

Administrative Review Report

Cambria-Friesland School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	04/02/2024	05/03/2024
On-Site Review	04/30/2024	05/02/2024
Site Selection Worksheet	04/02/2024	04/02/2024
Entrance Conference	04/04/2024	04/04/2024
Exit Conference	05/08/2024	05/08/2024

Commendations:

Thank you to the Cambria-Friesland School District staff for the warm welcome and cooperation throughout the Administrative Review process. All of your district and school nutrition staff work well together to prioritize school nutrition. The Food Service Director has completed the DPI GOALS training curriculum, highlighting their dedication to understanding all program requirements to perform their job masterfully. Thank you for all that you do for your students.

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 #	110	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 05/08/2024 11:56 AM</p>	<p>Finding 1: The SFA's direct certification notification letter does not include all required information including: information on how households that qualify can opt out of Summer EBT.</p> <p>Corrective Action 1: Upload a corrected letter template for direct certification notification to the household into SNACS. Provide the Summer EBT opt out information to all households that qualified for free or reduced meals in SY 2023-2024. Upload copy of what was communicated to households in SNACS. The DPI template direct certification notification letter may be used (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/direct-certification-letter.docx).</p> <p>Finding 2: The SFA utilizes Free and Reduced-Price Meal information for fee waivers for other programs, but does not have a Sharing Information with Other Programs Fee Waiver Letter that is communicated with households for families to opt into fee waivers for other district programs.</p> <p>Corrective Action 2: Upload into SNACS a sample Sharing Information with Other Programs Fee Waiver Letter that will be shared with households for the upcoming school year. It is recommended to use the DPI template (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.docx) and collaborate with district administrative staff to determine which programs utilize Free and Reduced-Price meal qualification information to waive fees.</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	CAP Submitted	
Corrective Action History	<p>Flagged 05/08/2024 12:19 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 not aware of what the funds can be spent on, the funds are used on unallowable costs and the funds are not being tracked separately.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent. DPI has an SCA Funds Tracking template available. For further guidance, please see the DPI "SCA Funds In a Nutshell" document (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sca-funds-in-a-nutshell.pdf) on the DPI Financial Management webpage (https://dpi.wi.gov/school-nutrition/program-requirements/financial-management).</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	CAP Submitted	

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Corrective Action History	Flagged 05/08/2024 01:28 PM	<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, including the program foods section (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).</p> <p>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	Revenue From Non-Program Foods (709 - 711)	
Question #	710	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 05/08/2024 01:29 PM	<p>Finding: The SFA is not accurately tracking nonprogram food revenue and expenditures from Program food revenues and expenditures.</p> <p>Corrective Action: Provide a plan on how nonprogram food revenue and expenditures will be tracked. For further guidance, please see the nonprogram foods section on the DPI Financial Management webpage (https://dpi.wi.gov/school-nutrition/program-requirements/financial-management#:~:text=Nonprogram%20Foods,8/30/13).</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 05/08/2024 12:01 PM	<p>Finding: The Public Release was distributed to the required locations including the media and a grassroots organization (7 CFR 245.5(a)(2)), but was also posted on school grounds, which is unallowable.</p> <p>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year, along with a statement of understanding that the public release will not be posted on school grounds or the school website.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 05/08/2024 12:10 PM	<p>Finding: 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/pdf/sfa-civil-rights-complaints-procedure-template.pdf), develop procedures for the SFA and upload into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	

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Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 05/08/2024 12:13 PM</p>	<p>Finding: Two areas of the Dietary Modifications Policy need to be changed. 1. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal. The USDA does not specify how long to wait or how many attempts are needed to receive documentation before discontinuing a meal modification. However, reasonable attempts should be made to get the correct documentation. 2. SFA should not ask for a student's medical condition, but only how the condition or symptom affects the student's diet.</p> <p>Corrective Action: 1. Remove the language from the Dietary Modifications policy that indicates documentation must be submitted "within fourteen (14) school days..or the dietary modification may be discontinued until such a statement is received". I recommend changing this to "must be submitted from a health care provider with prescriptive authority in the State of Wisconsin." 2. Change the items the certification must identify to: A. an explanation of how the child's physical or mental impairment restricts the child's diet B. the food(s) to be avoided C. the food(s) to be substituted</p> <p>For reference, the Special Dietary Needs Policy template (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx) can be found on the DPI Special Dietary Needs webpage (https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs).</p> <p>Provide a timeline for when the Dietary Modifications policy will be changed and the name of the person responsible for ensuring the update is made.</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 05/08/2024 12:06 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 that the PI-1441 will be completed by October 31, 2024 for the 2024-25 school year. The form is located here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 05/08/2024 01:23 PM</p>	<p>Finding: SFA has completed a triennial assessment of the Local Wellness Policy (LWP), but did not complete both the LWP Report Card and the WellSAT 3.0 to meet this requirement, and did not inform the public of this assessment.</p> <p>Corrective Action: Complete the WellSAT 3.0 and LWP Report Card requirements of the Local Wellness Policy assessment and upload into SNACS. Submit the webpage link to show that the Triennial Assessment along with the WellSAT 3.0</p>

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	and Report Card were posted to inform the public. The Report Card template (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/local-wellness-policy-report-card-with-instructions.docx) can be found on the DPI LWP webpage (https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy).	
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 05/08/2024 12:26 PM	Finding: The non-discrimination statement was not included on all required program materials. The non-discrimination statement is missing from the Local Wellness Policy. Corrective Action: Add the Nondiscrimination statement to the Local Wellness Policy and upload updated materials into SNACS, or submit a timeline for when the policy will be updated to include the non-discrimination statement.
Site Name	Cambria Friesland EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 05/02/2024 06:25 AM	Finding: Milk usage is not recorded on the daycare production records. Production records are the SFA's way of proving that reimbursable meals were served; therefore, all items offered as part of the reimbursable meal must be recorded. Corrective Action: Submit one full week of completed daycare breakfast and lunch production records showing the total milks prepared and served each day.
Site Name	Cambria Friesland EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 05/02/2024 06:21 AM	Finding: The production records used for the daycare were not consistently filled out according to the list of production record requirements. Corrective Action: Submit one full week of completed daycare breakfast and lunch production records according to the production record requirements.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/01/2024	5091		Administrative Review		FSD			
Comments								
							Created By	Created Date
Professional standards tracking for all school nutrition staff is in compliance, though using the DPI Professional Standards Tracking Tool may be a more streamlined process for this purpose. The DPI Professional Standards Tracking Tool (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-								6/19/2024 12:30:50 PM

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tracking-tool.xlsx) can be found on the DPI Professional Standards Webpage (https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards).										
05/01/2024	5090		Administrative Review		FSD					
Comments										
					Created By	Created Date				
Verification "We Must Check" and "We Have Checked" letters are in compliance, though best practice is to download the most current version of these letters ("We Must Check": https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-we-must-check.docx and "We Have Checked": https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-we-have-checked.docx) from the DPI Verification Webpage(https://dpi.wi.gov/school-nutrition/program-requirements/verification).						6/19/2024 12:28:13 PM				
04/30/2024	4857	1104	Administrative Review	Cambria Friesland EI	Food Service Director					
Comments										
					Created By	Created Date				
If multiple grades have access to beverage vending machines, products must meet Smart Snacks standards for the youngest grade group. For example, if a beverage vending machine is available to 6-12th graders, beverages must meet Smart Snacks standards for the 6-8 grade group. Therefore, items like caffeinated, low-calorie (=5 kcal/fluid oz.) flat or carbonated, or no-calorie beverages (<5 kcal/8 fluid oz; =10 kcal/20 fluid oz.) flat or carbonated beverages are not allowable. Signage on the vending machine is ineffective. Consider stocking the vending machine with products that meet Smart Snacks standards; locking the vending machine rows of products that do not meet Smart Snacks standards; or locking the vending machine from the midnight before to 30 minutes after the end of the instructional school day.						4/30/2024 3:58:27 PM				
04/30/2024	4904	300	Administrative Review	Cambria Friesland EI	FSD					
Comments										
					Created By	Created Date				
On the standardized recipes, the grade groups should reflect the different meal pattern grade groups you serve such as 1-2, 3-5, K-5, 6-8 and 9-12 since there is not 4K-12 or K-12 age/grade group at lunch.						5/2/2024 6:32:46 AM				
04/30/2024	4902	430	Administrative Review	Cambria Friesland EI	FSD					
Comments										
					Created By	Created Date				
Production record serving sizes were not always accurate. It is recommended to review the serving size of each meal component prior to meal service to ensure staff are aware what portion size should be given for each item.						5/2/2024 6:31:01 AM				
04/30/2024	4901	431	Administrative Review	Cambria Friesland EI	FSD					
Comments										
					Created By	Created Date				
On the production records, make sure to distinguish between milk types given to 1- and 2-year old's in the day care setting.						5/2/2024 6:29:51 AM				
04/30/2024	4900	437	Administrative Review	Cambria Friesland EI	FSD					
Comments										
					Created By	Created Date				
According to the production records, mixed vegetables are being credited as part of the other vegetable category however, since the mixed vegetables contain corn and peas it is credited as additional vegetables.						5/2/2024 6:28:47 AM				
04/30/2024	4899	430	Administrative Review	Cambria Friesland EI	FSD					

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Comments		
	Created By	Created Date
Rather than serving multiple meal patterns including the K-5 meal pattern and 6-8 meal pattern, it may be beneficial to simplify to a K-8 meal pattern for all K-8 students. A K-8 meal pattern makes menu planning easier for school nutrition professionals.		5/2/2024 6:27:10 AM