

# Administrative Review Report

Eagle School #527052

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/31/2019	01/10/2020
On-Site Review	01/21/2020	01/22/2020
Site Selection Worksheet	10/31/2019	10/31/2019
Entrance Conference	01/21/2020	01/21/2020
Exit Conference	01/22/2020	01/22/2020
Corrective Action Deadline	March 10 <sup>th</sup> , 2020	

## Commendations:

- The agency runs a small, but mighty meal program. The average daily participation (ADP) rate for the lunch program during the 2018-19 SY was 75%! Strong participation is a reflection of the work of staff and acceptance of the program by students. Keep up the good work!
- Sincere thank you to the staff for having a positive attitude during the review process. Great questions and discussion were generated. Staff seem receptive to training plan suggestions. SNT Webcasts can be accessed on the [Training webpage](#). Staff are highly encouraged to attend DPI SNSDC trainings over the summer in core areas, like Free and Reduced-price meal application determination, Verification, Child Nutrition Basics, and Financial Basics.

## Recommendations:

### Local Wellness Policy

- The SFA must inform and update the public about the assessment of the implementation of LWP. The first assessment should be completed within three years of your SFAs policy being updated, but no later than June 30, 2020. Following the assessment, SFAs are required to retain a copy of the assessment and documentation regarding the public notification (7 CFR 210.31). SFAs may use a variety of methods to notify the public including: mailing flyers, newsletters, emails, website postings, and newspaper articles. Include the extent to which SFAs are in compliance with their LWP; the progress made toward attaining the goals of the LWP; and the extent to which the SFAs LWP compares to a model policy (7 CFR 210.31).
- The SFA must permit parents, students, physical education teachers, school health professionals, school administrators, school board members, and the general public to be involved in the development, implementation, periodic review, and update of the LWP. The SFA must retain documentation on stakeholders who participated in the review and update of the LWP (7 CFR 210.31).

### Free and Reduced-price Meal Applications

- Utilize the DPI SNT Income Eligibility Guidelines chart found on the [SNT Free and Reduced-price webpage](#) rather than the chart within the federal registrar. The DPI SNT chart is an easier-to-read format and reduces the chances of misinterpretation. The IEGs are update every year after July 1st.
- Household income can only be annualized when there is more than one income frequency listed on the application. If there is only one income frequency listed, the application must be determined based on the frequency indicated and not converted to annual.
- SFAs participating the USDA Child Nutrition Programs are required to annually provide the Public Release to a variety of community organizations at the beginning of the school year to inform potentially eligible persons that your school or agency participates in the Child Nutrition Programs and includes information pertaining to eligibility, benefits and services and the steps needed to participate. Maintain documentation/record of where the public release was sent.
- If the current determining official (DO) and Verifying Official (VO) leaves the agency, a new DO/VO will need to be established--and complete training. Review the following:

# Administrative Review Report

Eagle School #527052

- The Free and Reduced Meal Eligibility webpage <https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility>
- Eligibility Manual for School Meals: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf>
- Webcasts (Filling out an Application <https://dpi.wi.gov/school-nutrition/training/webcasts#applications>; Overview of Free, Reduced and Verification [https://media.dpi.wi.gov/community-nutrition/determining-eligibility-and-verification-overview/story\\_html5.html](https://media.dpi.wi.gov/community-nutrition/determining-eligibility-and-verification-overview/story_html5.html); Processing Applications and DC in FR meal Eligibility [https://media.dpi.wi.gov/school-nutrition/processing-applications-direct-certification/story\\_html5.html](https://media.dpi.wi.gov/school-nutrition/processing-applications-direct-certification/story_html5.html); Special Situations in FR Meal Eligibility Process [https://rise.articulate.com/share/kFcBhQZvACTWNF7S9DDBuZc-iZ2WP0ut#/lessons/AXMJTVcXAjCEh\\_P6SHTPaG5kyH7P05](https://rise.articulate.com/share/kFcBhQZvACTWNF7S9DDBuZc-iZ2WP0ut#/lessons/AXMJTVcXAjCEh_P6SHTPaG5kyH7P05); Direct Certification <https://dpi.wi.gov/school-nutrition/training/webcasts#dc>; Verification <https://dpi.wi.gov/school-nutrition/training/webcasts#verif>

## Food Safety

- Consider reaching out to your local sanitarian (conducts food safety audits 2 x/yr.) to determine if the large glass containers used to store the flour and rice on the metal rack in the dry storage area are compliant with food code. These containers are large, look heavy, and are stored on a rack that would make it difficult for staff to safely access. If the containers are dropped, the broken glass could become a physical contaminate.
- All Milk offered in the USDA School Meal programs must be pasteurized to ensure food safety. 7 CFR 210.10 (d) (ii). WI Food Code 3-202.14 (B).

## Civil Rights

- The [Civil Rights Self-Evaluation Form \(PI 1441\)](#) must be completed and kept onsite by October 31 each year. Utilize the NSLP form, not the SMP only form.

# Administrative Review Report

Eagle School #527052

## Findings and Corrective Action:

<b>Form Name</b>	<b>Maintenance of Non-Profit School Food Service Account (700 - 705)</b>
<b>Question #</b>	700
<b>Corrective Action</b>	<p>Finding:                      1) The Annual Financial Report (AFR) was not submitted by August 31, 2019.                      2) On the AFR, the Nonprogram Food revenues and expenses were not broken out of lunch and breakfast. This is necessary to accurately assess compliance with the nonprogram food revenue ratio. In addition, it is required to report all revenues and expenses by program. <i>Revenue from Nonprogram foods</i> is a separate program.</p> <p>CA: Review the AFR webcast or manual on the DPI website then update the 2018-19 Annual Financial Report with revenues and expenses broken out by program. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any manual adjustments after December 31.</p>
<b>Form Name</b>	<b>Civil Rights (800 - 807)</b>
<b>Question #</b>	803
<b>Corrective Action</b>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific to the school meal program (FNS Instruction 113-1).</p> <p>CA: Provide a timeline for when a school meal program complaint policy will be put in place. Provide the name and title of the SFA representative that will ensure compliance.</p>
<b>Form Name</b>	<b>Local School Wellness (1000 - 1006)</b>
<b>Question #</b>	1000
<b>Corrective Action</b>	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31).</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. Reference the LWP Checklist found on the DPI LWP webpage. The current LWP needs language to cover: Policy Leadership; Public Involvement; School Meals; Food sold outside of school meal programs; Food and Beverage Marketing; Nutrition Education; Nutrition Promotion; Physical Activity; Other School-Based Strategies for Wellness; Triennial Assessment; and Updating/Informing the Public.</p>
<b>Form Name</b>	<b>Local School Wellness (1000 - 1006)</b>
<b>Question #</b>	1004

# Administrative Review Report

Eagle School #527052

<b>Corrective Action</b>	<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>CA: Provide a plan 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>
<b>Form Name</b>	<b>School Breakfast and Summer Food Service Program Outreach (1600 - 1601)</b>
<b>Question #</b>	1600
<b>Corrective Action</b>	<p>Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12).</p> <p>CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials.</p>
<b>Form Name</b>	<b>School Breakfast and Summer Food Service Program Outreach (1600 - 1601)</b>
<b>Question #</b>	1601
<b>Corrective Action</b>	<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>
<b>Form Name</b>	<b>Resource Management Review Form</b>
<b>Corrective Action</b>	<p>Finding:</p> <p>1) The 1819 SY Annual Food Service Financial Report (AFR) reports an operating deficit, requiring a transfer from the general fund in the amount of \$6,850.69. This required end-of-year operating transfer is not recorded on the GL for the food service account and should be to match the AFR.</p> <p>2) Household revenue for meals sold is not being recorded in the food service account on the ledger. This is distorting the total revenue and ending fund balance. The food service account is a protected account. Revenue for meals sold must accrue to the food service account and only be spent on allowable program costs.</p> <p>CA1: Amend the 1819 SY AFR to clarify and report only direct food service labor that was expensed/recorded to the food service account in the 1819 SY. Move the expenses</p>

# Administrative Review Report

Eagle School #527052

	<p>reported as "equipment" to "purchased services", as these were equipment repairs.</p> <p>CA2: Review food service household billing and deposits. Adjust the 1819 SY accounting ledger to ensure all food service revenue accrues to the food service account.</p> <p>CA3: After the above corrections are made to the ledger and AFR, assess the need for an end-of year operating transfer. A transfer must be made and recorded within the ledger and AFR if the account ends in the negative. The food service account must begin the operating year (July 1) at a \$0 or positive fund balance.</p> <p><b>Submit copies of the adjusted food service ledger and final AFR to the consultant.</b></p>
<b>Form Name</b>	<b>Revenue from Nonprogram Foods</b>
<b>Corrective Action History</b>	<p>Finding: It is unclear which Nonprogram food items the agency has been selling or plans to sell moving forward. Per current food service staff, the agency offers adult meals and extra milk. Historically, the agency may have sold extra entrees and a side salad.</p> <p>CA: Review the Revenue from Nonprogram Foods Nutshell on the SNT webpage. Submit a statement clarifying which Nonprogram food items (e.g. adult meals, extra milk, extra juice, sides, etc.) the agency plans to offer and how much you will charge for each item. <b>Note: If the agency is going to sell more than adult meals and extra milk/juice, submit the Nonprogram Food Revenue Tool, which is required to document compliance with Revenue from Nonprogram Food sales.</b></p> <p>Utilize the Nonprogram Foods Nutshell and Webcast for further understanding of this regulation and how to complete the tool.</p>
<b>Form Name</b>	<b>Certification and Benefit Issuance (124 - 142)</b>
<b>Question #</b>	126
<b>Corrective Action</b>	<p>40 free and reduced price meal application determinations were reviewed, 8 errors were identified. This is a 20% error rate, which is high enough to require Independent Review of Applications at the beginning of the 2020-2021 SY. Fiscal action will also be assessed.</p> <p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p>CA: Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and</p>

# Administrative Review Report

Eagle School #527052

	<p>indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.</p>
<b>Form Name</b>	<b>Certification and Benefit Issuance (124 - 142)</b>
<b>Question #</b>	128
<b>Corrective Action</b>	<p>Finding: Language on the SFAs website and parent letter (within the F/R application packet) requires all households to submit a free and reduced-price meal application-- regardless of whether or not they believe they qualify. This is unallowable per the <i>Eligibility Manual for School Meals</i> on page 21. It is the household's choice to complete and submit an application. Furthermore, the website mentions the State Agency will process the outcome of the F/RP application. This is incorrect. Meal application determinations are conducted at the local level.</p> <p>CA: Update the language on the SFAs website to remove the requirement to submit an application as well as the incorrect statement re: state agency determination of applications. Submit a screen shot of the update in SNACS under the documents tab. Submit a statement agreeing to utilize the DPI SNT template parent letter (FAQ), which is updated each year. Alternatively, you can request that the SNT review your modifications to the template and approve the letter prior to distribution. Indicate how the SFA plans to proceed.</p>
<b>Form Name</b>	<b>Certification and Benefit Issuance (124 - 142)</b>
<b>Question #</b>	136
<b>Corrective Action</b>	<p>Finding: SFA is not in compliance with nondiscrimination practices per 7 CFR 245.8. Overt identification of students eligibility for meal benefits was noted on the point of service roster checklist, which is visible to students in passing the P.O.S. In addition, P.O.S staff do not need to know this information to conduct their job.</p> <p>CA: Provide a statement on how this SFA will correct the overt identification of students with meal benefits.</p>
<b>Form Name</b>	<b>Certification and Benefit Issuance (124 - 142)</b>
<b>Question #</b>	138
<b>Corrective Action</b>	<p>Finding: The SFA did not effectively update student eligibility changes to benefit issuance list (BI). For example, extension of benefits for some foreign exchange students was unclear and the whole BI list is missing "effective dates". The effective date is used to determine the first day a student is eligible to be claimed under a benefit category.</p> <p>CA: Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely to the BI list and the POS.</p>

# Administrative Review Report

Eagle School #527052

	<p><i>Note: This process is ongoing throughout the school year as students transfer in/out of the school, foreign exchange students transition households, and households reapply or match to direct certification mid-year to align with a change in their household circumstances.</i></p>
<b>Form Name</b>	<b>Verification (207 - 215)</b>
<b>Question #</b>	208
<b>Corrective Action</b>	<p>Finding: The SFA did not follow the proper steps during the confirmation review. The review should not have validated the original eligibility determination of the application selected for verification. The original application was incomplete and should have been denied/paid and another application chosen for verification.</p> <p>CA: Review <a href="#">pages 103-104 in the Eligibility Manual</a> and submit a statement of understanding on how to handle applications when the confirmation review does not support the original eligibility determination.</p>
<b>Form Name</b>	<b>Verification (207 - 215)</b>
<b>Question #</b>	211
<b>Corrective Action</b>	<p>Finding: The <a href="#">verification notification letter (We Must Check)</a> was not sent.</p> <p>CA1: Review the "Household Notification of Selection" section of the Eligibility Manual (pg 105-106)            CA2: Submit a statement indicating that the DPI template letter will be used moving forward, or upload an updated version of the SFAs verification notification letter into SNACS for approval.</p>
<b>Form Name</b>	<b>Verification (207 - 215)</b>
<b>Question #</b>	215
<b>Corrective Action</b>	<p>Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a)</p> <p>CA: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame.</p>
<b>Form Name</b>	<b>Civil Rights (809 - 810)</b>
<b>Question #</b>	810
<b>Corrective Action</b>	<p>Finding: The non-discrimination statement was not included on all required program materials.</p> <p>CA: Add the full Nondiscrimination statement to the food service webpage and student handbook. Upload updated materials into SNACS.</p>

# Administrative Review Report

Eagle School #527052

<b>Form Name</b>	<b>Professional Standards (1210 - 1219)</b>
<b>Question #</b>	1214
<b>Corrective Action</b>	<p>Finding: The School Nutrition Program Director did not complete the 12 hours of annual continuing education/training for the current school year and was unable to provide a training plan on how this will be met (7 CFR 210.30).</p> <p>CA: Provide a training plan for how the 12 hours of continuing education/training will be met for the current school year. Consider attending the DPI SNT summer in-person trainings and/or viewing <a href="#">webcasts posted on the SNT</a> webpage in job-specific areas. You may also count annual Civil Rights, blood borne pathogens, CPR, or other trainings on the "<a href="#">Suggested Training List</a>" towards the 12 hrs.</p>
<b>Form Name</b>	<b>Professional Standards (1210 - 1219)</b>
<b>Question #</b>	1216
<b>Corrective Action</b>	<p>Finding: The school bookkeeper, who has responsibilities related to the food service program, did not complete the required training hours for the current school year and was unable to provide a training plan for the current school year (7 CFR 210.30).</p> <p>CA: Review the School Nutrition Team Professional Standards webpage for annual training requirements for school food service staff. Provide a training plan that will meet the required training hours (4 hrs.) for the current school year.</p>
<b>Form Name</b>	<b>Food Safety &amp; Buy American (1400 - 1403)</b>
<b>Question #</b>	1400
<b>Corrective Action</b>	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site specific SOP's (e.g., proper food storage, date labeling, and taking cooler temperatures).</p> <p>CA: Have all food service staff review SOP #10 Storing Food (pg. 28-29) and date/initial the SOP within the agencies food safety plan. Submit a copy of the initialed SOP under the documents tab in SNACS.</p>
<b>Form Name</b>	<b>Reporting and Recordkeeping (1500 - 1501)</b>
<b>Question #</b>	1500
<b>Corrective Action</b>	<p>Finding: Reporting requirements are not completed by the required deadlines (e.g. Annual Financial Food Service Report (AFR), PI-1441 Civil Rights Self-Compliance, Verification process). Staff roles and responsibilities to meet program</p>



# Administrative Review Report

Eagle School #527052

	<p>requirements are not clearly delegated, contributing to missed deadlines and disorganization.</p> <p>CA: Submit a statement in SNACS agreeing to review the <i>General Calendar of Program Requirements and Meal Pattern Resource List</i>, <b>which are both under the document tab in SNACS</b>. Submit a copy of these documents back to the consultant. Include the name and staff title responsible for each requirement. Consider maintaining and utilizing these two resources as a guide for new staff training.</p>
<b>Form Name</b>	<b>Meal Counting and Claiming - Day of Review (317-321)</b>
<b>Question #</b>	318
<b>Corrective Action</b>	<p>Finding: Meal counts were not taken at the point of service (POS) as the student received their reimbursable meal. Meals for younger student were communicated back to the cashier during service after the students were seated. Per the online contract and onsite communication, the agency has an "end of the line" POS.</p> <p>CA: Correct the meal counting process to ensure meals are tracked <i>as the student receives their meal</i>. Submit a staff sign-in roster that shows the date a POS re-training was conducted for food service staff. Submit a copy of an internal memo/email communicating this update to teachers and other staff that should be supportive of this change.  <b>Note: Having an accurate point of service is vital to ensure meals are properly claimed for federal and state reimbursement. Failure to correct this critical area may result in future fiscal action.</b></p>
<b>Form Name</b>	<b>Meal Components and Quantities - Day of Review (400-408)</b>
<b>Question #</b>	400
<b>Corrective Action</b>	<p>Finding: during onsite meal observation of breakfast, the skim milk ran out and some students did not have access to a milk variety.</p> <p>Corrective Action: submit a statement that explains your plan to ensure that a milk variety is available to all students during the entire service time.</p>
<b>Form Name</b>	<b>Meal Components and Quantities - Day of Review (400-408)</b>
<b>Question #</b>	401
<b>Corrective Action</b>	<p>Finding: for onsite meal observation, one non-reimbursable meal was observed at lunch and five non-reimbursable meals were observed at breakfast. The meals did not contain the required ½ cup fruit, vegetable, or combination under Offer versus Serve.</p> <p>Corrective Action: Submit a statement indicating understanding that students must select three full</p>

# Administrative Review Report

Eagle School #527052

	components, one of which is ½ cup fruit, vegetable, or combination, under Offer versus Serve. Explain how this error will be corrected and avoided in the future.
<b>Form Name</b>	<b>Meal Components and Quantities - Day of Review (400-408)</b>
<b>Question #</b>	404
<b>Corrective Action</b>	<p>Finding: Breakfast signage does not accurately indicate what is offered and not at the beginning of the line.</p> <p>Corrective Action: Update breakfast signage and move to the beginning of the service line. Submit a picture in SNACS software for corrective action.</p>
<b>Form Name</b>	<b>Meal Components and Quantities - Review Period (409-412)</b>
<b>Question #</b>	409
<b>Corrective Action</b>	<p>Finding: Incomplete production records.</p> <ul style="list-style-type: none"> <li>• Corrective Action 1: Submit one week of completed production records, for breakfast and lunch, including all the required pieces of information, including: meal service date, planned serving size for each food item and for each age/grade group, planned/actual quantity prepared in purchased units, leftovers, and all milk types available and usage recorded daily. Additionally, each menu item must be written on its own line. Choose a week that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</li> <li>• Corrective Action 2: Review the <a href="#">production records requirements</a> handout with all staff who are involved with creating and completing production records. Sign and date and upload into the SNACS software.</li> </ul> <p>Finding: Standardized recipes not available (side salad, scrambled eggs and breakfast sandwich) or not up-to-date (homestyle spaghetti with meat sauce). Visit <a href="#">SNT Standardized Recipes</a> webpage for more information.</p> <ul style="list-style-type: none"> <li>• Corrective Action: Create and/or update the side salad, scrambled eggs, breakfast sandwich and homestyle spaghetti with meat sauce recipes. Upload into the SNACS software as corrective action.</li> </ul>
<b>Form Name</b>	<b>Meal Components and Quantities - Review Period (409-412)</b>
<b>Question #</b>	410
<b>Corrective Action</b>	<p>Finding: multiple lunch meal pattern errors for both K-8 and 9-12 students during the week of review.</p> <p>9-12 Lunch:</p> <ul style="list-style-type: none"> <li>• *Daily vegetable shortage on Friday, December 6th, 2019 from the week of review. Only ¾ cup vegetable was offered and 1 cup is required for students in grades 9-12.</li> </ul>

# Administrative Review Report

Eagle School #527052

- Weekly vegetable shortage for the week of review December 2-6, 2019. Only  $4\frac{3}{4}$  cups of total vegetables offered in the week of review. 5 cups must be offered every week.
- Weekly vegetable subgroup shortage (red/orange vegetables). Only  $\frac{1}{4}$  cup of red/orange vegetable was offered and  $1\frac{1}{4}$  cup is required over the course of a week.
- \*Missing vegetable subgroup (other vegetables).  $\frac{3}{4}$  cup of vegetables from the other subgroup must be offered every week.
- \*Daily meat/meat alternate shortage on Wednesday, December 4, 2019. Only 0.25 oz eq meat/meat alternate was offered to students in the chicken noodle soup. Students in grades 9-12 must be offered at least 2 oz eq meat/meat alternate daily.
- Weekly meat/meat alternate shortage. This will be fixed when students are offered the minimum daily meat/meat alternate requirements for their age/grade group.
- \*Daily grain shortage on Thursday, December 5, 2019. Only 1 oz eq grain was offered and students in grades 9-12 must be offered at least 2 oz eq grains daily.

## K-8 Lunch:

- \*Daily vegetable shortage. Only  $\frac{1}{2}$  cup vegetables offered to K-8 students on Wednesday, December 4, 2019 and  $\frac{3}{4}$  cup is required daily.
- Weekly vegetable subgroup shortage (red/orange vegetables) for the week of review December 2-6, 2019. Only  $\frac{1}{4}$  cup was offered and at least  $\frac{3}{4}$  cup is required for K-8 students.
- \*Missing vegetable subgroup (other vegetables).  $\frac{1}{2}$  cup of vegetables from the other subgroup must be offered every week for K-8 students.
- \*Daily meat/meat alternate shortage on Wednesday, December 4, 2019. Only 0.25 oz eq meat/meat alternate was offered to students in the chicken noodle soup. Students in grades K-8 must be offered at least 1 oz eq meat/meat alternate daily.
- Weekly meat/meat alternate shortage. Ensure that over the course of a week 9 oz eq meat/meat alternate are offered to students in grades K-8.
- Daily grain shortage on Thursday December 5, 2019. Only 0.5 oz eq grain (half slice bread as recorded on production records) was offered to students. K-8 students must be offered at least 1 oz eq grain daily.

\*These findings are considered repeat findings because they were found in the Administrative Review (AR) from School Year 2015-16. Repeat findings require fiscal action.

# Administrative Review Report

Eagle School #527052

Corrective Action: Complete and submit a menu planning worksheet for Lunch for each age/grade group listed below for the week of review (December 2-6, 2019), showing that all food component quantities will be met.

Refer to instructions for how to complete the worksheet and the [Lunch Meal Pattern Table](#) for daily and weekly requirements. This information on the SNT [Menu Planning](#) webpage under the Menu Planning Tools dropdown menu. (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning>).

K-8: Please fill out a Menu Planning Worksheet for K-8 Lunch for the week of review (December 2-6, 2019): [K-8 Lunch Menu Planning Worksheet](#) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/menu-planning-worksheet-lunch-k-8.doc>)

9-12: Please fill out a Menu Planning Worksheet for 9-12 Lunch for the week of review (December 2-6, 2019): [9-12 Lunch Menu Planning Worksheet](#) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/menu-planning-worksheet-lunch-9-12.doc>)

Form Name

Offer vs Serve (500-502)

Question #

500

Corrective Action

Finding: Food service staff were unclear about the Offer versus Serve (OVS) requirements for breakfast and lunch. OVS resources on WI DPI's [Menu Planning](#) webpage may be used as training resources (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning>). The [lunch meal pattern](#) webcast may also be helpful (<http://dpi.wi.gov/school-nutrition/training/webcasts#lunch>).

Corrective Action: Have staff responsible for determining reimbursable meals attend/review the training listed below. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.

- [Offer versus Serve in a nutshell](#) - 1 page summary. Sign and date when food service workers have reviewed. Upload into SNACS software.
- [Offer versus Serve webcast](#) (30 minutes)
- [Offer versus Serve Meal or no Meal interactive webcast](#) (30 minutes)
- [Lunch meal pattern webcast](#) (15 minutes)

# Administrative Review Report

Eagle School #527052

	<ul style="list-style-type: none"> <li><a href="#">Breakfast in a nutshell</a> - 1 page summary. Sign and date when food service workers have reviewed. Upload into SNACS software.</li> <li><a href="#">Production records requirements checklist</a> - 1 page summary. Sign and date when food service workers have reviewed. Upload into SNACS software.</li> </ul>
<b>Form Name</b>	<b>Food Safety, Storage and Buy American (1404-1411)</b>
<b>Question #</b>	1411
<b>Corrective Action</b>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> <li>Skipjack tuna - Indonesia</li> <li>Mandarin oranges - China</li> <li>Coconut milk - Thailand</li> <li>Refrigerated cantaloupe - Guatemala</li> </ul> <p>Review <a href="#">Buy American in a Nutshell</a> summary sheet for more information.</p> <p>Corrective Action: Complete and submit <a href="#">Non-Compliant Product Forms</a> for the abovementioned products. This summary sheet found on the <a href="#">Buy American</a> webpage.</p>

Technical Assistance:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/31/2020	1524		Administrative Review	ALL				
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
Trainings & Resources to report and prepare the AFR: - AFR Instruction Manual <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-instructions.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-instructions.pdf</a> - AFR Webcast <a href="https://dpi.wi.gov/school-nutrition/training/webcasts#afr">https://dpi.wi.gov/school-nutrition/training/webcasts#afr</a> - AIDS Banking (online banking) <a href="https://dpi.wi.gov/sfs/finances/aids-register/aids-register-coding">https://dpi.wi.gov/sfs/finances/aids-register/aids-register-coding</a> - Food Service Financial Management Webpage <a href="https://dpi.wi.gov/school-nutrition/program-requirements/financial-management">https://dpi.wi.gov/school-nutrition/program-requirements/financial-management</a> - Attend annual SNSDC in-person training on Financial Basics							1/31/2020 4:35:58 PM	
01/22/2020	1423	1411	Administrative Review	Eagle School				
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in							1/27/2020 1:55:14 PM	

# Administrative Review Report

Eagle School #527052

the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).								
01/22/2020	1422	1411	Administrative Review	Eagle School				
Comments					Created By	Created Date		
There was no documentation for non-domestic products purchased. The following information must be recorded on a Buy American Non-Compliant Product List: Date Name of product Country of origin Reason Cost analysis Seasonality Availability Substitution Distribution Other A suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage ( <a href="https://dpi.wi.gov/school-nutrition/procurement/buy-american">https://dpi.wi.gov/school-nutrition/procurement/buy-american</a> ).						1/27/2020 1:54:35 PM		
01/22/2020	1473	500	Administrative Review	Eagle School				
Comments					Created By	Created Date		
Food service staff did not have a clear understanding of the Offer Versus Serve (OVS) requirements for breakfast and lunch. During onsite meal observation one non-reimbursable lunch and five non-reimbursable breakfasts were noted. it is important for staff to understand OVS requirements. OVS resources on WI DPI's Menu Planning webpage may be used as training resources ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ovs">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ovs</a> ).						1/28/2020 11:24:22 AM		
01/22/2020	1472	409	Administrative Review	Eagle School				
Comments					Created By	Created Date		
Training Regular trainings are offered on the Wisconsin Department of Public Instruction (DPI) webpage as webcasts, webinars, and on-site trainings. Check our Training webpage for opportunities ( <a href="https://dpi.wi.gov/school-nutrition/training">https://dpi.wi.gov/school-nutrition/training</a> ). Members of the School Nutrition Team (SNT) are also available for technical assistance any time throughout the year. A complete list of DPI SNT staff can be found on our website ( <a href="https://dpi.wi.gov/school-nutrition/directory">https://dpi.wi.gov/school-nutrition/directory</a> ).						1/28/2020 11:22:13 AM		
01/22/2020	1471	409	Administrative Review	Eagle School				
Comments					Created By	Created Date		
Those involved with USDA School Meal Programs are encouraged to attend Wisconsin Department of Public Instruction (DPI) trainings. These are offered in the summer and select other times throughout the year. The classes provide an overview of all areas of the National School Lunch Program (NSLP) and School Breakfast						1/28/2020 11:21:52 AM		

# Administrative Review Report

Eagle School #527052

Program (SBP) requirements. Travel expenses are allowable food service expenses. More information can be found on the Training webpage ( <a href="https://dpi.wi.gov/school-nutrition/training">https://dpi.wi.gov/school-nutrition/training</a> ).								
01/22/2020	1470	410	Administrative Review	Eagle School				
Comments					Created By	Created Date		
Food served in USDA School Meals Programs must have proper crediting documentation. Documentation may include the USDA Food Buying Guide (FBG), Child Nutrition (CN) labels, or product formulation statements (PFS). CN labels and PFS are for processed products and FBG is for unprocessed products. When purchasing food from a grocery store, CN labels and PFS are not available. Only foods listed in the FBG can be purchased and credited, when shopping at a grocery store.						1/28/2020 11:14:51 AM		
01/22/2020	1469	410	Administrative Review	Eagle School				
Comments					Created By	Created Date		
The USDA Food Buying Guide (FBG) contains yield and crediting information for foods with a standard of identity ( <a href="https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs">https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs</a> ). Fruits, vegetables, grains, meat/meat alternates (M/MA), and dairy can be credited using the FBG. Most fruits and vegetables credit by volume served and most M/MAs and grains credit by weight. If the product is not listed in the FBG, additional crediting documentation is required.						1/28/2020 11:14:34 AM		
01/22/2020	1468	410	Administrative Review	Eagle School				
Comments					Created By	Created Date		
After logging in to the USDA Food Buying Guide (FBG), click on "food items search" and type a food in the "keywords" search box. Different options may appear. Find the one that exactly matches your product and click for more information (e.g. Peaches, canned, diced). After clicking, you will be able to view the purchase unit, servings per purchase unit of the Edible Portion (EP), serving size per meal contribution, and purchase units for 100 servings.						1/28/2020 11:14:19 AM		
01/22/2020	1467	410	Administrative Review	Eagle School				
Comments					Created By	Created Date		
Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of						1/28/2020 11:13:59 AM		

# Administrative Review Report

Eagle School #527052

contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed.								
01/22/2020	1466	410	Administrative Review	Eagle School				
<b>Comments</b>					<b>Created By</b>	<b>Created Date</b>		
Food manufacturers continuously reformulate products used in schools. It is important to stay current with these changes and be confident that the documentation on file matches the products in stock. Maintain and organize this information in a manner that is easy to reference and update, such as a binder, file folders divided into categories, or organized as digital files. These records should be reviewed and updated at least twice per year and as new products are purchased.						1/28/2020 11:13:31 AM		
01/22/2020	1465	410	Administrative Review	Eagle School				
<b>Comments</b>					<b>Created By</b>	<b>Created Date</b>		
Crediting a vegetable mixture (peas and carrots): If the school is unable to obtain crediting documentation from the manufacturer on the amount of peas and carrots in the mixture, then it is allowable for program operators to estimate how much of each subgroup is in a vegetable mixture to credit it towards the appropriate subgroup.						1/28/2020 11:12:22 AM		
01/22/2020	1464	410	Administrative Review	Eagle School				
<b>Comments</b>						<b>Created By</b>	<b>Created Date</b>	
Please refer to the screen shot below of the USDA memo SP 38-2019 from September 23, 2019 titled, "Meal Requirements under the National School lunch Program and School Breakfast Program: Questions and Answers for Program Operators".							1/28/2020 11:12:05 AM	



# Administrative Review Report

Eagle School #527052

**13. How should schools credit a vegetable mixture toward the vegetable subgroup requirements?**

Schools may use manufacturer-provided data that clearly documents the ratio of vegetables in the ingredients list and credit the amounts toward vegetable subgroup requirements. For example, if a mixture provides 25% broccoli, 25% carrots, and 50% cauliflower, then a 1 cup serving of this blend provides ¼ cup broccoli (dark green), ¼ cup carrots (red/orange), and ½ cup cauliflower (other). Offering a vegetable blend does not require monitoring that each portion contains exactly the documented ratios.

If documentation does not exist, Program operators can estimate how much of each subgroup is in a vegetable mixture and credit it toward the appropriate subgroup. At least ⅓ cup of a vegetable must be present to credit toward vegetable subgroup requirements. If the quantities of different vegetables are not known and cannot be estimated, the vegetable mixture can credit as additional vegetables necessary to meet daily and/or weekly vegetable minimums.

01/22/2020	1463	410	Administrative Review	Eagle School				
Comments				Created By		Created Date		
Review the crediting documents in the binder to ensure that products are still used and that the documentation is up to date. Manufacturers frequently reformulate their products and there is a chance that the crediting could change.						1/28/2020 11:11:18 AM		
01/22/2020	1462	409	Administrative Review	Eagle School				
Comments				Created By		Created Date		
Recipes should be updated to reflect current practices and products. Standardized recipes exist, but many are not accurately reflecting what is happening in the kitchen. Any menu item that has more than one ingredient must have a standardized recipe.						1/28/2020 11:10:01 AM		
01/22/2020	1461	409	Administrative Review	Eagle School				
Comments				Created By		Created Date		
Standardized recipes have been tried, tested, evaluated, and adapted for use by your food service. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used. This will be a continuous work in progress as you modify older recipes and update with current ingredients in stock.						1/28/2020 11:09:47 AM		
01/22/2020	1460	409	Administrative Review	Eagle School				
Comments				Created By		Created Date		
For example, the recipes for the homestyle spaghetti and meat sauce, nachos with ground beef, and beef shepherd's pie all called						1/28/2020 11:09:13 AM		

# Administrative Review Report

Eagle School #527052

for raw ground beef with no more than 18% fat, however, upon discussion with food service staff it was noted that an 80/20 ground beef product was used. The recipe must be updated to reflect the actual products that are being used. Note, when different products are used then the crediting on the recipe will need to be reevaluated.								
01/22/2020	1459	409	Administrative Review	Eagle School				
Comments					Created By	Created Date		
Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization and use all resources available to you. Visit our Standardized Recipes webpage for additional tools and resources. ( <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a> ).						1/28/2020 11:08:40 AM		
01/22/2020	1457	409	Administrative Review	Eagle School				
Comments					Created By	Created Date		
For more information on what essential information must be on a standardized recipe, review the Standardized Recipe Checklist ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf</a> )						1/28/2020 11:07:37 AM		
01/22/2020	1456	409	Administrative Review	Eagle School				
Comments					Created By	Created Date		
We encourage viewing the webcast, What's the Yield with Standardized Recipes?, which guides the viewer through the recipe standardization process ( <a href="https://dpi.wi.gov/school-nutrition/training/webcasts#sr">https://dpi.wi.gov/school-nutrition/training/webcasts#sr</a> ).						1/28/2020 11:07:12 AM		
01/22/2020	1454	409	Administrative Review	Eagle School				
Comments					Created By	Created Date		
Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. In addition, thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste.						1/28/2020 11:03:59 AM		
01/22/2020	1453	409	Administrative Review	Eagle School				

# Administrative Review Report

Eagle School #527052

Comments					Created By	Created Date
Continue to work with staff to record the meal service date, planned serving size for each food item and for each age/grade group, planned/actual quantity prepared in purchased units, leftovers, and all milk types available and usage for both breakfast and lunch production records. The menu planner must ensure that each menu item is listed on its own line and that the crediting is up to date.						1/28/2020 11:03:35 AM
01/22/2020	1452	409	Administrative Review	Eagle School		
Comments					Created By	Created Date
Milk is a required component as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Students must be offered two milk varieties. At Eagle School, in practice and observed during onsite meal observation students were offered two milk varieties for both meals, however, the production records did not adequately record both varieties. You must record daily usage for all milk types on your production records (e.g., skim white milk, 1 percent white milk).						1/28/2020 11:02:23 AM
01/22/2020	1451	409	Administrative Review	Eagle School		
Comments					Created By	Created Date
A copy of the Production Record Requirements and templates may be found on our webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records</a> ).						1/28/2020 11:02:06 AM
01/22/2020	1450	410	Administrative Review	Eagle School		
Comments					Created By	Created Date
Meal Pattern - Week of Review (December 2-6, 2019) The following meal pattern errors were noted: 9-12 Lunch: --*Daily vegetable shortage on Friday, December 6th, 2019 from the week of review. Only ¼ cup vegetable was offered and 1 cup is required for students in grades 9-12.						1/28/2020 10:56:13 AM
01/22/2020	1449	410	Administrative Review	Eagle School		
Comments					Created By	Created Date
--Weekly vegetable shortage for the week of review December 2-6, 2019. Only 4 ¾ cups of total vegetables offered in the week of review. 5 cups must be offered every week. --Weekly vegetable subgroup shortage (red/orange vegetables). Only ¼ cup of						1/28/2020 10:55:25 AM

# Administrative Review Report

Eagle School #527052

red/orange vegetable was offered and 1 ¼ cup is required over the course of a week.								
01/22/2020	1448	410	Administrative Review	Eagle School				
Comments					Created By	Created Date		
--*Missing vegetable subgroup (other vegetables). ¾ cup of vegetables from the other subgroup must be offered every week. --*Daily meat/meat alternate shortage on Wednesday, December 4, 2019. Only 0.25 oz eq meat/meat alternate was offered to students in the chicken noodle soup. Students in grades 9-12 must be offered at least 2 oz eq meat/meat alternate daily.						1/28/2020 10:54:51 AM		
01/22/2020	1447	410	Administrative Review	Eagle School				
Comments					Created By	Created Date		
--Weekly meat/meat alternate shortage. This will be fixed when students are offered the minimum daily meat/meat alternate requirements for their age/grade group. --*Daily grain shortage on Thursday, December 5, 2019. Only 1 oz eq grain was offered and students in grades 9-12 must be offered at least 2 oz eq grains daily.						1/28/2020 10:54:21 AM		
01/22/2020	1446	410	Administrative Review	Eagle School				
Comments					Created By	Created Date		
K-8 Lunch: --*Daily vegetable shortage. Only ½ cup vegetables offered to K-8 students on Wednesday, December 4, 2019 and ¾ cup is required daily. --Weekly vegetable subgroup shortage (red/orange vegetables) for the week of review December 2-6, 2019. Only ¼ cup was offered and at least ¾ cup is required for K-8 students.						1/28/2020 10:53:37 AM		
01/22/2020	1444	410	Administrative Review	Eagle School				
Comments					Created By	Created Date		
--*Missing vegetable subgroup (other vegetables). ½ cup of vegetables from the other subgroup must be offered every week for K-8 students. --*Daily meat/meat alternate shortage on Wednesday, December 4, 2019. Only 0.25 oz eq meat/meat alternate was offered to students in the chicken noodle soup. Students in grades K-8 must be offered at least 1 oz eq meat/meat alternate daily.						1/28/2020 10:53:02 AM		
01/22/2020	1443	410	Administrative Review	Eagle School				

# Administrative Review Report

Eagle School #527052

Comments					Created By	Created Date
--Weekly meat/meat alternate shortage. Ensure that over the course of a week 9 oz eq meat/meat alternate are offered to students in grades K-8. --Daily grain shortage on Thursday December 5, 2019. Only 0.5 oz eq grain (half slice bread as recorded on production records) was offered to students. K-8 students must be offered at least 1 oz eq grain daily.						1/28/2020 10:52:29 AM
01/22/2020	1442	410	Administrative Review	Eagle School		
Comments					Created By	Created Date
*These findings are considered repeat findings because they were found in the Administrative Review (AR) from School Year 2015-16. Fiscal action will be assessed for repeat findings.						1/28/2020 10:50:47 AM
01/22/2020	1441	404	Administrative Review	Eagle School		
Comments					Created By	Created Date
Breakfast signage is out of date (menu options not offered or not offered on the day indicated on the menu) and not situated at the beginning of the meal service line. Update and move breakfast signage to the beginning of the meal service line. Visit our Signage webpage for templates available for use. <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage</a>						1/28/2020 10:43:04 AM
01/22/2020	1437	401	Administrative Review	Eagle School		
Comments					Created By	Created Date
During onsite meal observation one non-reimbursable lunch and five non-reimbursable breakfasts were noted. These students did not select at least a 1/2 cup of fruit or vegetable.						1/28/2020 10:15:17 AM
01/22/2020	1436	400	Administrative Review	Eagle School		
Comments					Created By	Created Date
During breakfast onsite meal observation the milk variety ran out at one point during service. All students, whether they come at the beginning or end of service, must have access to at least two milk varieties.						1/28/2020 10:05:58 AM
01/13/2020	1301		Administrative Review			
Comments					Created By	Created Date
Moving forward, utilize the School Nutrition Team Civil Rights PowerPoint and Attendance Record posted on the SNT Civil Rights						1/13/2020 2:55:20 PM

# Administrative Review Report

Eagle School #527052

<p>website. The SFA used the CACFP (Childcare/Daycare) resources. The agency does not participate in community nutrition programming.</p>		
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