

Administrative Review Report

Adams-Friendship School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/16/2023	12/29/2023
On-Site Review	01/09/2024	01/10/2024
Site Selection Worksheet	11/16/2023	11/16/2023
Entrance Conference	01/09/2024	01/09/2024
Exit Conference	01/10/2024	01/10/2024

Commendations:

Our sincere thanks to the school nutrition staff at Adams-Friendship for your warm welcome. We appreciate the time and efforts spent preparing for and participating in the administrative review. We recognize and appreciate your willingness to continuously learn about the USDA School Meals Programs and be receptive to feedback and technical assistance. Thank you for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions. Thank you for being available throughout the on-site visit to answer questions. The food service director was very receptive to feedback and eager to learn. The lunch servers were very friendly during the review and provide excellent customer service to the students.

Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT will offer [School Nutrition Summer Training](#) online and in person. Find more information on these training opportunities on the DPI School Nutrition Training Webpage.

4K & Meal Programs:

We recommend that the 4K students are served in the cafeteria line as the other students are and eat their meals in room 132, which is set up as an additional meal service area. The school nutrition staff spends a great deal of time prepping separate meals for the 4K students which takes away from their prep work for the other grade levels. The meals brought to the 4K classrooms in the warmer are left sitting unattended for at least 30 minutes while the students are at recess. There are food safety concerns with the meals sitting out in the temperature danger zone. It was observed that a young student brought the warmer back unsupervised to the cafeteria, which is a safety and liability concern for food service if the student gets hurt or the equipment is damaged.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/10/2024 03:38 PM</p>	<p>Finding 1: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). Finding 2: The 2022-23 Annual Financial Reports beginning balance, total expenditures, and ending balance does not match the PI 1505 (public schools).</p> <p>Corrective Action 1: Review the Annual Financial Report webcast or manual on the DPI website. Corrective Action 2: Complete the Annual Financial Report Template with the updates to show expenses broken out by program and category. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.</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 01/10/2024 03:33 PM</p>	<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed to receive the funds. The SFA is using the SCA funds to cover the entire monthly milk order, including milk used in the Wisconsin School Day Milk Program (WSDMP) which is unallowable.</p> <p>Corrective Action: Submit a statement of understanding that milk used in WSDMP is ineligible for SCA funds and how the SFA will ensure SCA funds are not used for this moving forward.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/10/2024 04:09 PM</p>	<p>Finding: The SFA did not accurately calculate the nonprogram food ratio. The SFA completed the Nonprogram Foods Revenue Tool, but did not include all required information into the tool (adult meals, extra entrees, and program data-meal costs, number of meals served, and reimbursement). (7 CFR 210.14).</p> <p>Corrective Action 1: Watch the Nonprogram Food Revenue webcast on the DPI website (https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html) and upload confirmation that training was viewed. Corrective Action 2: Update the Nonprogram Foods Revenue Tool, including all missing information and upload the updated tool into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/10/2024 03:23 PM</p>	<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 DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), develop procedures for the SFA and upload into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 01/10/2024 03:24 PM</p>	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>Corrective Action: Submit a statement of understanding of when the Civil Rights Compliance Self Evaluation Form (PI-1441) will be completed and by whom. Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action. The form is located here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc.</p>
	<p>CAP Submitted Rosy Doyle 01/10/2024 07:27 PM</p>	<p>As the SFA food service director I understand that I was late with the self evaluation of the Civil Rights Compliance form (PI-1441). The form has been completed and I now have it on my calendar to be certain that every year the form will be filled out on time.</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 01/10/2024 03:10 PM</p>	<p>Finding 1: The correct non-discrimination statement was not included on all program materials.</p> <p>Finding 2: The non-discrimination statement was not included on all required program materials (Local Wellness Policy, competitive foods policy, vending machines policy, and food safety policy).</p> <p>Corrective Action 1: Update program materials (Special Dietary Needs Policy) to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p> <p>Corrective Action 2: Add the nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Site Name	Adams-Friendship Elementary	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 01/11/2024 10:02 AM	Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). Meal counts were not taken as the student received their reimbursable meal. Corrective Action: Correct the meal counting process to ensure meals are tracked as the student receives their meal. Then submit 30 consecutive operating days of meal counts and corresponding edit check reports. Clean counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.
Site Name	Adams-Friendship Elementary	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 02/01/2024 05:55 PM	Finding: Students at Adams-Friendship Elementary School were only offered 1% plain milk at breakfast. Grades K-5 must be offered a variety of milk, (at least two allowable milk types) at lunch and breakfast. Allowable milk types in USDA School Meals Programs are low-fat and fat-free flavored or unflavored milk and lactose-free or lactose-reduced fat-free or low-fat milk . Corrective Action: Please submit a week of breakfast production records for Adams-Friendship School District, documenting milk usage to show that a milk variety is offered.
Site Name	Adams-Friendship Elementary	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/01/2024 05:57 PM	Adams-Friendship elementary school has a fabulous menu board, please continue to use with additional information. Finding: Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-

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		program/menu-planning/signage). Corrective Action : Submit a picture of completed signage posted near the lunch and breakfast service line.
Site Name	Adams-Friendship Elementary	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/01/2024 05:53 PM</p>	<p>Preschool students are allowed to be served the K-5 meal pattern when they are served at the same time, in the same way, and in the same place as the other grade groups, under the USDA co-mingling flexibility . This flexibility may be used in situations in which it would be a challenge for school nutrition staff to determine, during meal service if a child is in preschool or older. It may also be used when it would be difficult to provide each age group the proper foods and portion sizes according to the grade-appropriate meal patterns. Finding : The preschool students were served the K -5 lunch meal pattern, but were not served at the same time, in the same way, and in the same place as the older students. Children who are not yet in kindergarten must be served the preschool meal pattern if not co-mingled with other grade groups at meals.</p> <p>Corrective Acton: Submit a detailed statement of how the preschool (K4) students will be served lunch.</p> <p>Either how they will be comingled with other students and eat in the cafeteria or if they will continue to be served in their classrooms. If the preschool students will continue to be served meals in their classroom, additional training for the school nutrition professionals and the preschool staff will be required as a different meal pattern will need to be used.</p> <p>Submit a preschool menu planning worksheet, Submit a week of completed preschool production records.</p> <p>Preschool Meal Pattern a 30-minute webcast. Submit a list with which school nutrition professional and preschool teachers and staff have taken, with details including when the trainings took place, names and signatures of the participants.</p>
Site Name	Adams-Friendship Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/01/2024 05:40 PM</p>	<p>Finding: During the week of review, December 11-15, 2023, the dark green vegetable subgroup was not planned or offered to students. In the previous administrative review, January 2018, a missing vegetable subgroup was found. Fiscal action is required for a repeat missing vegetable subgroup. Therefore, fiscal action will be assessed on Wednesday, December 13, the day during the week of review with the lowest participation. At Adams-Friendship Elementary School 318 meals will be reclaimed. Corrective Action : Submit a detailed statement explaining how this missing vegetable subgroup will be fixed during the week of review. Include which dark green vegetable will be planned and</p>

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		offered, and on which day.
	Flagged 02/01/2024 05:50 PM	Finding: Students at Adams-Friendship Elementary School were offered one type of milk (1% plain milk) at breakfast. Grades K-5 must be offered a variety of milk, (at least two allowable milk types) at lunch and breakfast. Allowable milk types in USDA School Meals Programs are low-fat and fat-free flavored or unflavored milk and lactose-free or lactose-reduced fat-free or low-fat milk . Corrective Action: Please submit a week of breakfast production records for Adams-Friendship School District, documenting milk usage to show that a milk variety is offered.
Site Name	Adams-Friendship Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/01/2024 05:46 PM	Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the following menu items: Sandwiches: Ham + Cheese and Turkey + Cheese, Spaghetti, Meatballs + Sauce, and Fresh Salad - has crediting, but no recipe. If it is more than just Romain, then it needs a recipe. Corrective Action: Submit a standardized recipe for the menu items listed above. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes)
Site Name	Adams-Friendship Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/01/2024 05:47 PM	Finding: During the week of review, December 11-15, 2023, the dark green vegetable subgroup was not planned or offered to students. In the previous administrative review, January 2018, a missing vegetable subgroup was found. Fiscal action is required for a repeat missing vegetable subgroup. Therefore, fiscal action will be assessed on Wednesday, December 13, the day during the week of review with the lowest participation. At Adams-Friendship Elementary School 318 meals will be reclaimed. Corrective Action : Submit a detailed statement explaining how this missing vegetable subgroup will be fixed during the week of review. Include which dark green vegetable will be planned and offered, and on which day.
Site Name	Adams-Friendship Elementary	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2024 09:49 AM	Finding: The nondiscrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students (FNS Instruction 113). Corrective Action: Hang the USDA nondiscrimination "And Justice for All" poster in

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		a prominent location in the meal service area. Provide a statement or image of how this requirement will be met. If corrected while onsite, no further action required.
Site Name	Adams-Friendship Elementary	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2024 09:47 AM	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>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. If corrected onsite, no further action required.</p>
Site Name	Adams-Friendship Elementary	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2024 09:48 AM	<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: milk coolers on the ground during meal service and milk crates and boxes on the ground in the cooler/freezer.</p> <p>Corrective Action: If possible, correct all observed storage violations during the on-site review. If the violation cannot be corrected during the on-site review, submit documentation indicating that food safety violations have been corrected.</p>
Site Name	Adams-Friendship Elementary	
Form Name	Afterschool Snack Program (1700)	
Question #	1700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/12/2024 09:36 AM	<p>Finding: The SFA is using the Average Daily Attendance (ADA) for the entire elementary school when submitting the Afterschool Snack Program (ASP) Claim. The ADA must be determined separately based on the Afterschool Snack Program Attendance. Corrective Action: Use the ADA Calculation Tool to determine the ADA for the ASP for the review period and month of onsite and upload into SNACS.</p>
Site Name	Adams-Friendship Elementary	
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)	
Question #	1905	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: The FFVP was not publicized to students and families.

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	01/12/2024 09:45 AM	Corrective Action: Provide a statement of how the FFVP will be publicized or promoted to students and families.
Site Name	Adams-Friendship Elementary	
Form Name	Wisconsin School Day Milk Program	
Question #	7	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/12/2024 09:43 AM	Finding: SFA did not accurately determine the cost per half pint of milk for the Wisconsin School Day Milk Program (WSDMP). Corrective Action: Provide a statement on how the cost of milk for the WSDMP will be determined moving forward. It is recommended to use the WSDMP Annual Calculator .
Site Name	Adams-Friendship Elementary	
Form Name	Wisconsin School Day Milk Program	
Question #	9	
TA Log #	No TA Log# found	
Due Date		
Corrective Action History	Flagged 01/10/2024 03:44 PM	Finding: The SFA approved an incomplete alternate household income application. Corrective: Submit a statement of understanding that the Determining Official must follow up with any incomplete alternate household income applications before approving them and providing free milk in WSDMP.
Site Name	Adams-Friendship Elementary	
Form Name	Afterschool Snack Program	
Question #	7	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2024 01:14 PM	Finding: The Afterschool Snack onsite monitoring was not completed within the required timeframes. (7 CFR 210.9) Corrective Action1: Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at. Once during the first four weeks of the program plus one additional time during the program year. Corrective Action 2: Complete and upload into SNACS the Afterschool Snack onsite monitoring forms for each afterschool snack service location.
Site Name	Adams-Friendship Elementary	
Form Name	Afterschool Snack Program	
Question #	10	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/12/2024 09:33 AM	Finding: The USDA nondiscrimination "And Justice For All" poster is not prominently displayed for afterschool students at some point during the school day.

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Corrective Action: Hang the USDA nondiscrimination "And Justice for All" poster in a prominent location where meals and snacks are served, such as the cafeteria. Provide a statement or image of how this requirement was met. If corrected while onsite, no further action required.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/16/2024	4202		Administrative Review		fsd			
Comments								
						Created By		Created Date
The printed menu should list all components included with the reimbursable meal. Currently, milk variety is not listed on the lunch menu and only 1% white is listed on the breakfast menu. It may either be listed daily or may be listed in one place on each of the menus and include a statement that states that milk is offered daily as part of the reimbursable meal. (example: a variety of milk, vegetable bar, daily fruit selection, etc.)								2/1/2024 6:04:48 PM
01/16/2024	4201		Administrative Review		FSD			
Comments								
						Created By		Created Date
Please review whole fruit crediting when quartering the fruit. Creating a chart with the school nutrition professionals could be very helpful. According to the USDA Food Buying Guide for Child Nutrition Programs (https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs), one standard 138-count orange credits as ½ cup fruit. Therefore, if an orange is cut into quarters, four slices equal ½ cup and two slices only equals ¼ cup. A full orange needs to be selected in order to obtain a full ½ cup portion. Portion sizes served must be full, level scoops in standardized measuring utensils. The spoodle/scoop/cup must be completely filled. A full ½ cup must be in the portion cups to be considered the ½ cup fruit required to be offered with the reimbursable meal, and to be the required ½ cup fruit selected under Offer versus Serve (OVS), if they do not select any other fruits or vegetables								2/1/2024 5:36:03 PM
01/12/2024	4040		Administrative Review		Food Service Director			
Comments								
						Created By		Created Date
All meals claimed for reimbursement must be counted, recorded, consolidated, and reported through a system that consistently yields accurate claims. Backout counts (only marking who is absent) and forecast counts are unallowable. (7 CFR 210.7) It is highly encouraged that the SFA utilize the CEP lunch and breakfast count tally sheets.								1/12/2024 10:30:26 AM
01/11/2024	4032		Administrative Review		Food Service Director			
Comments								
						Created By		Created Date
The Verification Collection Report is due annually by February 1 for all SFAs, including those that operate CEP.								1/11/2024 9:57:26 AM
01/10/2024	4023		Administrative Review		Food Service Director			
Comments								
						Created By		Created Date
It is recommended to assign a Determining and Hearing Official in the online school nutrition. The Determining Official is responsible for running Direct Certification and approving alternate household applications for the purpose of providing free milk in the WSDMP. The Hearing Official should be a person of higher authority that can process any complaints in eligibility determinations.								1/10/2024 4:20:55 PM
01/10/2024	4022		Administrative Review		Food Service Director			
Comments								
						Created By		Created Date
NONPROGRAM FOOD REVENUE REQUIREMENTS Section 206 of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) amended section 12 of the Richard B. Russell National School								1/10/2024 4:18:45 PM

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Lunch Act by establishing requirements related to the revenue from the sale of nonprogram foods. Under subsection 12(q) of the Richard B. Russell National School Lunch Act and 7 CRF 210.14(f), SFAs are required to ensure:							
<ul style="list-style-type: none"> All revenue from the sale of nonprogram foods accrues to the non-profit school food service account; and Revenue available to support the production of reimbursable school meals does not subsidize the sale of nonprogram foods. Nonprogram foods include any non-reimbursable foods and beverages purchased using funds from the nonprofit school food service account. This encompasses all foods sold in schools as well as adult meals, foods sold outside of school hours, or any foods used for catering or vending activities. For the majority of SFAs, a la carte foods offered during meal service are the largest share of nonprogram foods. It is recommended to use the Food Cost Percent Mark Up Tool to assist in determining catering costs. 							
01/10/2024	4021		Administrative Review		Food Service Director/Business Manager		
Comments							
						Created By	Created Date
Supply Chain Assistance (SCA) Funds: It is recommended that the SFA utilize the DPI SCA funds tracker moving forward for ease in tracking. Milk costs can then be averaged and the SFA can record based on total meals served by program (NSLP and SNB).							1/10/2024 3:42:56 PM
01/10/2024	4020		Administrative Review		Food Service Director		
Comments							
						Created By	Created Date
Unpaid Meal Charge Policy It is recommended that the language describing free and reduced meals be removed from the unpaid meal charge policy since Adams-Friendship School District is in CEP. Additionally, the policy should clarify how pricing for nonprogram foods/a la carte items will be handled.							1/10/2024 3:28:48 PM
01/10/2024	4019	901	Administrative Review	Adams-Friendship Elementary	Food Service Director		
Comments							
						Created By	Created Date
Each SFA with more than one school operating the NSLP must perform at least one on-site review by February 1 of each school year. On-site monitoring is required to be completed at all sites participating in NSLP, and 50% of the sites participating in SBP. A minimum of 50 percent of schools operating SBP must be monitored at least once every two years (7 CFR 210.8(a)(1)).							1/10/2024 3:19:57 PM