

Administrative Review Report

West DePere School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/03/2020	03/16/2020
On-Site Review	03/30/2020	04/01/2020
Site Selection Worksheet	01/03/2020	01/03/2020
Entrance Conference	03/30/2020	03/30/2020
Exit Conference	10/14/2020	10/14/2020

Commendations:

Thank you to the Food Service Director, food service staff, and administration at West DePere School District for your flexibility and patience as we navigated the challenges of an Administrative Review during COVID-19. In addition to the delays from COVID-19, there was also staff turnover so we appreciate your ability to quickly adapt and work through the new process of an offsite review. All of the documents uploaded were well organized. Your responsiveness allowed the Administrative Review to operate smoothly and gave DPI School Nutrition Team staff ample time to offer technical assistance.

Thank you for all that you do to serve healthy meals to students in Wisconsin.

Benefit Issuance

Out of the 835 students receiving free and reduced benefits, a sample of 380 students were reviewed. Every student was issued the appropriate benefits based on federal guidelines. Excellent job!

SFA had to verify 3 applications for the Verification Process. All applications were verified correctly.

Counting and Claiming

There were no counting and claiming errors for NSLP, SB and WSDMP.

General Program Areas

General program areas including food safety, water access, professional standards, on site monitoring, special dietary needs, record retention, reporting and the unpaid meal charge policy were all reviewed. SFA was in compliance with USDA guidance.

Technical Assistance:

TA #1400: One of the pictures submitted via SNACS showed boxes on the floor. Discussed this with FSD and it was noted that a delivery was just made when that picture was taken. Moving forward, all boxes must be stored 6in off the ground.

TA #1216: FSD had trainings scheduled for the entire year for each employee. Due to COVID-19, some staff were not able to complete all of their training this year but will complete throughout the summer or next year.

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TA#700: On the Annual Financial Report, the revenue portion of the Wisconsin School Day Milk section should only include free and reduced revenue. The paid milk revenue goes under nonprogram foods revenue.

For SFSP, the only funds allocated to SFSP revenues would be what DPI reimbursed the SFA for in the claims.

On the 2019-2020 AFR, the purchased service allocation for nonprogram foods is double the lunch purchased services.

Findings and Corrective Action

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)
Question #	700
Corrective Action History	<p>Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website then update the 2019-20 Annual Financial Report with revenues and expenses broken out by program and category. 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 adjustments after December 31.</p> <p>*See technical assistance above for more guidance.</p>
Form Name	Civil Rights (800 - 807)
Question #	804
Corrective Action History	<p>Finding: The SFA does not have a system for tracking discrimination complaints received for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Provide a statement of how discrimination complaints received for school meal programs will be tracked and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Local School Wellness (1000 - 1006)
Question #	1000
Corrective Action History	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (foods provided but not sold and other school based strategies for wellness)(7 CFR 210.31).</p> <p>Corrective Action: 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.</p>
Site Name	West De Pere High
Form Name	Dietary Specification Assessment Tool (Off Site Review)
Question #	19
Corrective Action History	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. The recipes for the salads and the wrap offered daily need to be standardized to the kitchen they are prepared in.</p>

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	<p>Corrective Action : Upload into SNACs standardized recipes for the Chef Salad, Cranberry Salad, each of the Caesar Salads, and the Southwest Chicken Wrap</p>
Site Name	West De Pere High
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action History	<p>Finding #1: High School students/9th -12th grades must be offered 2 oz eq wg each day and ≥ 10 oz eq wg over the course of each week. Daily and weekly grain shortage at West DePere High School occurred during the week of review. West De Pere High School offers multiple prepackaged salads daily, each salad is offered with one dinner roll, per the recipes submitted. Each dinner roll credits 1 oz eq wg and no other grain was offered with these meals. If a student chooses one of these salads every day, the student will be short daily and weekly grains at 1 oz eq week each day and 5 oz eq wg over the course of the week.</p> <p>Corrective Action: Submit a statement explaining how this daily and weekly grain shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p> <p>Finding #2 : High School students/9th -12th grades must be offered 2 oz eq meat/meat alternate each day and ≥ 10 oz eq m/ma over the course of each week. Daily and weekly meat/meat alternate shortages at West DePere High School occurred during the week of review. Monday, Wednesday, and Friday during the week of review a meat free Caesar Salad was offered, crediting 1 oz eq m/ma total. Each day during the week of review a yogurt parfait was offered crediting 1.5 oz eq m/ma. No other meat/meat alternate was offered with these meals. If a student chooses either of these options during a week the student will be short daily, either 1 oz eq m/ma or 1.5 oz eq m/ma daily and weekly 5 oz eq m/ma or 7.5 oz eq m/ma.</p> <p>Corrective Action: Submit a statement explaining how this daily and weekly meat/meat alternative shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>