

# Administrative Review Report

662436 Hartford Union High School District  
Review Site: (20) Hartford Union High School

Review Schedule	Start Date	End Date
Off-Site Review	01/24/2019	02/11/2019
On-Site Review	03/04/2019	03/05/2019
Site Selection Worksheet	N/A	N/A
Entrance Conference	03/04/2019	03/04/2019
Exit Conference	03/05/2019	03/05/2019
<b>Corrective Action Deadline</b>	<b>Corrective action is complete.</b>	

## Commendations:

- Hartford Union High School District has excellent average daily lunch participation in all categories (F/R/P). These participation rates are a reflection of the quality of the program, the skill and dedication of staff, and the food service director's leadership. Keep up the good work!
- The Food Service website is accurate, informative, and inviting. The Local Wellness Policy and recent assessment are easy to locate and highlight what the district is doing to create a healthy school environment.
- The SFA uses excess food service funds to eliminate the reduced price charge at breakfast and lunch.
- Direct Certification is ran during the required timeframes and more often to match students to meal benefits.
- Students have a variety of entrees and colorful fruit and vegetable sides to choose from at both breakfast and lunch, providing students with many options when selecting reimbursable meals.
- All meal service lines were clean, organized, and included clear meal and a la carte signage for students. Staff worked well as a team between lunch service periods to ensure the serving lines were restocked.
- The muffins and scones baked in-house are a tasty addition to the breakfast menu and school store. The bakery branding shows the attention to detail within the food service department

## Comments:

- Two non-reimbursable lunches were observed on the day of review.

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Findings and Corrective Action:	
<b>Form Name</b>	<b>Local School Wellness (1000 - 1006)</b>
<b>Question #</b>	1000
<b>Due Date</b>	Completed onsite. No further action required.
<b>Corrective Action</b>	<p><b>Finding:</b> Current LWP does not include language related to Food and Beverage Marketing.</p> <p><b>CA:</b> 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.</p>
<b>Form Name</b>	<b>School Breakfast and Summer Food Service Program Outreach (1600 - 1601)</b>
<b>Question #</b>	1601
<b>Due Date</b>	Completed onsite. No further action required.
<b>Corrective Action</b>	<p><b>Finding:</b> The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p><b>CA:</b> Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Include the method of communication and time frame for distributing SFSP outreach materials.</p>
<b>Form Name</b>	<b>Certification and Benefit Issuance (124 - 142)</b>
<b>Question #</b>	136
<b>Due Date</b>	Updated onsite. No further action required.
<b>Corrective Action</b>	<p><b>Finding:</b> The sharing of information form (both paper and electronic) group programs for local fee waivers. SFAs are not allowed to have a blanket fee waiver.</p> <p><b>CA:</b> Update the paper and electronic sharing of information forms to separate out each local program. Upload the updated forms to the SNACS document tab.</p>
<b>Form Name</b>	<b>Food Safety, Storage and Buy American (1404-1411)</b>
<b>Question #</b>	1407
<b>Due Date</b>	Completed. No further action required.
<b>Corrective Action</b>	<p><b>Finding:</b> Thermometer calibration logs are not kept as outlined in the SFAs Standard Operating Procedure (SOP). Readings should be taken and documented every two weeks or when the thermometer is dropped.</p> <p><b>CA:</b> Begin documenting readings on the calibration log. Submit a staff roster as proof of when re-training was completed and who attended.</p>
<b>Form Name</b>	<b>Revenue From Non-Program Foods (709 - 711)</b>
<b>Question #</b>	709
<b>Due Date</b>	Completed onsite. No further action required.
<b>Corrective Action</b>	<p><b>Finding:</b> SFA completed the DPI Nonprogram Foods Revenue Tool for the 17-18 SY but is not in compliance with the revenue ratio requirements per 7 CFR 210.14. The SFA is covering all cost per the 1718 SY AFR and tool.</p> <p><b>CA:</b> Complete the DPI Nonprogram Foods Revenue Tool for the current school year, which will take into account pricing increases since completion of the 17-18 SY tool. Use a 5 day reference period. Submit the results to the consultant. If the results indicate a revenue shortfall to meet the ratio, non-program food prices will need to be further increased to ensure compliance.</p>

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<b>Form Name</b>	<b>Meal Components and Quantities - Review Period (409-412)</b>
<b>Question #</b>	410
<b>Due Date</b>	Completed onsite. No further action required.
<b>Corrective Action</b>	<p><b>Finding: Missing vegetable subgroups</b> Students choosing the Good to Go line did not have access to vegetables from the beans/peas (legumes) and starchy subgroups at lunch during the week of review unless they selected the Veggie Wrap.</p> <p><b>Corrective Action Needed:</b> Submit a statement explaining how this line will be brought into compliance with the weekly vegetable subgroup requirements. Include any necessary serving sizes, nutrition facts labels, ingredients lists, recipes, and/or crediting documentation.</p>
<b>Form Name</b>	<b>Offer vs Serve (500-502)</b>
<b>Question #</b>	502
<b>Due Date</b>	Completed onsite. No further action required.
<b>Corrective Action</b>	<p><b>Finding: Breakfast signage</b> Signage must indicate that students must select at least ½ cup fruit and/or vegetable, or a combination with a reimbursable meal. Currently, breakfast signage does not list this.</p> <p><b>Corrective Action Needed:</b> Submit a photo of breakfast signage that fulfills this requirement.</p>

**Technical Assistance:**

TA Date	TA Area	Site
03/04/2019	Annual Financial Report (AFR)	Hartford Union High School (20)
<p>When completing the Annual Financial Report (AFR), make sure to allocate a portion of "purchased service" and "other" expenses to the School Breakfast Program.</p>		
03/04/2019	Sharing of Information	
<p>ACT and AP testing fees do not require prior parental consent before sharing a meal eligibility status with the school official managing these State programs. A disclosure agreement is still a requirement. These two programs can be removed from the Sharing of Information Form.</p>		
02/28/2019	Local Wellness Policy (LWP)	
<p>When completing the LWP assessment, there are two parts. The first part measures how the SFA is meeting goals and objectives. This was completed by the SFA using the report card. The second part is looking at how your policy compares to a model policy. This piece was not completed. The <a href="#">WellSAT tool</a> can be used to meet this requirement and is found on the DPI <a href="https://dpi.wi.gov/school-nutrition/wellness-policy">LWP website (https://dpi.wi.gov/school-nutrition/wellness-policy)</a>.</p>		

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02/27/2019	Civil Rights Procedures	
<p>All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within five days. You will want to make sure that this is included in the district procedures to ensure compliance.</p>		
02/27/2019	Visiting Students	
<p>SFAs may claim school-age visiting students in the paid category or the individual's category with proper source documentation. See Special Provision Option guidance if the student is coming from a CEP or P2 school.</p>		
03/05/2019	Production Records	
<ul style="list-style-type: none"> <li>• Either the number of servings prepared or quantity (in purchase units) prepared is being recorded on production records. The additional information that is included on the production records for many menu items can be used to determine either the number of servings prepared or the quantity prepared, as needed. Continue to review the production records and add this information as necessary.</li> <li>• The whole grain-rich bun served as part of the breaded chicken sandwich was not listed on the production record on 2/5/19. This was included on the crediting sheet, showing that it was served that day. Consider creating a recipe for the sandwich so that the bun and chicken patty do not have to be listed separately on the production record.</li> </ul>		
03/05/2019	Crediting on Recipes	
<ul style="list-style-type: none"> <li>• The standardized recipes submitted for the week of review were clear and complete. The practice of including the crediting calculations on the standardized recipes is commendable.</li> <li>• The 3.28 ounces of diced chicken used in the Chicken Pot Pie recipe would credit as 3.25 ounce equivalents (oz eq) meat/meat alternate (M/MA). It is credited as both 3 oz eq M/MA and 2 oz eq M/MA on the recipe. This did not result in meal pattern shortages, but the recipe should be updated to avoid any confusion in the future.</li> <li>• Dry/mature beans and peas may credit as a vegetable or a meat alternate. When two servings of beans/peas (legumes) are offered during a meal, they may be credited toward the two different components, as long as they are contained in two separate dishes. For example, the beans offered in the veggie wrap may credit as a M/MA and the beans offered in the black bean salad may credit as a vegetable. However, the beans offered in the veggie wrap could not credit partially toward the M/MA component and partially toward the vegetable component.</li> </ul>		
03/05/2019	Signage	
<ul style="list-style-type: none"> <li>• Consider adding a statement to your breakfast signage indicating that students may only select one juice as part of their reimbursable breakfast.</li> <li>• If the fruits or vegetables on the garden bar are used to meet the weekly requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage. This encourages students to take the planned amount, and ensures the amount needed for a reimbursable meal is selected. The School Nutrition Team (SNT) has a <a href="#">Salad Bar Signage Template</a> with pictures that can be posted on a salad or garden bar.</li> </ul>		
03/05/2019	Social Media	
<p>You are encouraged to share photos of your great programs with the DPI School Nutrition Team for posting on our social media accounts. Visit the <a href="#">School Nutrition Programs</a> webpage and look for the “share” button on the right side of the page.</p>		
03/05/2019	Buy American Provision	
<ul style="list-style-type: none"> <li>• For domestic products without country of origin labeling (COOL), consider the <a href="#">Buy American Provision Attestation for Agricultural Product(s) Purchased Between School and Contractor</a>. By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision as defined in 7 CFR Part 210.21(d). For more information, visit the <a href="#">Buy American Provision</a> webpage.</li> </ul>		

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- The following information must be recorded on a Buy American Non-Compliant Product List of your choosing:
  - Date
  - Name of product
  - Country of origin
  - Reason