

Administrative Review Report

Wild Rose School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/06/2019	12/10/2019
On-Site Review	01/21/2020	01/22/2020
Site Selection Worksheet	11/06/2019	11/06/2019
Entrance Conference	01/21/2020	01/21/2020
Exit Conference	01/22/2020	01/22/2020

Commendations:

Thank you to the school nutrition professionals and dedicated staff at Wild Rose School District. We thoroughly appreciate your time and cooperation during the Administrative Review (AR). Great effort is made to deliver consistent, high-quality meal and provide all students with access to nutrition throughout the school day. All of the staff were very welcoming and helpful while we were onsite.

Thank you, also, to the Food Service Director, Kitchen Staff, and Business Administrator for sending documentation and promptly answering questions both prior to the on-site review and during the on-site review. We very much appreciate all that you do for the students of Wild Rose!

We were impressed with how well administration and the food service staff work as a team. They are supportive and recognize each individual's contribution to maintaining a high quality lunch program. The food service staff at Wild Rose middle and high school maintain a very pleasant environment. They have friendly smiles for the students and greet them by name. 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](#).

Administrative Review Report

Wild Rose School District

Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/13/2020 11:23 AM</p>	<p>Finding: 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. This must be communicated and distributed to all households, annually along with staff responsible for enforcement. In addition, the current policy is written in the elementary handbook but not the middle school/high school handbook. 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 policy will be updated and implemented and how households will be notified annually.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/13/2020 11:26 AM</p>	<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). The USDA requires all SFAs, regardless of whether the SFA serves summer meals, 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:</p> <ul style="list-style-type: none"> ● 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 <p>CA: Provide a statement describing how and when households will be informed about the availability of SFSP for the upcoming summer and going forward.</p>

Administrative Review Report

Wild Rose 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	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/21/2020 02:39 PM</p>	<p>Finding: The correct income conversation factors were not used when determining meal eligibility on free and reduced price meal applications. Applications with one income frequency were annualized.</p> <p>CA: Review the Income Conversions section of the Eligibility Manual (pg 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced price meal application.</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	<p>Flagged</p> <p>01/22/2020 11:00 AM</p>	<p>Finding: The non-discrimination statement was not included or was incorrect on some required program materials. The full statement without modification is needed on the free/reduced/DC notification letters. The shortened statement "This institution is an equal opportunity provider" is needed on all menus.</p> <p>CA: Add the Nondiscrimination statement to these required program materials and upload updated materials into SNACS.</p>
Site Name		
Form Name	Local School Wellness (1007)	
Question #	1007	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>12/18/2019 02:40 PM</p>	<p>The Local Wellness Policy (LWP) is missing 7 required areas: policy leadership, public involvement; foods sold outside of school meals; food and beverage marketing; nutrition promotion; triennial assessment; and update and inform the public. For language that could be added to the policy to meet these requirements, see 'Compliance Reminders' uploaded to documents in SNACS OR the Local Wellness Policy Checklist. The Local Wellness Policy Builder can be used to create a new policy. In depth information is found on the Wellness</p>

Administrative Review Report

Wild Rose School District

		Policy section of our website. CA: Provide a timeline of when the LWP will be updated to include all required areas.
Site Name	Wild Rose Middle/High School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/22/2020 11:30 AM	Weekly vegetable subgroup shortage (starchy; 3/8 cup served total for 6-8 meal pattern, 1/2 cup required) and daily vegetable quantity shortage (5/8 cup total served 12/11/19 to 6-8 students, 3/4 cup required). Required Corrective Action: Submit a statement explaining how the weekly starchy vegetable shortage and the daily vegetable quantity shortage will fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation. Menu planning worksheets highlighting these errors were reviewed and left onsite. SFA may opt to complete and submit new menu planning worksheets that correct these errors in lieu of submitting a statement.
Site Name	Wild Rose Middle/High School	
Form Name	Afterschool Snack Program (1700)	
Question #	1700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/22/2020 10:17 AM	Finding: Each student must be marked as taking a snack as they receive it and the paper work needs to show this is done. Revise the production record to show tally marks of reimbursable snacks along with totals. Consider using the DPI template production record or use this as a basis to create your own production record. CA: Upload one week of completed production records showing the tally marks for reimbursable snacks and total that will be claimed each day.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/22/2020	1413	603	Administrative Review	Wild Rose Middle/High School	FSD			
Comments						Created By		Created Date
A couple of cells were not fully filled in during the week of review. Particularly, the actual number of meals served was not								1/22/2020 11:45:29 AM

Administrative Review Report

Wild Rose School District

consistently recorded for both adults and students each day (per onsite discussion, this is due to no adult meals served). This, along with tracing milk usage, was reviewed onsite. No further TA or CA warranted. SFA may benefit from tracking milk usage (planned and actual) on production records rather than separately, but this is not a requirement.										
01/22/2020	1410	410	Administrative Review	Wild Rose Middle/High School	FSD					
Comments										
						Created By	Created Date			
6-8 Hot Lunch with 3 days Salad Bar: Weekly subgroup Shortage: Starchy (by 1/8 cup). Total starchy served: 1/8 cup green peas on Tu/W/Th = 3/8 cup total as students selecting salad bar do not have access to the vegetables served on the hot lunch line. 6-8 Hot lunch: Daily vegetable quantity shortage (also by 1/8 cup) served on 12/11/19. That day, only 1/2 cup corn and 1/8 cup R/O unspecified (as part of JTM taco meat) were offered to 6-8 students in the hot lunch line.							1/22/2020 11:23:41 AM			
01/22/2020	1408	404	Administrative Review	Wild Rose Middle/High School	FSD					
Comments										
						Created By	Created Date			
Because vegetables on the Salad Bar are used to meet weekly vegetable requirements, portion sizes should be clearly communicated to students. While intended portions are written on a display, students would benefit from a visual of intended portion. This will also help POS staff in determining reimbursable meals. A suggested, but not required, template was reviewed and left onsite: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx							1/22/2020 11:08:19 AM			
01/22/2020	1406	1700	Administrative Review	Wild Rose Middle/High School	Person responsible for afterschool snack					
Comments										
						Created By	Created Date			
For a snack to be reimbursable and claimed each student must take at least two compliant food items. It is highly recommended that each student take both items to ensure that each snack is eligible for reimbursement.							1/22/2020 10:28:53 AM			
01/22/2020	1405	901	Administrative Review	Wild Rose Middle/High School	Person responsible for onsite monitoring					

Administrative Review Report

Wild Rose School District

Comments								Created By	Created Date
Updated onsite monitoring forms are found on our website.									1/22/2020 10:07:43 AM
01/22/2020	1404	305	Administrative Review	ALL	Person responsible for household refunds				
Comments								Created By	Created Date
When meal account funds are left "unclaimed", paid households can choose to donate those funds to the school food service account or to a debt relief fund. Funds remaining in a reduced student account cannot be donated to the school food service account. Any funds left in a student meal account, which cannot be returned, must be turned over to the Wisconsin Department of Revenue as unclaimed property.									1/22/2020 9:56:14 AM
01/21/2020	1388	1219	Administrative Review	ALL	Person responsible for professional development tr				
Comments								Created By	Created Date
Matt Wilbert needs to have 4 hours of annual training which needs to be tracked on a training log.									1/21/2020 2:50:31 PM
01/13/2020	1294		Administrative Review	ALL	Wild Rose administration				
Comments								Created By	Created Date
Update the Free and Reduced FAQs on the school district website to the 2019-2020 school year.									1/13/2020 11:25:26 AM
01/13/2020	1288	314	Administrative Review	ALL	Wild Rose Administration				
Comments								Created By	Created Date
As part of participation in the National School Lunch Program, meals must be offered each day school is in session. Therefore, it is recommended to offer meals to students going on field trips that will take place over the lunch period. This ensures all students have access to a healthy meal.									1/13/2020 10:28:46 AM
12/18/2019	1228	1007	Administrative Review	ALL	Person responsible for the Local Wellness Policy u				

Administrative Review Report

Wild Rose School District

Comments	Created By	Created Date
<p>LWP Triennial Assessment • SFAs are required to complete their first LWP triennial assessments by June 30, 2020 per 7 CFR 210.31(e)(2). • The assessment must measure the SFA's compliance with their LWP and contain description of the SFA's progress toward meeting policy goals. • A report must be released to the public. There is no mandatory template for this report. • FNS recommends the WellSAT Tool as a resource to conduct the LWP triennial assessment.</p>		<p>12/18/2019 2:42:44 PM</p>

Comments		

The School Breakfast Program (SBP) at Wild Rose Middle/High School is popular. Consider instating Universal Free Breakfast (UFB), where all students have access to SBP – for free – regardless of their free/reduced/paid status. Students are still claimed based on their free/reduced/paid status, but the school covers the entire cost of the SBP. The increase in student participation, and thus the increase in reimbursement, often covers the entire cost of offering UFB.

Another SBP change to consider: Second Chance Breakfast (SCB). SCB often proves beneficial to both students and foodservice. Typically served between 1st and 2nd periods, students can get a quick, reimbursable breakfast on their way to their next class. Often paired with the Grab'n'Go service model, SCB helps to serve students who may not be able to make it to school early enough to participate in traditional breakfast or those who are simply not ready to eat early in the morning. This helps reduce hunger and improve attention and attendance. This also gives foodservice access to students who might not otherwise participate in their program, giving the monetary bottom line an additional boost.