

Administrative Review Report

516104 Washington-Caldwell School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/31/2019	12/02/2019
On-Site Review	12/16/2019	12/17/2019
Site Selection Worksheet	10/31/2019	10/31/2019
Entrance Conference	12/16/2019	12/16/2019
Exit Conference	12/16/2019	12/16/2019
Corrective Action Deadline	Complete. No further action required.	

Commendations:

- Sincere appreciation for the time staff dedicated to preparing for this review. School staff are proactive about contacting the DPI SNT with compliance questions and stay current on program updates and memos sent by the State agency. The SFA runs an excellent school nutrition program.
- The lunch program at Washington-Caldwell is very organized. Thank you for submitting so much documentation off-site prior to the review.
- The Washington Caldwell School and Muskego-Norway kitchens are clean and orderly. Taher staff does an excellent job following recipes, collecting crediting documentation, and preparing colorful meals.
- The recent Local Wellness Policy (LWP) updates look great. The policy meets all minimum required content areas. To complete the triennial assessment, 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>
- The Annual School Food Service Report (AFR) was completed accurately and provides a nice snapshot of the 18-19 SY program participation, food cost, and revenue per meal. Overall, the food service program is self-sustaining and a small fund balance is being built-up to reinvest in allowable program expenses, like equipment.
- The review period claim was consolidated perfectly. Great job!

Recommendations:

- When preparing the free and reduced-price meal application packet at the beginning of the school year, remove any pre-filled reference to the Community Eligibility Provision (CEP). The agency does not participate in this program and it may confuse households.
- USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:
 - Promotion of the summer meals locator on the DPI Summer Meals webpage
 - Promotion of calling 211 to locate meals in the area
 - Promotion of the ability to text 'food' to 877-877 to locate meals in the area
 - Promotion of the USDA Summer Food website (<http://www.fns.usda.gov/summerfoodrocks>) 7 CFR 210.12(d)
- It is recommended, but not required, for SFAs to use the prototype Medical Statement for Special Dietary Needs posted on the DPI SNT website, which is also available in Spanish and Hmong.
- SFAs may at their discretion, choose to accommodate special dietary requests without a signed medical statement from a licensed medical practitioner. These accommodations must meet the USDA meal pattern requirements in order for the meals to be reimbursable.
- Allergen "Aware" Table
The SFA has a peanut "free" table. This practice is at the SFAs discretion. Consider stating that the school and table are peanut "aware" rather than "free" as this may present a false sense of security for parents and students. The SFA cannot possibly check every food item brought into the school. However, standard operating procedures can be implemented to properly clean the school environment and reduce risk of cross contact. For example, continue to discourage food sharing and encourage hand washing before and after eating. For more information see the CDC Tool kit, "Managing Food Allergies in Schools" <https://www.cdc.gov/healthyschools/foodallergies/toolkit.htm>.

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Findings and Corrective Action:

Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1601
Corrective Action Status	Complete. No further action required.
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).</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>

Technical Assistance:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/16/2019	1193	409	Administrative Review	Washington Elementary				
Comments								
							Created By	Created Date
Per the PFS provided for the Jennie-O sliced turkey, 4.31 ounces by weight is 2 ounce equivalents M/MA. The Turkey BLT Flatbread credits as 1.25 oz eq M/MA. This is compliant. However, Taher is incorrectly crediting it as 2 oz eq M/MA. Consider revising the recipe and/or obtaining a more current turkey PFS.								12/17/2019 9:31:06 AM
12/16/2019	1192	409	Administrative Review	Washington Elementary				
Comments								
							Created By	Created Date
The PFS provided for the waffles is from school year 2014-2015 and shows that they are not whole-grain rich. While this is compliant, it is recommended to obtain an updated PFS.								12/17/2019 9:27:52 AM
12/06/2019	1105		Administrative Review					
Comments								
							Created By	Created Date
When determining applications, if multiple income sources are reported and in the same frequency, determine the application in the reported frequency. Do not covert to monthly or annual.								12/6/2019 9:17:15 AM
If there are multiple source of income reported in different frequencies (e.g., weekly, monthly, bi-weekly, etc.), covert all income sources to annual.								