

Administrative Review Report

Abbotsford School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/31/2020	03/10/2020
On-Site Review	03/11/2020	03/13/2020
Site Selection Worksheet	01/30/2020	02/04/2020
Entrance Conference	03/11/2020	03/11/2020
Exit Conference	03/13/2020	03/13/2020

Commendations:

Thank you to the Food Service Director and food service staff at Abbotsford School District for their cooperation, enthusiasm and hard work. Excellent job at creating appealing meals for students. Reviewers loved seeing all the fruit and vegetable options on the salad bar. The quality of the food and variety offered is excellent. Interactions between food service staff and students are cooperative even during stressful situations. The staff facilitates a large number of students moving through the line with efficiency. Thank you for giving students the opportunity to learn how to make their own choices and serve themselves. Good for Abbotsford for taking advantage of so many USDA and Wisconsin Child Nutrition Programs to maximize the benefits to your students. The cafeteria spaces were bright and welcoming. Signage was clear and plentiful. Thank you for communicating clearly with your students and families using signage and materials in Spanish, as well as English.

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name	
Form Name	Certification and Benefit Issuance (100 - 121)
Question #	115
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: From a statistical sample of 187 students receiving Free or Reduced price meal benefits according to the SFA's Benefit Issuance list, there were 59 errors identified during the Administrative Review. While 4 of these errors were a result of incorrect application determinations, the remaining errors were a result of negligence in record keeping: Individual's eligibilities from previous school years were never terminated, carryover results were not accurately recorded, and students retained Free eligibilities from denied applications.</p> <p>Of these 59 record errors, 5 were validated as documented Free or Reduced during the review. The potential for errors in the remaining portions of the Benefit Issuance list not selected as a statistical sample is high, approximately 30%. The SFA is required to maintain files of currently approved and denied free and reduced price certification documentation, and maintain direct certification documentation indicating that a child is receiving benefits from SNAP, FDPIR or TANF, or is other source categorically eligible, and to extend those benefits to other children in that household, other than for foster children according to 7 CFR 210.9.</p> <p>CA 1: All employees using the student information/POS system need training. Work with the software representative to identify and remedy coding errors, yearly roll-overs, reports, and carryover dates that result in inaccurate benefit issuance and POS counting, and to ensure the software process is correct to maintain your records and produce the reports you need.</p> <p>CA 2: Examine all student records to determine if documentation exists to support their Free, Reduced or Paid status. Do this either when school resumes, if within the 19/20 school year, or before school resumes for the 20/21 school year. For those students identified during the administrative review as having a Paid status, and for additional students you identify as having no documentation to support a Free or Reduced status, there is no carryover period for the 20/21 school year. All these students begin the next school year as Paid.</p> <p>CA 3: Submit a detailed statement explaining when you will address these corrective actions, who will be responsible for doing so, when and who will attend trainings with your student information software company, and how you will meet the regulations of Benefit Issuance.</p>
Site Name	
Form Name	Certification and Benefit Issuance (100 - 121)
Question #	116
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: For students who are determined eligible through Direct Certification, their status in the student information and POS software designates them as "D" rather than Free "F" or Reduced "R": no actual eligibility is known for these students unless each individual account is checked. Thus, the BI list only indicates how they qualified, not their status, which is unallowable. In addition, reporting and claiming for WMMP with this information would not be possible.</p> <p>Corrective Action: Correct the coding in the student information software to indicate each student's eligibility status as either F, R or P for Paid. Include this information in the BI list you upload into SNACS when all other CA is complete. Continue to keep records indicating how (by what means) each student qualified, such as DC, application, Extension, Homeless, etc.</p>
Site Name	
Form Name	Revenue From Non-Program Foods (709 - 711)

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Question #	709
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: A positive response to Question 709 automatically triggers an SFA for a more comprehensive review of Resource Management which was conducted onsite. The SFA still needs to provide proof of payment for one external food service catering.</p> <p>Corrective Action: Upload into SNACS the detailed general ledger showing the 10/28/19 Invoice in the amount of \$55.00 to M. Conference was paid and deposited into the SFA's nonprofit school food service account.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). 187 free and reduced price meal application determinations were reviewed, 4 determination errors were identified. See the BI Corrections form provided by the consultant for specific details on which applications need to be corrected.</p> <p>Corrective Action: Utilizing the BI Corrections form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made in SNACS. Upload a copy of each dated letter/notice to households into SNACS.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	133
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: 1 student directly certified as Homeless was not receiving appropriate free or meal benefits. 1 student was receiving free meals as Homeless without documentation from the appropriate liaison.</p> <p>Corrective Action: Notify the household of the correct eligibility and upload a copy of the letter and documentation verifying your system has been updated with the correct eligibility into SNACS.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	137
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not effectively update student eligibility changes to the benefit issuance (BI) list or the point of service (POS) for 44 students.</p> <p>CA 1: Send adverse action letters to 43 students listed on the BI Corrections document. Send an Increase Benefit letter to 1 student on the BI Corrections Upload each of these letters into SNACS.</p> <p>CA 2: Update the BI list and POS to accurately reflect the eligibility of the students in error and upload into SNACS.</p> <p>CA 3. Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely from the eligibility document to the BI list and POS.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	138
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not effectively update student eligibility changes to benefit issuance list (BI) or the point of service (POS) for students who were new, transferred, or withdrawn, or no longer qualified after the 30 day</p>

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	<p>carryover. 4 students had applications that were denied. They were sent the correct notice, but never changed in the POS. 1 student had an incorrect eligibility date. CA 1: Change these students eligibilities, note the date of correction in SNACS. CA 2 : Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely to the BI list and the POS.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	140
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not update student eligibility changes to the benefit issuance list or the point of service (POS) after each direct certification run accurately and in a timely manner. One student had an eligibility that was not updated after a DC run.</p> <p>CA 1: Notify the student of their correct eligibility. CA 2: Correct the benefit issuance list for any students in error and upload into SNACS. CA 3: Submit a statement outlining how the SFA will ensure that updates to the benefit issuance list or point of service are done accurately and timely.</p>
Site Name	
Form Name	Verification (207 - 215)
Question #	213
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA's notice of adverse action should contain the following information: " If you choose to reapply for meal benefits, proof of current eligibility will be required. "The review of the SFA's BI list revealed a new application by a household subject to verification was submitted and determined for F after verification was complete without proof of income. CA 1: Send a letter of adverse action to the household requesting proof of income within 10 days. Complete determination and verification based on the information supplied. CA 2: Update the BI list and upload. CA 3: Watch the Verification webcast, take the quiz, and upload the certificate of completion to SNACS.</p>
Site Name	Abbotsford Elementary
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	401
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Seven non-reimbursable meals were observed at breakfast and eleven non-reimbursable meals were observed at lunch service. Thirteen of the meals served at breakfast and lunch did not contain the required ½ cup fruit, vegetable, or combination. Five of the meals served at breakfast did not contain the required 3 items at breakfast (the tornado did not credit as an item).</p> <p>Corrective Action: Submit a statement indicating how these errors will be corrected and avoided in the future. Include the crediting documentation of a replacement product for the tornados since this item does not contain enough meat/meat alternate to credit as an item in the School Breakfast Program.</p>
Site Name	Abbotsford Elementary
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Breakfast Scrambler recipe needs updating. The intended crediting does not match the actual crediting. The procedures say to mix a certain amount of each ingredient but when totaled these amounts are sometimes different from what the ingredient lists states.</p>

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	<p>Corrective Action: Update the breakfast scrambler recipe to ensure that the amounts listed in the procedure match the amounts in the weight of ingredient column. Include the crediting information for each ingredient used in the recipe.</p>
Site Name	Abbotsford Elementary
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding 1: Crediting documentation not available for the honey touched paddles (chicken wings).</p> <p>Corrective Action 1: Discontinue the use of this product. Please send in proper crediting documentation for a replacement product.</p> <p>Finding 2: The daily minimum requirement for grains was not met for K-5 students at lunch during the week of review. On Wednesday only ¼ cup of noodles was planned and this credits as 0.5 oz eq grain. The daily minimum requirement for K-5 students is 1 oz eq grain.</p> <p>Corrective Action 2: Describe specifically how the daily minimum requirement for grains will be met when this menu is offered in the future (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Abbotsford Elementary
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1405
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA did not retain the report from the prior school year, and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p>Corrective Action: Contact the local regulatory authority to request documentation of the previous (prior to 1/31/2020) food safety inspection. Upload a copy of the report into SNACS.</p>
Site Name	Abbotsford Elementary
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1409
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFAs must ensure that food storage, preparation and service is in accordance with the state and local sanitation and health laws and regulations (7 CFR 210.13). The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas. The following food storage violations were observed: cases of food on the floor or both walk-in freezers.</p> <p>Corrective Action: Submit a statement indicating when these food safety violations have been corrected.</p>
Site Name	Abbotsford Elementary
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1411
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: -- Refrigerated snap peas - Mexico</p> <p>Corrective Action: Visit the Buy American webpage and complete and submit Non-Compliant Product Forms for the products listed above.</p>
Site Name	Abbotsford Elementary

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Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)
Question #	1903
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: It appears teachers may not always bring students to the cafeteria to participate in the FFVP program if time does not allow in their schedule. On FFVP serving days, free fresh fruits and vegetables must be provided to all enrolled children.</p> <p>Corrective Action: Provide a statement of the specific changes that will be made to serving FFVP to ensure all enrolled children receive the fruit or vegetable each day of the FFVP.</p>
Site Name	Abbotsford Elementary
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)
Question #	1904
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Additional snacks and treats (e.g., birthday cupcakes) sent from home are being served during the FFVP. Serving additional snacks and treats from home goes against the intent of encouraging the consumption of fresh fruits and vegetables.</p> <p>Corrective Action: Provide a statement indicating that other snacks and treats will be offered at a time separate from the FFVP and children will be actively encouraged to eat the fresh fruit or vegetable on the FFVP menu.</p>
Site Name	Abbotsford Elementary
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)
Question #	1905
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: During FFVP service there is no reference to the fresh fruit and vegetable program. The fruits and vegetables are only presented as "snack". The intent of the FFVP program grant is to promote consumption of fresh fruits and vegetables and not to merely provide students with a snack. By accepting the FFVP grant, the SFA agrees to use the program as it was intended by the USDA.</p> <p>Corrective Action: Submit a statement describing in detail how children will be encouraged to try fruits and vegetables to increase their fruit and vegetable consumption and knowledge and to operate the FFVP program with this intent.</p>
Site Name	Abbotsford Elementary
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)
Question #	1906
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Frozen strawberries and olives are offered to students during FFVP service time. The FFVP does not allow processed and preserved fruits and vegetables including canned, frozen and dried.</p> <p>Corrective Action: Watch the FFVP-The Basics webcast to review the basic program requirements. Provide a statement indicating that the webcast has been viewed, include a statement of understanding that processed or preserved fruits and vegetables will not be served.</p>
Site Name	Abbotsford Elementary
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)
Question #	1907
TA Log #	No TA Log# found
Corrective Action Status	Flagged

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Corrective Action History	<p>Finding: Dip offered with the snack does not meet the requirements of being fat-free or low-fat. The definition of "low-fat" is 3 grams of fat per serving or less. One of the dips served during onsite observation contained 4.5 grams of fat per serving.</p> <p>Corrective Action: Provide a statement of understanding that only low-fat and fat-free dips will be served.</p>
Site Name	Abbotsford Elementary
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)
Question #	1909
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Multiple adults are participating in the Fresh Fruit and Vegetable program (FFVP). Only a teacher who is directly responsible for serving the fruit or vegetable to their students may take the fresh fruit or vegetable. The FFVP is not available to the general teacher population, other adults in the school or the public.</p> <p>Corrective Action: Provide a statement indicating only teachers directly responsible for serving the FFVP to students will take the fruit or vegetable.</p>
Site Name	Abbotsford Elementary
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)
Question #	1910
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Leftovers from the National School Lunch Program (NSLP) are being used in the Fresh Fruit and Vegetable Program (FFVP). FFVP leftovers can be used in NSLP, but NSLP leftovers cannot be used in FFVP because the product used for FFVP must be quantifiable and purchased specifically for FFVP to be charged to FFVP. SFAs should take steps in all meals programs to reduce waste. Leftovers from FFVP may be used in the NSLP but only to avoid waste.</p> <p>Corrective Action: Provide a statement indicating that only foods purchased specifically for FFVP are served as indicated on the monthly claim.</p>
Site Name	Abbotsford Elementary
Form Name	Wisconsin School Day Milk Program
Question #	2
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA is not offering milk to all eligible students according to their contract for the Wisconsin School Day Milk Program (WSDMP). On the Day or Review some teachers were observed not offering milk to any students in their class. Within the contract the SFA agrees to serve one half-pint of milk free of charge each school day to children in grades Pre-K through 5 determined to be eligible for a free or reduced-price lunch under federal school lunch program income guidelines.</p> <p>Corrective Action: Provide a statement of how this will be brought into compliance.</p>
Site Name	Abbotsford Elementary
Form Name	Wisconsin School Day Milk Program
Question #	10
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Documentation was not available to determine if the milk served as part of the Wisconsin School Day Milk Program (WSDMP) meets the criteria for "Wisconsin produced milk". Wisconsin produced milk means that all or part of the raw milk used by the milk processor was produced in Wisconsin. Per the Agreement for the WSDMP the SFA agrees to serve Wisconsin produced milk.</p> <p>CA1 : Submit documentation showing the milk used in the WSDMP is produced or partially produced in Wisconsin. Documentation may include a statement from the distributor, milk invoices showing where the milk is produced or any other documentation showing the milk used in the WSDMP is a Wisconsin agricultural product.</p> <p>CA2: Provide a statement of understanding that procurement documents for milk must include language that WI produced milk be provided for this program.</p>

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Site Name	Abbotsford Elementary
Form Name	Afterschool Snack Program
Question #	4
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding 1: Afterschool Snack counts were incorrectly counted (7 CFR 210.10). On the day of review the SFA counted 20snacks served for which there were 2 missing components based on production records. CA: Correct the issue by providing the next serving month's afterschool snack menu, production records and point of service counts for review. Fiscal Action may apply.</p> <p>Finding 2: Afterschool Snack counts were incorrectly claimed (7 CFR 210.10) by SFA listing the NSLP ADA as the Afterschool snack ADA. This error was TA in Abbotsford's previous 2017 Administrative Review. CA: One day per month take attendance of each and all afterschool enrichment and educational programs. Upload these attendance counts by each activity into SNACS. Total and use this actual attendance count as the ADA for Afterschool snack claiming moving forward.</p>
Site Name	Abbotsford Elementary
Form Name	Afterschool Snack Program
Question #	6
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding : Snacks provided for the Afterschool Snack Program were not offered in the minimum portion sizes both on the Day of Review and during the Review Period. Shortages were observed in fruit/juice serving sizes and grain serving sizes.</p> <p>Corrective Action: Review the Afterschool Snack Program meal pattern on the Afterschool Snack webpage at https://dpi.wi.gov/school-nutrition/programs/afterschool-snack. Provide an updated Afterschool Snack menu and production records for the next serving month that includes two different components each day with the minimum portion sizes required for each item per the meal pattern.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/12/2020	1957	1905	Administrative Review	Abbotsford Elementary				
Comments								
<p>Fresh Fruit and Vegetable Program (FFVP) The goal of the FFVP is to provide all children in participating schools with a variety of free fresh fruits and vegetables and make a difference in children's diets to impact their present and future health. The best ways to accomplish this is to introduce children to new and different fresh fruits and vegetables they don't receive on a regular basis and to provide nutrition education during the service of FFVP.</p> <p>The school nutrition team highly recommends Abbotsford School District consider serving children FFVP in an environment that is conducive to providing nutrition education along with the FFVP. It is allowable to offer FFVP and Wisconsin School Day Milk Program at the same time.</p> <p>Thank you for promoting the FFVP program at the beginning of the school year and in the cafeteria. Reviewers encourage other methods to promote the program as well. Refer to the FFVP program promotion page for ideas (https://dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable/promotion).</p>								
03/12/2020	2016		Administrative Review					
Comments								
<p>Professional Standards Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "In A Nutshell- Training" document. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.). SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool are encouraged but not required. Please be sure to make all program staff aware of SNSDC trainings for 2020. The class schedule, format and locations will be out in April/May.</p>								

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03/12/2020	2015	Administrative Review					
Comments							
<p>Unpaid Meal Policy 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. Providing a direct link to the policy from the food service page of the district's website makes the policy easily available to the households who need it. 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>							
03/12/2020	2014	Administrative Review					
Comments							
<p>Non-Program Foods Revenue The DPI Nonprogram Food Revenue Tool/Price Calculator assists SFAs in pricing nonprogram foods and meeting the USDA nonprogram food revenue ratio required by the USDA Nonprogram Food Revenue Tool. An updated version can be found at https://dpi.wi.gov/sites/default/files/imce/school-nutrition/non-program-food-price-calculator.xlsx Please continue to complete this tool for any 5 day period each school year.</p>							
03/12/2020	2013	Administrative Review					
Comments							
<p>Fresh Fruit and Vegetable Program (FFVP) The FFVP provides schools the opportunity to purchase exotic fruits or vegetables that are not available locally or that are not domestically grown. When purchasing such items always follow proper procurement procedures and the Buy American provision so that if an item is not domestic you'll record it on the exemption sheet. USDA FFVP Handbook is guide for schools that includes rules and guidelines for how to operate the program: https://fns-prod.azureedge.net/sites/default/files/handbook.pdf We also have a short webcast on the basics of the FFVP program to assist your staff in complying with regulations: https://dpi.wi.gov/school-nutrition/training/webcasts#ffvp</p>							
03/12/2020	2012	Administrative Review					
Comments							
<p>Wisconsin School Day Milk Program (WSDMP) and FFVP For teachers and support staff who are facilitating these programs either in the cafeteria or in the classroom we recommend Civil Rights training. A webcast with an overview of civil rights requirements for child nutrition programs can be found at https://dpi.wi.gov/school-nutrition/training/webcasts#civil%20rights Additional training in the basic requirements of each program can be helpful for non-food service staff to realize the impact of education and recording they do related to these programs, and the fiscal responsibility of producing accurate counts at the POS.</p>							
03/12/2020	2011	Administrative Review					
Comments							
<p>Afterschool Snack Program Production records for the ASP program should indicate the serving size for each menu item and for which component it credits. A template can be found on the SNT website https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/asp-production-record-template.xlsx The meal pattern, which indicates the required minimums of each component, can be found on the SNT website https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nsfp-meal-pattern-for-asp.pdf</p>							
03/12/2020	2010	Administrative Review					
Comments							
<p>Local Wellness Policy The Abbotsford School District currently has 2 separate documents that include required portions of the Local Wellness Policy. The first, a policy shared with the public through the district website under Board of Education, Policies, entitled Wellness. The second, shared with the reviewer, entitled School District of Abbotsford Nutrition and Wellness Guidelines. The district is not proceeding according to each of these parts of its own Local Wellness Policy including the meeting and review schedule, sharing updates with the public, and records retention. The reviewer encourages the SFA to bring these two documents into congruence. Determine what, when and how you will share both documents with your school community. The USDA requires that each SFA complete an assessment of the LWP (1005). The first triennial assessment should be completed within three years of the SFA's policy being updated, but no later than June 30, 2020 to be in compliance with this rule.</p>							

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The triennial assessment must evaluate 1) compliance with the LWP, 2) how the LWP compares to model wellness policies, and 3) progress made in attaining the goals of the LWP. SFAs must retain documentation of the results of the triennial assessment and when it took place. SFAs must release a report to the public detailing the assessment.									
To assist SFAs with evaluating compliance with their LWP, a report card has been developed and is available at School Nutrition Team's Wellness Policy webpage. Local Wellness Policy Report Card Online Tool - The School Nutrition Team encourages using this tool to assess the extent to which schools comply with the wellness policy and provide a description of progress made in attaining the goals of the wellness policy. In addition, SFAs are encouraged to complete the WellSAT to assess how your policy compares to a model policy. There is a section at the end of this tool to include your WellSAT results. Once the Local Wellness Policy Report Card form is submitted, a report will be generated and emailed to you. This report can be used to communicate the triennial assessment results to the public.									
03/11/2020	1966	409	Administrative Review	Abbotsford Elementary					
Comments									
Planned Serving Sizes									
Planned serving sizes were missing for many menu items on production records.									
--Chicken wings									
--BBQ pulled pork									
--Items that were handwritten in on production records.									
All menu items, whether typed or penciled in must have planned serving sizes									
03/11/2020	1965	409	Administrative Review	Abbotsford Elementary					
Comments									
Crediting on Production Records									
Occasionally, it was noted that the crediting on production records does not reflect the actual crediting of the food products as listed on crediting documentation.									
--5 mini corn dogs credits as 1.5 oz eq meat/meat alternate and 1.5 oz eq grain (not 2 oz eq meat and 1 oz eq grain)									
--¼ cup noodles credits as 0.5 oz eq grain (not 1 oz eq grain)									
Please update the production record template to reflect actual product crediting.									
03/11/2020	1964	409	Administrative Review	Abbotsford Elementary					
Comments									
Standardized Recipes									
Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization and use all resources available to you. Visit our Standardized Recipes webpage for additional tools and resources (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes)									
Breakfast Scrambler - Please review this recipe as the intended crediting does not match the actual crediting. The procedures say to mix a certain amount of each ingredient but when totaled these amounts are sometimes different from what the ingredient lists states.									
Wraps - the amount of ingredients needed to make a wrap, as listed in the measure column, does not reflect the number of portions the recipe is intended to serve. It appears that the recipe is written to make one wrap (two servings), however, the recipes says it makes 192 portions. Change the amount of ingredients in the measure column to reflect the amount needed for 192 portions, or update the Number of Portions to 1 wrap (cut into two) and Portion Size to a ½ wrap.									
03/11/2020	1963	409	Administrative Review	Abbotsford Elementary					
Comments									
Crediting Documentation									
Crediting documentation was not available for the honey touched paddles (Brakebush). Processed foods that are not listed in the USDA Food Buying Guide must have a product formulation statement (PFS) or a Child Nutrition (CN) label to document meal component crediting. If proper documentation cannot be obtained, you should discontinue the use of those products, including the honey touched paddles.									
Please note, there is a difference between product specification (spec) sheets and product formulation statements (PFS). A product specification sheet identifies specifics of the product such as product code, case weight, shelf life, and packing information. A PFS is crediting documentation that shows exactly how a product contributes to the meal pattern with entries from the USDA Food Buying Guide (FBG). A PFS is required for processed products not listed in the FBG that do not have a Child Nutrition (CN) label. Refer to this USDA tip sheet that explains what to look for in crediting documentation and this decision making tree. https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning									
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Comments							
Production Records							
Be sure to double check that your production records meet all of the requirements as listed on the production records requirements list. Most of the information is filled out daily on production records, but some things, like planned serving sizes, could be filled in more consistently. https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records							
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Comments							
Week of Review - February 3-7, 2020							
Breakfast - no meal pattern violations							
Lunch - on Wednesday honey touched paddles (chicken wings) were served and this product does not have crediting documentation, therefore, meal pattern contribution could not be determined. This is considered a shortage for the week of review. Additionally, only ¼ cup noodles (0.5 oz eq grains) was served and this is short the required daily minimum amount of 1 oz eq grains for K-5 students.							
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Comments							
Onsite meal observation							
Breakfast service - Seven non-reimbursable meals were observed							
--Five of those meals contained the tornado menu item and two other items, including a fruit. However, the tornado only credits as 0.75 oz eq meat/alternate and at breakfast this does not count as an item. To count as an item at breakfast the food must credit as either 1 oz eq grain, 1 oz eq meat/meat alternate or ½ cup fruit or vegetable.							
--Two of those meals did not contain a ½ cup fruit. Meals that contain less than ½ cup of fruit or vegetable are not reimbursable.							
Lunch Service - Eleven non-reimbursable meals were observed.							
1 meal: milk, meat, chips, ¼ cup corn							
3 meals: milk, meat, tortilla, cheese, ¼ cup corn							
3 meals: milk, meat, chips, cheese, ¼ cup corn							
1 meal: milk, meat, chips, ¼ cup corn, 1 orange wedge (1/8 cup fruit)							
1 meal: milk, meat, 2 orange wedges (¼ cup fruit)							
1 meal: milk, meat, chips, 3 orange wedges (3/8 cup fruit)							
1 meal: milk, meat, chips, 2 orange wedges (¼ cup fruit), 1/8 cup olives							
Seven of those meals only had ¼ cup corn on their tray. The planned serving size is ¼ cup for the vegetables, so if a student only takes 1 scoop then they would need to have another ¼ cup of vegetable or at least a ¼ cup fruit in order to have a full ½ cup fruit or vegetable on their tray.							
Reviewers observed food service staff with good knowledge of Offer vs Serve (OVS) requirements, including staff assisting students as they went through the line and the POS staff member sending students back if they didn't have enough, however there should not have been that many non-reimbursable meals.							
It is important to note that the school did just implement a new POS system using fingerprints, which was causing some issues and distractions. The amount of incorrectly claimed meals may be due to the large amount of students that come through the line and the added stressor of the new POS system. Technical assistance was provided to review the requirements of OVS with all staff members. Best practice would be to review the training materials with all food service staff and the food service director at the beginning of the school year and halfway through the year to ensure that all trays are counted correctly. OVS resources on WI DPI's Menu Planning webpage (scroll down to the OVS dropdown) may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#ovs).							
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Comments							
Buy American							
The SFA maintains documentation about non-domestic items, however, the non-compliant product sheets are missing some key pieces of information. A few examples,							
<ul style="list-style-type: none"> the non-compliant product sheet for grapes does not list a country of origin nor does it indicate which months the domestic product is not available. Please reach out to your vendor for this information. The non-compliant product sheet for pineapple selected 'other reason' for the reason for exception, however there are no additional notes to explain the purchase. Please add a description or select another reason for exception. The non-compliant product sheet for the black olives does not list a reason for exception. Please indicate the reason for purchasing this non-domestic product. 							
Additionally, fresh snap peas from Mexico were noted in the refrigerator, and not documented on a non-compliant sheet.							

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Refer to the Buy American in a Nutshell summary page for more information on how to fill out a non-compliant product sheet. Also visit the Buy American webpage for more information https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american	
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