

Administrative Review Report

Brown County Juvenile Detention Center

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/31/2019	02/17/2020
On-Site Review	04/21/2020	04/23/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	04/21/2020	04/21/2020
Exit Conference	04/23/2020	04/23/2020

Commendations:

Due to the unprecedented COVID-19 related school closures beginning in March 2020, the State Agency (SA) was not able to perform the on-site portion of this Administrative Review (AR). The SA has, to the maximum extent feasible, continued to assist School Food Authorities (SFAs) with items that would normally be addressed in the on-site portion to ensure all SFAs are given the most thorough guidance and technical assistance possible. The SA appreciates the SFA & Rcci's flexibility and willingness to complete the offsite review during this challenging time. Meal pattern is met at breakfast and lunch. Excellent job! Thank-you to the Superintendent and Food Service Director for all of the documentation submitted, and for being so responsive to our emails and phone calls asking for more documentation. We certainly appreciate all you are doing!

Recommendations:

Every summer, the School Nutrition Team (SNT) hosts summer trainings around the state. Due to COVID-19, these trainings will be conducted virtually, and available online through the 20-21 SY. We recommend that all persons involved with the NSLP view the trainings that pertain to their program responsibilities. Please see the SNSDC webpage to view training materials(<https://dpi.wi.gov/school-nutrition/training/snsdc>).

For additional questions or information on the USDA Child Nutrition Programs, feel free to contact the school nutrition team or visit the DPI School Nutrition Webpage.

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Findings and Corrective Action:

Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History		<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>CA: 1) Provide a timeline for when the assessment of the LWP will be completed and the public notified. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. 2) Provide a statement of understanding of the LWP assessment requirements.</p>
	CAP Submitted	I have completed the Triennial Assessment for the Wellness requirement. It is uploaded in the documents section.
	CAP Accepted	CAP Accepted
Site Name	Brown County Juvenile Detention	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History		<p>Finding: Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students. Consider laminating the signage and using a magnet to attach it to a service cart. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>CA: Submit a picture of breakfast and lunch signage posted where students receive their meals.</p>
		I have printed and laminated the signs and will post the signs in the dayrooms.
	CAP Accepted	CAP Accepted
Site Name	Brown County Juvenile Detention	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History		<p>Finding: Production records are intended to be useful tools to record information prior to production, during production, and following production. Daily production records must list exactly which items are served. The following is insufficient information:</p>

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	<ul style="list-style-type: none"> Fruit or juice ½ cup chef's choice. Please be specific [ex, 138 count whole apple, or, 4 fl oz 100% apple juice] Milk student's choice. Please record the number of each milk type [example skim milk or 1% milk] used at each meal daily. <p>CA: Please submit 3 consecutive days of breakfast and lunch production records where all fruit/juice and milk types are specific and recorded. Alternately, submit an updated milk recipe and fruit/juice recipe.</p>
	CA emailed to SA 10/20, see PDF upload on 10/21.
CAP Accepted	CAP Accepted
Site Name	Brown County Juvenile Detention
Form Name	Offer vs Serve (500-502)
Question #	500
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Finding: Students in grades 9-12 must be served lunch using the "Offer vs. Serve" model. Since Brown Co is an RCCI, they may apply for an OVS waiver, meaning that lunch meals complete with all 5 components in the minimum amount may be served to all students and claimed for reimbursement.</p> <p>CA: Please apply for the OVS waiver and submit the confirmation email (http://goo.gl/forms/vsmOkcQ8CY) . Please sign a written statement agreeing that all lunch meals will be served to all students with all 5 components in the minimum amounts. This includes milk.</p>
	<p>CAP Submitted</p> <p>I have applied for the OVS Waiver and we currently provide meals with all necessary components for breakfast and lunch. I have printed and laminated signs for breakfast and lunch and will post the signs in the dayrooms.</p>
	CAP Accepted

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
10/15/2020	2243		Administrative Review	Brown County Juvenile Detention				
Comments								
						Created By		Created Date
The meals are prepped on trays and given to the inmate. All required components are on the tray. Offer vs Serve is not being utilized at this time.								10/15/2020 9:17:46 AM
10/11/2020	2253	1000	Administrative Review	ALL				
Comments								
						Created By		Created Date
An assessment of the Local Wellness Policy (LWP) must be conducted once every three years, with the first assessment completed no later than June 30, 2020. On April 23, 2020, the USDA issued a nationwide waiver to support schools unable to complete a triennial assessment of the local school wellness policies by June 30, 2020, due to closures as a result of COVID-19. The new first triennial assessment deadline is June 30, 2021 for those School Food Authorities (SFAs) opting to use this waiver, with the second triennial assessment due by June 30, 2024. SFAs were required to notify the Wisconsin Department of Public Instruction by June 30, 2020 of their intent to extend this deadline by completing the waiver form. The LWP Assessment includes: a report that describes the extent to which								10/19/2020 9:44:49 AM

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schools comply with the LWP; the progress made toward attaining the goals of the LWP; and the extent to which the LWP compares to a model policy. To meet this requirement, the School Nutrition Team requires SFAs to use: 1)The LWP Report Card to assess the extent to which schools comply with the LWP and progress made in attaining the goals of the LWP. 2) The WellSAT tool to assess how the policy compares to a model policy. These tools are located on the Local Wellness Policy webpage. Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31).							
09/10/2020	2210	410	Administrative Review	Brown County Juvenile Detention			
Comments							
				Created By	Created Date		
On Thursday, 2/13/20, 1 cup of tossed salad was served, per production records. Please update the tossed salad recipe to reflect 1 cup as the serving size. It current lists ¾ cup as the serving size. Keep in mind that raw leafy green vegetables credit as half the amount served and students must have access to 1 cup of vegetables daily at lunch.						9/10/2020 2:36:09 PM	
09/10/2020	2215	1104	Administrative Review	Brown County Juvenile Detention			
Comments							
				Created By	Created Date		
If in the future snacks are sold to students during the school day (midnight until 30 minutes after the end of the instructional day) they must meet Smart Snack standards. More information can be found on the Smart Snacks portion of our webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks). Foods that are sold and/or consumed outside of the school day do not have to meet Smart Snack standards.						9/14/2020 1:12:08 PM	
09/10/2020	2214	403	Administrative Review	Brown County Juvenile Detention			
Comments							
				Created By	Created Date		
Currently, students are able to select from two or more milk types at each meal [Example: all students get to choose between skim or 1% milk at every meal.] Since Brown Co is an RCCI, they may apply for a milk type waiver, meaning that two different milk types may be served at lunch and at breakfast over the course of the week. [Example: all students are served skim milk at breakfast and at lunch M-F, and all students are served 1% milk at breakfast and at lunch Sa-Su.] Brown Co has the option to apply for the milk type waiver (http://goo.gl/forms/vsm0kcQ8CY).						9/14/2020 12:31:59 PM	
09/10/2020	2211	1402	Administrative Review	ALL			
Comments							
				Created By	Created Date		
Food products used for the school meals program must have documentation if they are non-domestic. Further information can be found in Buy American in a Nutshell (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf). Please complete non-domestic documentation for any products at the school and the off-site kitchen (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).						9/11/2020 10:54:53 AM	