

Administrative Review Report

Stockbridge School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/30/2019	01/08/2020
On-Site Review	01/21/2020	01/23/2020
Site Selection Worksheet	10/20/2019	11/29/2019
Entrance Conference	01/21/2020	01/23/2020
Exit Conference	01/23/2020	01/23/2020
Corrective Action Due Date	03/18/2020	03/18/2020

Commendations:

Public Health Nutritionist (PHN): Thank you to the FSD for all the hard work in prepping for the AR. Review materials were very well organized and uploaded into SNACS prior to the review, which helped to expedite the review process. The Food Service Director (FSD) was very friendly, easy to work with, and appeared to have good rapport with staff. Updating production records could help streamline your meal prep, ordering, and service. The care and concern for the children of Stockbridge is evident, keep up the great work and we hope to see all the nutrition professionals this summer at SNSDC.

Nutrition Program Consultant (NPC): Thank you to the Determining Official (DO), Food Service Director (FSD), Principal, food service staff and school staff for the courtesies extended to us during the on-site review. Thank you for being available to answer questions and provide additional information requested. Everyone was very friendly, helpful, and receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions in SNACS as well as pulling records for the on-site portion of the review. The DPI review team appreciates the eagerness of the staff for their willingness to make changes to meet School Nutrition Program regulations immediately, prior to and during the review. The FSD and Determining Official are very organized and receptive to suggestions. Both are motivated to run excellent school nutrition programs. Keep up the great work!

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Findings and Corrective Action:

Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	710	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 01/29/2020 04:13 PM	Finding: SFA is not tracking nonprogram foods revenue and expenditures. Corrective Action: Provide a plan on how nonprogram food revenue and expenditures will be tracked.
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	711	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 01/29/2020 04:14 PM	Finding: Adult meal prices are not set according to FNS Instruction 782-5 Rev. 1. Corrective Action: Update the online contract with the updated adult meal price. Submit a statement this has been completed.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 01/29/2020 05:40 PM	Finding: Civil Rights training did not occur for all staff who interact with program participants in the current school year (FNS Instruction 113-1). Corrective Action: Review the Civil Rights powerpoint presentation. Submit a statement this has been completed.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	

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Corrective Action History	Flagged NPC 01/31/2020 12:15 PM	Finding: One student was originally determined as free eligible, but should have been determined as reduced eligible. Corrective Action: Send the adverse action letter to the household notifying them of the decrease in benefits. Give the family 10 calendar days from the date the letter is sent out until the benefit is changed in the software system. Corrected on-site. No further action required.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	130	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 01/31/2020 07:59 AM	Finding: The notification letters for application approval/denial, direct certification, and verification do not include the correct formatting of the USDA non-discrimination statement. Corrective Action: Update the notification letters and submit a statement this has been completed.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 01/29/2020 06:34 PM	Finding: Documentation of professional standards continuing education for all staff involved in the school nutrition programs is not being tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. Corrective Action: Include all training hours completed this school year for the Determining Official. Submit a statement this has been completed.
Site Name	Stockbridge Mid	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged PHN 01/31/2020 07:25 AM	Finding: Production Records currently in use are missing required information. "Item list " needs more information (Serving sizes in proper measures, planned; actual quantity prepared in purchase units, planned serving size for condiments). Garden Bar sheets do not contain planned

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		<p>serving size.</p> <p>Corrective Action: Please update productions to include all required information. Submit a week of properly completed production records.</p> <p>Finding: Both submitted Pizza Recipes (Fresh BBQ Chicken and Fresh Cheese Pizza) are not completed properly. Weights and measures needs to be updated (weight and volume measures are not equal). Procedures, including CCP need to be completed. A separate recipe for half a pizza needs to be created or update ingredients to include enough product for half a pizza as well as one whole pizza. Total yield indicates that the recipe makes 4 pizza, but procedures and ingredients are not for four pizzas.</p> <p>Corrective Action : Please update both submitted pizza recipes and upload into SNACS.</p>
Site Name	Stockbridge Mid	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged NPC 01/29/2020 05:45 PM</p>	<p>Finding: The nondiscrimination "And Justice for All" poster is not located in a public location(FNS Instruction 113). Corrective Action: Move the "And Justice for All" poster to be posted in a public location for all to view. Corrected on-site. No further action required.</p>
Site Name	Stockbridge Mid	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged PHN 01/28/2020 08:22 AM</p>	<p>Finding: Stockbridge School (K-12) occupies one building and the beverage machines in cafeteria are not smart Snack compliant for the K-8 students. Corrective Action: Submit a detailed statement of understand regarding the Smart Snacks rule outlining how the machines will be in compliance.</p>
Site Name	Stockbridge Mid	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	

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TA Log #	No TA Log# found	
Due Date	03/18/2020	
Corrective Action Status	Flagged	
Corrective Action History	Flagged NPC 01/29/2020 06:35 PM	Finding: The most recent food safety inspection report was not posted in a publicly visible location. Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. Corrected on-site. No further action required.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/23/2020	1499	705	Administrative Review	ALL	DO			NPC
Comments								
Annual Financial Report					Created By		Created Date	
When completing the Annual Financial Report, you must include the nonprogram food revenue and expenditures. Remember to track all nonprogram food revenue and expenses to record on the Annual Financial Report. To note, the SFA completed the DPI nonprogram food revenue tool which concluded the revenue from nonprogram food is covering the cost of nonprogram foods.					NPC		1/29/2020 4:12:03 PM	
01/23/2020	1498	315	Administrative Review	ALL	DO			NPC
Comments								
Counting and Claiming					Created By		Created Date	
It is recommended to use the food service software's monthly edit check report for the NSLP claim and for the Wisconsin School Day Milk annual claim.					NPC		1/29/2020 4:05:19 PM	
01/22/2020	1500	1006	Administrative Review	ALL	FSD			NPC
Comments								
Local Wellness Policy					Created By		Created Date	
Use the Wellness Policy Checklist to review and update the LWP. Regarding the Triennial Assessment, complete an assessment of the Local Wellness Policy by June 30, 2020. To do this, use the WellSAT on wellsat.org to evaluate the assessment. Then use the WI Team Nutrition Local Wellness Policy report card to continue the assessment. Once these are completed, make the results known to the public via email, newsletter, social media, or posting it to the school website.					NPC		1/29/2020 6:15:22 PM	
01/21/2020	1401	128	Administrative Review	ALL	DO			NPC
Comments								
Annualizing Income					Created By		Created Date	

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<p>When one income frequency is listed on the application, it is unnecessary to annualize the income. Only annualize the income when there are multiple income frequencies listed on the application.</p>	<p>NPC</p>	<p>1/21/2020 9:44:12 PM</p>
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