

Administrative Review Report

Lake Geneva Joint #1 School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/28/2023	01/12/2024
On-Site Review	01/31/2024	02/01/2024
Site Selection Worksheet	11/28/2023	11/30/2023
Entrance Conference	01/31/2024	01/31/2024
Exit Conference	02/01/2024	02/01/2024

Commendations:

Our sincere thanks to the food service director and staff at Lake Geneva Joint 1 for your warm welcome. We appreciate the time and efforts spent preparing for and participating in the administrative review. Sending documentation ahead of the onsite visit and the quick response to questions made for a smooth review.

We were impressed with the school nutrition professionals we met. They maintain a very clean and pleasant environment and have friendly smiles for the students who they greet by name. We loved being there for the celebration of the food service professional that has dedicated over 40 years to feeding children. Thank you for including us!

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

Recommendations:

Registration for the DPI School Nutrition Summer Training is coming soon! Our Opening Ceremonies kick off this year's conference the afternoon of Monday, July 15, with classes running through Wednesday, July 17. Stay tuned for the conference schedule and registration, coming in early April. Get ready to champion excellence in school nutrition!

See the DPI School Nutrition Webpage for up-to-date guidance, training opportunities, and information related to this report.

Administrative Review Report

Lake Geneva Joint #1 School District

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 02/01/2024 09:42 AM</p>	<p>Finding:</p> <p>1) The current unpaid meal charge policy is not being followed. The policy states students with negative account balances cannot purchase a la carte items. However, it was observed that students with negative meal accounts were allowed to purchase extra entrée and items.</p> <p>2) The cashier did not have a clear understanding of whether students could purchase items with a negative balance. This resulted in inequity for students wishing to purchase a la carte items.</p> <p>3) The unpaid meal charge policy is not currently distributed to all households. There must be a procedure in place to ensure every household receives the unpaid meal charge policy along with the application packet.</p> <p>Corrective Action:</p> <p>1) Determine whether students will be allowed to purchase a la carte items with negative balances and revise the policy if necessary. Upload the final unpaid meal policy into SNACS.</p> <p>2) Ensure all staff is provided with a written unpaid meal policy and properly trained to implement the policy. Provide a training log showing all staff has been trained.</p> <p>3) Provide a statement on how the unpaid meal policy will be communicated to all households including new students.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	777	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/31/2024 03:32 PM</p>	<p>Finding: The SFA is aware of how supply chain assistance funds can be spent and has a SCA tool however, the tool was incorrect and not current.</p> <p>Corrective Action: Provide a statement of understanding of</p>

Administrative Review Report

Lake Geneva Joint #1 School District

		how the Supply Chain Assistance Funds tool will be corrected and completed.
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	710	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 01/31/2024 03:20 PM	<p>Finding: Current cost of guest meal is \$3.15, however, all meals that are not claimed should be charged the adult meal price to ensure all costs are recovered.</p> <p>Corrective Action: Provide a statement indicating that all guests will be charged the adult meal price.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 01/31/2024 03:39 PM	<p>Finding: The Public Release was not distributed to the local media (7 CFR 245.5(a)(2)).</p> <p>Corrective Action: Provide a statement of understanding that the SFA will attempt to publish the public release with the local media. If a charge is required, please keep the email on file that an attempt was made.</p>
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 01/31/2024 03:47 PM	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the Template Civil Rights Complaint Procedures for SFAs, develop procedures for the SFA and upload into SNACS. Provide a statement of how the procedure will be shared with the public such as posting on the webpage.</p>

Administrative Review Report

Lake Geneva Joint #1 School District

Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 01/31/2024 03:37 PM</p>	<p>Finding: Civil Rights training was not completed by the Authorized Rep or the Verifying/Confirming Official (FNS Instruction 113-1).</p> <p>Corrective Action: Provide the civil rights training to all staff that interact with program applicants. Upload the sign in sheet with the names and date(s) the training was provided.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/31/2024 04:02 PM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all the required content (7 CFR 210.31). Add the following to the policy (<i>italicized parts are suggestions to meet the requirement</i>).</p> <p>Triennial Assessment- LWPs must include language regarding the completion of a triennial assessment. <i>The district will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.</i></p> <p>Update/Inform the Public - The SFA is required to inform and update the public about the content and implementation of the policy. The written policy must include language specifying how the SFA will be in compliance with this requirement. <i>The district will actively inform families and the public about the content of and any updates to the policy through the school website and Board of Education meetings. The district will also ensure the public is invited to participate in the development and implementation of the Local Wellness Policy.</i></p> <p>Corrective Action: Submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>

Administrative Review Report

Lake Geneva Joint #1 School District

Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	128	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 02/01/2024 08:52 AM</p>	<p>Finding: The correct income conversation factors were not used when determining meal eligibility on free and reduced-price meal applications. Applications with multiple income frequencies were not annualized correctly.</p> <p>Corrective Action: The determining official should watch the Free, Reduced-price, and Verification four-part series Webcast OR plan to sign up for the Free and Reduced-price class offered at the School Nutrition Summer Training offered in July. Indicate in SNACS when the training has been completed or if the determining official will attend this class in July.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	207	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 01/31/2024 03:13 PM</p>	<p>Finding: Applications chosen for verification were not signed by the confirming official and the verification official.</p> <p>Corrective Action: Review the verification section of the eligibility manual and submit a statement of understanding that the confirming official and the verifying official must both sign the applications chosen for verification.</p>
Site Name		
Form Name	Reporting and Recordkeeping (1500 - 1501)	
Question #	1500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 02/01/2024 09:10 AM</p>	<p>Finding: FSD for Lake Geneva Schools is completing the contract and on-site monitoring for Linn Joint #4 and Linn Joint #6. Lake Geneva Schools is not responsible the child nutrition program operations for joint schools and should be providing only meals.</p>

Administrative Review Report

Lake Geneva Joint #1 School District

		Corrective Action: Provide a statement that Lake Geneva School District will no longer access Online Services for Linn Joint #4 and Linn Joint #6 school districts.
Site Name	Eastview EI	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/14/2024 01:42 PM</p>	<p>Finding: The point of service is at the beginning of the line. Students took a bag and selected items. However, it was very difficult to tell how many items they had at the end of the line and many students were observed leaving without selecting a reimbursable meal. There were 28 meals observed with only two food items and 4 meals missing a fruit.</p> <p>Corrective Action: Describe the plan for adjusting the breakfast meal service to ensure the server is able to accurately determine if students have selected a reimbursable meal. Some ideas would include having the bags available for students after the line, pre-bagging a reimbursable meal and allowing students to decline the additional 1/2 cup of fruit and/or milk, using clear bags or boats, etc.</p>
Site Name	Eastview EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/14/2024 01:36 PM</p>	<p>Finding: A #6 scoop of mac and cheese was used as the planned serving size and intended to contribute 2 oz eq meat/meat alternate and 1 oz eq of grain. However, the crediting for the product is provided based on the weight, not the volume, so it was not possible to determine if this was the correct serving size.</p> <p>Corrective action: The next time this product is served, check weight of a #6 scoop of mac and cheese and submit a picture.</p>
Site Name	Eastview EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	

Administrative Review Report

Lake Geneva Joint #1 School District

Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Production records are not meeting all Production Record Requirements. The following information is missing, incomplete or completed incorrectly:</p> <ol style="list-style-type: none"> 1. Menu item with recipe name/reference number or product name/description: Be more specific with brand name, accurate product number, and form (canned, fresh, frozen/steamed, etc.). Some USDA Foods items were incorrectly documented as brown box items, when they were actually Wisconsin State Processed items (c-codes). 2. Planned serving size for each grade group and adults: Serving size should be either a weight or volume. If helpful you can include the portion utensil along with the planned serving size or add a separate column for portion utensil. 3. Planned/actual number of servings prepared: Planned number of servings based on planned number of meals. If you end up preparing more or less, record as planned #/actual #. 4. Planned/actual quantity prepared in bulk units (example: # of cans, bags, boxes, pounds) Recorded for many items, but not in the correct column. Note that column headings can be rearranged if needed. 5. Amount leftover (this can be recorded as number of servings or bulk units). If planned/actual number of servings is greater than the actual number of meals, I would expect to see leftovers. Documenting second entrees purchased as a la carte could help with these discrepancies. 6. Milk types available and actual usage by type (not completed for lunch on 12/6 or 12/7). Milk types available should be corrected as FF flavored is currently listed, but 1% chocolate is actually offered. <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. Submit one full week of completed production records for breakfast and lunch that fulfill all production record requirements. Choose a week (Monday-Friday) that occurs after the completion of the on-site Administrative Review (AR), but before the corrective action due date. 2. All staff responsible for completing production records at Eastview EI must complete the Production Records training found in the DPI Online Learning Library. Please upload certificates of completion for each staff member in the Documents tab of SNACS. If the training is completed as a group, provide information on where and when the training
	02/14/2024 01:34 PM	

Administrative Review Report

Lake Geneva Joint #1 School District

		<p>was conducted and submit the certificate of completion along with a signed training roster.</p> <p>3. Submit a statement of understanding that milk usage must be documented by type on the production record daily. Include who will be responsible for completing this at breakfast and lunch.</p>
Site Name	Eastview EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/14/2024 01:36 PM</p>	<p>Finding: No in-house yield studies have been conducted to determine the portion size needed for items that do not fit nicely into a portioning utensil, such as cucumbers, carrots, celery, and grape tomatoes. Procedures for conducting an in-house yield study can be found on the DPI Menu Planning page under Crediting (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p> <p>Corrective action: Submit documentation of in-house yield studies for cucumbers, carrots, celery, and grape tomatoes.</p>
Site Name	Eastview EI	
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>02/14/2024 01:44 PM</p>	<p>Finding: Offer versus serve (OVS) was not accurately implemented at breakfast. Many students were observed leaving the line with two food items or missing the required 1/2 cup of fruit.</p> <p>Corrective Action: Staff responsible for determining reimbursable meals at Eastview EI should complete OVS training. Upload certificates of completion in SNACS.</p>
Site Name	Eastview EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		

Administrative Review Report

Lake Geneva Joint #1 School District

Corrective Action History	<p>Flagged 01/31/2024 04:09 PM</p>	<p>Finding: SFAs are required to ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)). It was noted that paper products were stored directly on the floor. All products must be stored 6 inches above the floor.</p> <p>Corrective Action: Provide a statement that all products will be safeguarded against theft, spoilage and other loss including storing all products 6 inches above the floor.</p>
Site Name	Eastview EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/14/2024 01:47 PM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: cucumbers (Mexico), sugar snap peas (Guatemala). Additionally, for the production with exceptions on file, an accurate reason for exception was not selected. If selecting F, be sure to include a note. Most will likely fall under one of the other exception options such as availability or distribution.</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products listed above. Noncompliant Product List templates can be found on the Buy American webpage.</p>
Site Name	Eastview EI	
Form Name	Wisconsin School Day Milk Program	
Question #	1	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 02/01/2024 09:16 AM</p>	<p>Finding: Milk is picked up in the morning and held under refrigeration in the classroom until snack milk service time, with no temperature record.</p> <p>Corrective Action: Provide a written procedure instructing staff to pick up milk when they are ready to be served or keep daily temperature records of the classroom refrigerator. Upload to SNACS a copy of the written procedure of how this was shared with staff.</p>

Administrative Review Report

Lake Geneva Joint #1 School District

Technical Assistance Entries:		
Comments	Created By	Created Date
<p>The response to the off-site questions about determining Smart Snacks compliance with non-packaged or recipe food items and accompaniments described a process for packaged food items. Please note that a product formulation statement is not required to determine compliance with Smart Snacks. Using the nutrition fact label and the Alliance for a Healthier Generation Smart Snacks Calculator, compliance can be assessed. Also, any packaged items should be run through the calculator even if the manufacturer or distributor indicates it is Smart Snacks compliant. Accompaniments (salad dressings, condiments, etc.) are never considered to be exempt from the Smart Snacks in School standards, even when they accompany an exempt entrée item sold a la carte. A Smart Snacks Recipe Analyzer Tool is available on the Smart Snacks webpage and can assist in determining compliance with recipes made from scratch.</p>		2/14/2024 1:30:30 PM
Comments	Created By	Created Date
<p>Currently, no food fundraisers occur on the school campus during the school day (defined as midnight through 30 minutes after the end of the instructional day). However, if that changes, keep in mind that it is the responsibility of the SFA to track fundraiser involving the sale of food to students to ensure compliance with Smart Snacks regulations. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two exempt fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates and additional information are available on the Smart Snacks webpage, (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).</p>		2/14/2024 1:29:29 PM
Comments	Created By	Created Date
<p>As a reminder, there is a difference between weight (ounces) and volume (fluid ounces). Spoodles, which are used to measure volume, are often referred to as a "4 oz spoodle" for example. A 4 oz or ½ cup spoodle is actually 4 fluid oz rather than 4 oz by weight. This is an important distinction as the weight of the contents of the spoodle can vary significantly (think about the difference in weight between ½ cup of popped popcorn vs. ½ cup of peas). Be sure that this is clear and done correctly when completing planned serving sizes on your production records. It is recommended that all staff review the 7-minute Weight versus Volume training available in the School Nutrition Online Learning Library (https://media.dpi.wi.gov/school-nutrition/weight-versus-volume/story.html).</p>		2/14/2024 1:27:50 PM

Administrative Review Report

Lake Geneva Joint #1 School District

Comments		
	Created By	Created Date
Recording the actual crediting in the component contribution column on the production records would be helpful for the staff responsible for serving and determining reimbursable meals. For breakfast, documenting how many "food items" each menu item is planned as, would ensure that staff knows how many additional items students must select.		2/14/2024 1:27:27 PM
Comments		
	Created By	Created Date
Families must be notified how and when to request a meal accommodation. It is recommended the SFA create a policy or procedure using DPI Special Dietary Needs Policy template and post this on the nutrition page of the district website.		1/31/2024 3:43:09 PM
Comments		
	Created By	Created Date
It is recommended to evaluate the price of non-program foods each year. After reviewing the non-program foods tool, specifically consider raising the prices of an extra entree, desserts, and chips.		1/31/2024 3:26:42 PM
Comments		
	Created By	Created Date
It is recommended to start verification earlier in October to ensure it can be completed by 11/15.		1/31/2024 3:16:43 PM
Comments		
	Created By	Created Date
The eligibility determination in Power School that is used for a BI list should be exported to an excel spreadsheet instead of copying and pasting the info into the excel spreadsheet.		1/31/2024 3:02:38 PM
Comments		
	Created By	Created Date
If the SFA would like to provide fee waivers based on free/reduced price eligibility, a parent or guardian must have the option to accept/decline waivers. Detailed consent for each fee waiver must be obtained each school year using the DPI sharing of information form.		1/31/2024 2:58:12 PM