

Administrative Review Report

Brown County CDEB-Syble Hopp

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/06/2020	03/31/2020
On-Site Review	04/02/2020	04/03/2020
Site Selection Worksheet	01/06/2020	01/06/2020
Entrance Conference	04/02/2020	04/02/2020
Exit Conference	04/03/2020	04/03/2020

Commendations:

A huge thank you to all the nutrition professionals at the Brown County CDEB-Syble Hopp for your flexibility and patience as we navigated the challenges of an Administrative Review during COVID-19. We appreciate your ability to quickly adapt and work through the new process of an offsite review. All of the documents uploaded into SNACS 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.

Free and Reduced Eligibility

All of the students receiving free and reduced benefits were reviewed and were eligible for the awarded benefit.

SFA correctly verified one application for the Verification Process.

Counting and Claiming

There were no counting and claiming errors for NSLP.

General Program Area's

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

Technical Assistance:

Professional Standards

Currently, SFA is completing the DPI training tracker. Completed training is logged on the same tracker, year after year. Each year, a new training tracker needs to be completed.

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Findings and Corrective Action:

Form Name	Dietary Specification Assessment Tool (Off Site Review)
Question #	3
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Production records indicate that whole milk is being offered/served to students. The only allowable milk types in USDA School Meals Programs are low fat (1%) and fat free (skim). Two percent and whole milk are not allowable milk choices. Please discontinue serving whole milk to students without a special dietary request form completed properly.</p> <p>Corrective Action: Submit a statement explain your understanding of the allowable milk types and that you will discontinue use of whole milk or provide a special dietary request form competed properly.</p>
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	132
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA had two students on Benefit Issuance List that were dual enrolled. SFA received the household notification letters from the other enrolled school. SFA should receive documentation (application or DC run) showing the student's eligibility status. NPC found both students on DC runs from supporting schools.</p> <p>Corrective Action: Submit a statement of understanding that eligibility documentation (application or DC run) is needed from supporting SFA before a student can be issued a benefit.</p>
Form Name	Professional Standards (1210 - 1219)
Question #	1214
Corrective Action Status	CAP Submitted
Corrective Action History	<p>SFA is in a joint agreement with West De Pere School District. The West De Pere School District Food Service Director is the Food Service Director for Brown County Syble Hopp as well. Both SFAs must obtain a copy of the Food Service Director's professional standards tracker.</p> <p>Corrective Action: Obtain a copy of the Food Service Director's professional standards and upload into SNACS.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Meal pattern Issues are as follows-</p> <ol style="list-style-type: none"> 1. The K-8 and 9-12 meal patterns are not being followed 2. Vegetable daily and weekly quantity shortage <ol style="list-style-type: none"> a. K-8 (Monday, Wednesday, and Friday) b. 9-12 everyday

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- c. 9-12 red/orange vegetable subgroup shortage over the course of the week

Corrective Action: Provide a week of production records containing all of the required information, including all vegetable sub groups being met over the course of the week and proper portion sizes for K-8 and 9-12 grade groups.

Please note that on future Administrative Reviews, repeat violations of minimum quantity shortages may result in fiscal action. Addendum 01.05.2021 CN