

Administrative Review Report

Plymouth Joint School District

Schedule Type	Start Date	End Date
Off-Site Review	10/15/2019	11/05/2019
On-Site Review	12/10/2019	12/11/2019
Site Selection Worksheet	11/04/2019	11/04/2019
Entrance Conference	12/10/2019	12/10/2019
Exit Conference	12/11/2019	12/11/2019

Commendations

Our sincere thanks to the business manager, food service director and school nutrition professionals of the Plymouth Joint School District . We appreciate your time and efforts spent preparing for and participating in the administrative review process. Additionally, we appreciate your flexibility in using the new SNACS software for the audit process.

We were impressed with how well administration and food service staff work as a team. They are supportive and recognize each individual's contribution to maintaining a high quality lunch program.

The staff at Parkview Elementary maintain a very pleasant environment. They have friendly smiles for the students and greet them by name. Production and service spaces are clean and tidy. Keep up the good work!

Awesome job and thank you for what you do for kids!

For more in depth technical assistance see the '19-20 Compliance Reminders' that has been uploaded to the documents tab in SNACS.

For additional questions or information on the USDA Child Nutrition Programs, feel free to contact the school nutrition team specialists or visit the [DPI school nutrition webpage](#).

Recommendations

The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts school nutrition training each summer in various locations around the state. The SNT also offers webcasts to cover many areas of the school nutrition programs including administrative/financial responsibilities, program basics, menu planning requirements, free/reduced benefit issuance, and many other topics.

Find more information on these training opportunities on the DPI School Nutrition Training webpage.

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/19/2019 03:47 PM</p>	<p>Finding : The SFA's does not have a clear Unpaid Meal Policy. The policy should clearly state the procedure for feeding students with negative meal accounts. The policy should also include information regarding the collection of delinquent meal charge debt. The unpaid meal policy can vary by grade level but not by student meal benefit. The policy must be distributed in writing to all households, each school year. The policy must also be communicated to staff who are enforcing the policy.</p> <p>USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges. For a snap-shot on what the policy should include, see the Unpaid Meal Charges In a "Nutshell". For a comprehensive overview including best practices and helpful materials, see the Unpaid Meal Charges section of the DPI SNT website or the USDA Unpaid Meal Charges webpage.</p> <p>CA : Provide a timeline of when the written policy will be updated.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>CAP Submitted Toni DeStefano 11/20/2019 03:33 PM</p>	<p>Finding: The food service webpage states "Refunds will be made upon graduation for balances of \$5 or more". Any funds left in a student meal account, which cannot be returned, must be sent to the Wisconsin Department of Revenue as unclaimed property.</p> <p>CA: Remove this statement from the webpage and review policy to ensure compliance. This was corrected during the offsite portion of the review.</p>

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		As of November 20th the Food Service Website has been updated and the statement about refunds has been removed. The Business Manager was notified on this issue and the policy will be reviewed to ensure compliance.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/11/2019 09:54 AM	<p>Finding: The SFA must have a signed Disclosure Agreement form on file for non food service staff (or not an official on the school nutrition contract), receiving eligibility information for non-food service program benefits such as fee waivers.</p> <p>CA: Have principals, administrative assistants and any other applicable persons sign the Disclosure Agreement. Upload a copy of all agreements into SNACS.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/10/2019 02:28 PM	<p>Finding: The non-discrimination statement was not included on benefit notification letters.</p> <p>CA: Update program materials to include the correct non-discrimination statement. Upload into SNACS copies of the corrected notification letters for free, reduced, denied and direct certification.</p> <p>This CA has been removed</p>
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 12/10/2019 02:58 PM	<p>Finding: The food safety plan at Parkview Elementary did not have an SOP for field trips.</p>

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	CA: Add the field trip SOP at each participating school in the SFA. The field trip SOP is found on the DPI School Nutrition webpage. Upload a copy of the SOP into SNACS.
Site Name	Parkview EI
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 12/10/2019 02:41 PM</p> <p>Finding: There was a daily vegetable shortage at Parkview Elementary on Friday, November 8th, 2019. ¼ cup of winter squash and ¼ cup creditable leafy green vegetables were offered, for a total of ½ cup of vegetable. The daily minimum vegetable requirement for grades K-8 at lunch is ¾ cup vegetable.</p> <p>Corrective Action: Submit a statement explaining how this daily vegetable shortage will be corrected for this menu day.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/11/2019	1120	402	Administrative Review	Parkview EI	FSD			
Comments						Created By		Created Date
At breakfast, ½ cup of fruit is bagged with the entrée, while the other ½ cup of fruit is offered separately. During breakfast observation it was noticed that the unbagged ½ cup of fruit was not easily visible to students. Students must be offered the full 1 cup of fruit at breakfast, so make sure that the unbagged ½ cup is visible and being offered to students either verbally, via signage, or both.								12/11/2019 10:01:03 AM
11/19/2019	981	700	Administrative Review	ALL	Person responsible for non profit food service acc			
Comments						Created By		Created Date
Revenues and expenses for the Wisconsin School Day Milk Program should be allocated as follows: Revenues are only the state reimbursement. Expenses are only the milk expense for free and reduced priced students. Revenues and expenses for paid students should be recorded under non-program foods.								11/19/2019 1:21:32 PM