are cooked, such as steamed spinach, they credit as the actual volume served. During the week of review, ½ cup of spinach salad mix was planned and served. This credits as ¼ cup dark green vegetable, not ½ cup, leading to the dark green vegetable subgroup weekly shortage. Corrective Action required and outlined in the corresponding section of this report. It is also important to note that all students must have access to a vegetable subgroup regardless of which daily entree they select in order for that quantity of dark green vegetable to be credited toward the meal pattern's weekly minimum requirements. For example, Denmark High School offers an impressive array of daily entree options, with at least one option being a salad (which contains the MMA and the grain components in addition to dark green vegetables). The dark green vegetables in these salad entrees cannot credit towards the weekly dark green vegetable requirement because only students who select the salad entree have access to the dark green vegetable quantity offered. Students who select other entrees do not have access to these dark green vegetables as they cannot select two entrees.</p>							9/23/2020 1:50:07 PM
09/23/2020	2222	409	Administrative Review	Denmark Hi	FSD		

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Comments	Created By	Created Date
<p>Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with staff to accurately record the serving site and adult meals, as (if) applicable. Production records are intended to be useful tools to record production information. The production record template currently in use lacks required information: planned and actual quantity prepared, in purchase units. Corrective Action required and outlined in the corresponding section of this report. A copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).</p>		9/23/2020 1:47:44 PM