

Administrative Review Report

Hayward Community School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/25/2019	03/01/2019
On-Site Review	03/19/2019	03/21/2019
Site Selection Worksheet	01/25/2019	01/25/2019
Entrance Conference	03/19/2019	03/19/2019
Exit Conference	03/20/2019	03/20/2019

Commendations:

Thank you to the staff at the Hayward Community School District for the courtesies extended to us during the administrative review. It was obvious that all staff cares for the well-being of their students. The review team appreciates how receptive everyone was to recommendations and guidance to improve the food service program. We especially enjoyed the fun marketing and great atmosphere in the cafeteria. We were impressed with not only the nutritious meals, but the great service provided by the food service staff! Awesome job and thank you for what you do for kids!

Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state including Rice Lake. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, and many other topics. More information along with other upcoming trainings and webinars can be found on the DPI School Nutrition Webpage.

SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI School Nutrition Training webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
Corrective Action History		<p>Finding: The SFA has an Unpaid Meal Charge Policy; however it is not being followed. The SFA is in the process of reviewing all policies. SFAs must have a clearly written policy that is communicated to all households and applicable staff, annually. For information on what the policy must include, see Unpaid Meal Charges in a Nutshell and SP 23-2017 Unpaid Meal Charges Guidance on the DPI webpage.</p> <p>CA: Provide a timeline of when the policy will be implemented and how households will be notified annually.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
Corrective Action History		<p>Finding: The SFA does not have labor expenditures for the nonprofit school food service account allocated to the School Breakfast Program and Non-program foods.</p> <p>CA 1 : Review the Annual Financial Report webcast on the DPI website and upload a copy of the certificate into SNACS.</p> <p>CA 2. Provide a statement on how the revenues and expenditures will be tracked separately for all programs.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
Corrective Action History		<p>Finding: Even though the Summer Food Service Program is not operated at Hayward Community School District, USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months.</p> <p>CA: Submit a plan for SFSP outreach such as: call 211 to locate meals in the area, text 'food' to 877-877 to locate meals in the area, the Summer Meals Locator on the DPI Summer Meals webpage.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
Corrective Action History		<p>Finding: The USDA non-discrimination statement (NDS) is missing on some materials.</p> <p>CA: Add the full NDS to Foodservice guidelines, 760 Rule and the Public Release.</p>
Site Name		

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Form Name	Local School Wellness (1007)	
Question #	1007	
Corrective Action History		<p>Finding 1 : The current Local Wellness Policy is missing the Food and Beverage Marketing section.</p> <p>Finding 2: Food items not meeting USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule are being marketed, during the school day, through flyers in student bathrooms.</p> <p>SFAs may only market products that adhere to Smart Snacks guidelines during the school day and are required to include language related to this in the written policy such as all food or beverage products marketed to students and/or depicted on items/equipment on the school campus, during the school day, must meet Smart Snacks nutrition standards.</p> <p>CA 1: Please provide a timeline for updating the policy to include food and beverage marketing.</p> <p>CA 2: Provide a statement of how you will ensure non compliant items will not be marketed to students during the school day.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1214	
Corrective Action History		<p>Finding: The authorized rep (along with FSMC director) has completed more than the required 12 training hours; however, training has not been recorded on a tracking tool.</p> <p>CA: Upload a copy of the tracking tool into SNACS that will be used to record the SFA authorized rep's trainings including name, date hired, title, brief list of responsibilities related to food service and status (full/part time, substitute, volunteer etc.) and professional standards position (director, manager, staff). An optional template tracking tool is posted to the professional standards section of our website.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
Corrective Action History		<p>Finding: The SFA is missing the SOP for Field Trips.</p> <p>CA: Add the SOP for Field Trips to the food safety plan for each participating school in the SFA. Provide a statement in SNACS when all plans have been updated. It is recommended to have your sanitarian review all new SOPs.</p>
Site Name		

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Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
Corrective Action History		Compliance cannot be assessed until a PFS or CN label has been submitted for Jennie-O unsliced turkey Jennie-O turkey ham and cinnamon roll. Also submit the updated standardized recipe to reflect actual procedures used when making Caesar salad and Caesar wrap.
Site Name	Hayward High	
Form Name	Offer vs Serve (500-502)	
Question #	500	
Corrective Action History		Have staff responsible for determining reimbursable meals attend a training on OVS. The lunch meal pattern and OVS webcasts may be used, or another training of your choosing. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.
Site Name	Hayward High	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
Corrective Action History	CAP Submitted Joanne Hyatt 04/02/2019 07:23 AM	The breakfast on-site monitoring forms are now downloaded into SNACS.
Site Name	Hayward High	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
Corrective Action History		Submit a statement explaining how the school will bring all food and beverage sales including vending and fundraisers into compliance. Include specifics on who at the school will be responsible for tracking exempt fundraisers and how documentation will be kept. Submit nutrition information for all replacement products selected.
Site Name	Hayward High	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
Corrective Action History		Finding: The following non-domestic items were identified in storage without sufficient supporting documentation: canned black olives from Morocco, canned mushrooms from the Netherlands, frozen broccoli from Mexico, powdered gravy mix from Canada. CA: Please submit a copy of completed non-domestic documentation for products identified above, as well as any other products found in inventory.

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Technical Assistance		
Comments		
	Created By	Created Date
It is recommended that district administrators and those in charge of vending/fundraising, re-evaluate whether items displayed and sold in vending machines are in line with the school's wellness goals. Even though items are intended to be sold during approved timeframes, it appears students have found a way to bypass the vending machine timers and are accessing items during the school day. Persistent marketing and sales of unhealthy snacks may detract from healthy items offered in the NSLP.		3/28/2019 12:37:23 PM
Comments		
	Created By	Created Date
Remove all impertinent and outdated items from the food safety binder so it is easy for all staff to access the necessary information. Remove SOP #18 Transporting since food is not transported to other schools.		3/20/2019 10:52:29 AM
Comments		
	Created By	Created Date
When conducting onsite monitoring, it is necessary to monitor the entire meal service; therefore, best practice is to monitor sites on different days.		3/20/2019 10:43:29 AM
Comments		
	Created By	Created Date
The SFA is in the process of reviewing policies. USDA requires all SFAs to have a written and clearly communicated policy for unpaid meal charges. For a snap-shot on what the policy must include, see the Unpaid Meal Charges In a "Nutshell" or a comprehensive overview, see SP 23-2017: Unpaid Meal Charges Guidance found on the DPI School Nutrition website.		3/19/2019 5:09:52 PM
Comments		
	Created By	Created Date
When an application only has one frequency of payment indicated for all of their reported incomes on the application, the income should not be converted to annual. The stated frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually) should be used.		3/19/2019 3:13:35 PM
Comments		

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	Created By	Created Date
SFAs must have procedures in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. A SFA may always attempt to resolve a situation however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and the complaint must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within five days.		3/13/2019 12:05:54 PM
Comments		
	Created By	Created Date
The Wisconsin versions of free and reduced information are available in Spanish and Hmong. The USDA also has many more translations available.		3/13/2019 12:02:45 PM