

Administrative Review Report

DePere Unified Schools

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/25/2019	01/21/2020
On-Site Review	11/25/2019	11/26/2019
Site Selection Worksheet	11/25/2019	11/26/2019
Entrance Conference	11/25/2019	11/25/2019
Exit Conference	11/28/2019	11/28/2019

Commendations:

From the Nutrition Program Consultant:

Thank you to the staff at DePere Unified School District for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests as well as pulling records for the on-site portion of the review.

It was a pleasure to meet and work with school nutrition staff. All staff members were kind, welcoming, and knowledgeable. Staff asked great questions that demonstrated their understanding and strong grasp on program requirements. The lunch meal was very tasty and visually appealing. The dining area was warm and inviting. It was a pleasure to visit DePere Unified School District.

From the Public Health Nutritionist:

Thank you to all staff at the DePere Unified School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director and Assistant for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Great job incorporating innovative and creative Farm to School activities to enhance your Program. Finally, thank you for serving healthy, nutritious meals to the students of the DePere community!

Administrative Review Report

DePere Unified Schools

Recommendations:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.usda.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.usda.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Administrative Review Report

DePere Unified Schools

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	102	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The electronic application process was not providing detailed information to households on how to enter a program name, which is required by DPI when a case number is listed on the electronic application.</p> <p>CA: Please correct by following the step-by-step guide that was provided by the consultant or reach out to the software company for help. Please submit a statement on the action taken to correct this.</p>
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		<p>Finding: The SFA did not provide an Unpaid Meal Charge policy/procedure in a written format to households and food service staff at the beginning of the school year. All SFAs must have an Unpaid Meal Charge policy in place which is communicated and distributed to the households annually.</p> <p>CA: Submit a statement of how households and food service staff will be notified annually of the Unpaid Meal Charge policy/procedure.</p>
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		<p>Finding: The 2018-19 Annual Financial Report reflected a negative fund balance in the nonprofit school food service account and a transfer was made into the account to bring the account balance to zero however, the amount that was listed as a transferred was incorrect which was reflected on the annual financial report.</p> <p>CA: Please correct the annual financial report to show the correct transfer.</p>

Administrative Review Report

DePere Unified Schools

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	705	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: When any student leaves the district or graduates, SFAs must attempt to contact the student's household to return any funds remaining in the account. Currently, there is no approved flexibility to simply set a dollar threshold (e.g., \$5.00); SFAs can transfer remaining funds in a student's meal account to a sibling in the same household who remains in the district. The district was not returning funds under 5.00 unless a request was submitted.</p> <p>CA: Please submit a statement on how this will be corrected moving forward.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not accurately calculate the non-program food ratio. The SFA completed the Non-program Foods Revenue Tool, but did not include all required information into the tool (7 CFR 210.14).</p> <p>CA: Watch the Non-program Food Revenue webcast on the DPI website. Update the Non-program Foods Revenue Tool, including all missing information and upload the updated tool into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Public Release printed in the newspaper at the beginning of this school year was not the correct release for this current school year.</p> <p>CA: Provide a statement of understanding that the District will use the Public Release posted on the DPI website, which is the most current moving forward to ensure all updated required information is included.</p>
Site Name		

Administrative Review Report

DePere Unified Schools

Form Name	SFA On-Site Monitoring (900)	
Question #	900	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: SFA did not sign the on-site monitoring forms. CA: Please submit a statement that moving forward the on-site monitoring forms will be signed.</p>	
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1002	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: The SFA does not have a specific wellness committee in place for the district. CA: Provide a timeline on when a LWP committee will be formed.</p>	
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee. CA: Provide a statement on how potential stakeholders will be notified and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>	
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Finding: The <i>Sharing of Information Letter</i> which provides households the opportunity to consent to allow their meal eligibility to be shared for potential fee waivers was not detailed enough to allow households to determine what fees are being waived.</p>	

Administrative Review Report

DePere Unified Schools

		CA: Provide an updated template of the <i>Sharing of Information Letter</i> with the fee waivers that each of the schools offer. Please upload this updated letter into the SNACS.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		Finding: The <i>Direct Certification letter</i> did not have the correct format for the non-discrimination statement. CA: Update the <i>Direct Certification Letter</i> to include the correct format for the non-discrimination statement. Upload a copy of the letter into SNACS.
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		Finding: The SFA did have a copy of the food safety plan at each school. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The HACCP 1, 2 and 3 chart was missing. CA: Update the food safety plan to include a completed HACCP 1, 2 and 3 chart for each school and submit into SNACS.
Site Name	Dickinson Elementary	
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		Finding: At Dickinson Elementary, there was a weekly meat/meat alternate shortage for the week of review at lunch due to the alternate entrée options. The following represent the planned portion sizes: <ul style="list-style-type: none"> Monday/Thursday: Turkey/Cheese Sandwich, 1.5 oz eq. meat/meat alternate Tuesday: Yogurt Parfait w/Bug Bites Grahams, 1.5 oz eq. meat/meat alternate

Administrative Review Report

DePere Unified Schools

	<ul style="list-style-type: none"> Wednesday/Friday: Ham/Cheese Sandwich, 1.5 oz eq. meat/meat alternate. <p>Although these meals meet the daily meat/meat alternate requirements, these meals will not meet the weekly meat/meat alternate requirements (7.5 oz eq. meat/meat alternate offered during the week of review from alternate entrees; 8 oz eq. meat/meat alternate required weekly for all entrée options for K-5 students). Additionally, fiscal action is required for any repeat violations at the SFA level (not site-specific) from the previous AR Cycle. Because a weekly meat/meat alternate shortage was found at lunch during the last AR (SY 16-17) as well as the current AR, fiscal action will be applied. There will be a re-claim for lunch alternate entrée meals for one weekday at Dickinson Elementary with the lowest participation. This will result in a re-claim of twenty-three (23) lunches from 1/29/20. This repeat finding requires an expanded review of other sites within the district with the same menu. All three elementary schools in the district have the same menu (Dickinson, Altmayer, and Heritage). Altmayer substituted an Italian Combo sandwich (1.75 oz eq. meat/meat alternate) and smoothie (0.5 oz eq. meat/meat alternate) during the week of review and did not have a meat/meat alternate shortage during the week of review. However, Heritage substituted the Italian Combo sandwich but not the smoothie; therefore, this school also has a meat/meat alternate shortage. The lowest day of participation for the alternate entrées served will be re-claimed from Heritage during the review week. This results in a re-claim of twenty-two (22) entrees from 1/28/20. A total of 45 alternate entrée lunch meals will be re-claimed during the week of review.</p> <p>CA: State what changes will be made to the week of review menu to ensure that 8 oz eq. meat/meat alternate is offered to students each week with the alternate lunch entrées. Review the Lunch Meal Pattern table for reference (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p>
Site Name	Susie C. Altmayer Elementary School
Form Name	Water (1300)
Question #	1300
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged

Administrative Review Report

DePere Unified Schools

Corrective Action History	<p>Finding: Free, potable water was not accessible to students during breakfast meal service (7 CFR 220.8 and 7 CFR 210.10).</p> <p>CA: Submit a statement explaining how free potable water will be made available to all students during breakfast and lunch meal service.</p>
----------------------------------	--

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/26/2020	1820		Administrative Review		FSD			
Comments								
							Created By	Created Date
Quantities: As a reminder be sure to meet daily quantity requirements in addition to weekly quantity requirements. It is better to go over slightly on your weekly requirements than to have a daily shortage.								2/26/2020 12:44:58 PM
02/26/2020	1810		Administrative Review		FSD			
Comments								
							Created By	Created Date
Weighing: Due to the inconsistency in slice size and weight for luncheon meats, staff should weigh the slices of luncheon meat prior to assembling the sandwiches to ensure that the required weight of meat is placed on each sandwich. In addition, the Food Service Director may consider purchasing a digital scale for weighing to improve accuracy.								2/26/2020 10:32:20 AM
02/25/2020	1782		Administrative Review		FSD			
Comments								
							Created By	Created Date
Crediting Clarification: The Italian Combo Sandwich recipe (990301) credits as 1.75 oz eq. meat/meat alternate instead of 2.0 oz eq. meat/meat alternate as stated on the recipe. The Turkey/Cheese Sandwich recipe (990292) credits as 1.5 oz eq. meat/meat alternate instead of 2.0 oz eq. meat/meat alternate as stated on the recipe. The Ham & Cheese Pretzel Roll recipe (990296) credits as 2.25 oz eq. grain instead of 2 oz eq. grain as stated on the recipe.								2/25/2020 3:44:07 PM
02/25/2020	1781		Administrative Review		FSD			
Comments								
							Created By	Created Date
Offer versus Serve: It is recommended that the Food Service Director and Assistant Director review Offer versus Serve requirements with kitchen staff, especially for breakfast. Staff could benefit from additional training that a ½ cup serving of fruit or								2/25/2020 3:28:03 PM

Administrative Review Report

DePere Unified Schools

vegetable is required for each reimbursable breakfast and lunch. It would be helpful to remind staff of what a half cup serving of fruit or vegetable looks like by demoing ½ cup serving sizes of various fruit and vegetable offerings. It could also be helpful to post the Half-Cup Fruit and Vegetable “Cheat Sheet” (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/half-cup-fruit-veg.pdf) or post photo examples of ½ cup servings. The Salad Bar Signage Template (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage) includes photo examples.					
02/25/2020	1779	Administrative Review		FSD	
Comments				Created By	Created Date
Production Records: The “Total Purchase Units Prep’d” and “Planned # of Portions” columns on the breakfast production record are used incorrectly. The “Total Purchase Units Prep’d” column should document the quantity of food prepared in the correct purchase units (i.e. the number of #10 cans, boxes, bags, etc.) opened and used for meal service. Currently, this column is used to document the planned number of servings. The planned number of servings should be documented in the “Planned # of Portions” column on the production record. Breakfast production records should also consistently include the specific name of the school for which they are used.					2/25/2020 3:13:03 PM