

Administrative Review Report

Lac Courte Oreilles School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/04/2019	01/24/2020
On-Site Review	02/24/2020	02/24/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	02/25/2020	02/25/2020
Exit Conference	02/28/2020	02/28/2020

Commendations:

Thankyou to the staff at La Courte Oreille Schools for the wonderful cooperation in getting documents to us while we were there on site. Everyone was courteous and happy. The school is beautiful with drawings related to the Indian culture. All the children were so fun as well. We truly enjoyed our time there.

Recommendations:

No Recommendations found for this review.

Administrative Review Report

Lac Courte Oreilles School

Findings and Corrective Action:

Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Findings : The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). Corrective Action : Provide a timeline for when a school meal program complaint policy will be put in place, or included in an existing district policy.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: Current Local Wellness Policy (LWP) does not include all of the required content. Utilize the Wellness Policy Checklist on the SNT wellness policy webpage to ensure all areas are included. Upon review, the following areas were not included in the current local wellness policy: leadership, food/beverage marketing, nutrition promotion, triennial assessment and how the public is updated and informed about the policy (7 CFR 210.31). 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.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: The SFA had a copy of the food safety plan available, but was not site specific. The SFA must have a written site specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). CA: Update the food safety plan to be specific for each participating school in the SFA, including: completing the process 1,2,3 form for all menu items, complete the form to document the food safety plan is reviewed annually, have the employee agreement on file for each employee and volunteer, review the list of Standard Operating Procedures (SOP) and ensure only those that apply are checked and included within the plan. Upload the updated food safety plan into SNACS.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

Administrative Review Report

Lac Courte Oreilles School

Corrective Action History	Flagged	<p>Finding: The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American Non-Compliant Product List or SFA equivalent: Elbow Macaroni (Italy), Trio Cheese Sauce Mix (Canada), Dole Pineapple (Philippines), Marquis Fruit Cocktail (China), Mandarin Oranges (China).</p> <p>Corrective Action: Begin tracking non-domestic products, which may include Buy American information from the vendor or distributor's website. Complete and submit Non-Compliant Product Forms for the products listed above.</p>
Site Name	Lac Courte Oreilles School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Standardized recipes are required for all menu items that have more than one ingredient. The recipes currently being used are not properly standardized.</p> <p>Corrective Action: Submit standardized recipes for the follow entrees served during the week of review and the day of observation.</p> <p>Mac-n-Cheese (01.27.20) Sloppy Joes (01.28.20) Chicken and wild Rice Soup (01.29.20) Tuna Noodle Casserole (01.31.20) Taco Meat (02.25.20)</p> <p>Finding: Production Records currently being used were not completed daily during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production.</p> <p>Corrective Action: Action: Submit updated production records for the week of review containing all missing information</p> <p>Finding: Crediting documentation was not available for many of the items offered during the week of review. Processed foods that are not listed in the Food Buying Guide (FBG) must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting.</p> <p>Corrective Action: submit crediting documentation for the following items-</p> <p>Ingredient label for Trio cheese sauce Sliced bread PFS (Alpha baking Co) Ingredient label for canned ketchup Ingredient label for BBQ sauce Hamburger bun PFS (Alpha Baking Co) French fries PFS (McCain) Ingredient label for chicken base (jar) Ingredient label for Cream of Mushroom soup Ingredient label for canned mixed vegetables Crediting documentation for the bean and cheese burrito Crediting documentation for the tortilla chips Ingredient label for canned tuna Ingredient label for potato chip</p>

Administrative Review Report

Lac Courte Oreilles School

	Bran Cereal PFS (Hospitality)
	Once the Public Health Nutritionist has all crediting documentation and updated standardized recipes for the week of review, menus can be analyzed for compliance with the National School Lunch Program and School Breakfast Program meal pattern requirements. Until that time, the administrative review cannot be closed. Please be aware that the possibility to conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.
Site Name	Lac Courte Oreilles School
Form Name	Offer vs Serve (500-502)
Question #	500
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged</p> <p>Finding: Offer versus Serve (OVS) is required only for 9-12 students at lunch, but optional (and encouraged) for K-8 at lunch and K-12 at breakfast. Food service staff were somewhat unclear about the Offer versus Serve (OVS) requirements during meal service. It is important for staff to fully understand the OVS requirements.</p> <p>Corrective Action: All staff responsible for serving meals must be OVS trained. The DPI Offer Versus Serve webpage will provide information, including webcasts and the nutshell to be used to help train and understand OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/11/2020	1956	1205	Administrative Review	ALL				
Comments								
						Created By	Created Date	
Each year, staff with responsibility for school nutrition programs must complete annual training that is applicable to their job (7 CFR 210.30).								
03/10/2020	1955	800	Administrative Review	ALL				
Comments								
						Created By	Created Date	
The non-discrimination must be included on letters, menus, website, and other documents used to convey program information to the public. The current statement NDS must be used(https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc). When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach materials when notifying households of benefits.								
03/10/2020	1954	1007	Administrative Review	ALL				
Comments								
						Created By	Created Date	
SFAs must establish a local school wellness policy (LWP) for each school participating in the NSLP or SBP. Regulations require minimum content to be included regarding nutrition,								

Administrative Review Report

Lac Courte Oreilles School

physical activity, foods sold on campus, health promotion, etc. See the Local Wellness Policy Checklist on the SNT website for details. (7 CFR 210.31)									
03/10/2020	1953	1600	Administrative Review	ALL					
Comments					Created By	Created Date			
Where to find Summer Meals: USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: •Promotion of the summer meals locator on the DPI Summer Meals webpage •Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 877-877 to locate meals in the area •Promotion of the USDA Summer Food website (http://www.fns.usda.gov/summerfoodrocks) 7 CFR 210.12(d)									
03/10/2020	1952	1600	Administrative Review	ALL					
Comments					Created By	Created Date			
At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP). Schools should also send reminders regarding the availability of the SBP multiple times throughout the school year(7 CFR 210.12).									
03/10/2020	1951	1204	Administrative Review	ALL					
Comments					Created By	Created Date			
Each year, non-school nutrition staff with responsibilities for school nutrition programs must complete annual training that is applicable to their job (7 CFR 210.30). Documentation of trainings/continuing education must be maintained for all school food service staff to demonstrate the minimum training requirements are being met (7 CFR 210.30). SFAs are required to maintain program records and documentation for three years plus the current school year (7 CFR 210.23(c)).									
02/25/2020	1790	1216	Administrative Review	ALL	FSD				
Comments					Created By	Created Date			
Each year, staff with responsibility for school nutrition programs must complete annual training that is applicable to their job (7 CFR 210.30).									
02/25/2020	1788	1217	Administrative Review	ALL	FSD				
Comments					Created By	Created Date			
Documentation of trainings/continuing education must be maintained for all school food service staff to demonstrate the minimum training requirements are being met (7 CFR 210.30).									
02/25/2020	1787	1214	Administrative Review	ALL	FSD				
Comments					Created By	Created Date			
Each year School Nutrition Program Directors must complete 12 hours of annual continuing education/training (7 CFR 210.30).									
02/25/2020	1786	1006	Administrative Review	ALL	FSD				
Comments					Created By	Created Date			
The SFA must inform and update the public about the assessment of the implementation of Local Wellness Policy (LWP). SFAs are required to retain a copy of the assessment and documentation regarding the public notification. SFAs may use a variety of methods to notify the public including: mailing flyers, newsletters, emails, website postings, and newspaper articles. The assessment includes the extent to which the SFA is in compliance									

Administrative Review Report

Lac Courte Oreilles School

with their LWP; the progress made toward attaining the goals of the LWP; and the extent to which the SFA's LWP compares to a model policy (7 CFR 210.31).								
02/25/2020	1785	1005	Administrative Review	ALL	FSD			
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. The SFA must develop a report that describes the extent to which 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 encourages 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 can be used to assess how the policy compares to a model policy. These tools are located on the Local Wellness Policy webpage (https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy). Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31).								
02/25/2020	1784	1001	Administrative Review	ALL	FSD			
Comments								
					Created By	Created Date		
The SFA must inform the public about the content, implementation of, and updates to the LWP on an annual basis. SFAs may use a variety of methods to notify the public about the LWP. This may include mailing flyers, newsletters, emails, website postings, newspaper articles. The SFA must retain documentation regarding the notification (7 CFR 210.31).								
02/25/2020	1783	1000	Administrative Review	ALL	FSD			
Comments								
					Created By	Created Date		
SFAs must establish a local school wellness policy (LWP) for each school participating in the NSLP or SBP. Regulations require minimum content to be included regarding nutrition, physical activity, foods sold on campus, health promotion, etc. See the Local Wellness Policy Checklist on the SNT website for details. (7 CFR 210.31)								