

Administrative Review Report

Pardeeville School District

Team Composition:

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/26/2024	04/17/2024
On-Site Review	04/16/2024	04/17/2024
Site Selection Worksheet	02/27/2024	02/27/2024
Entrance Conference	04/16/2024	04/16/2024
Exit Conference	04/17/2024	04/17/2024

Commendations:

From the Nutrition Program Consultant:

Thank you for the warm welcome. The FSD and the team offered a vast variety of menu options that were healthy and plentiful. Great work to all the food service team. The district staff was willing and open to addressing the issues that were found during this Administrative Review. Thank you for working together to feed the students of the Pardeeville community.

From the Public Health Nutritionist:

Thank you to all the school nutrition professionals and district staff at the Pardeeville School District for the warm welcome and cooperation during the School Districts Administrative Review (AR). The planned breakfast and lunch menus indicate that you are planning and offering a great variety of food to your students! Thank you to the Food Service Director for keeping organized records, including Buy American tracking, crediting documentation, standardized recipes, and production records- on file. Thank you for serving healthy, nutritious meals to your students!

Recommendations:

From the Nutrition Program Consultant:

It is recommended that the Calendar of Requirements provided on the DPI School Nutrition page is followed by all involved in the program. This will help be assured that deadlines are met, and documentations are provided as required. It is also recommended that the district staff involved in the program complete training that is appropriate for their job duties.

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Findings and Corrective Action:

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 04/17/2024 12:00 PM</p>	<p>Finding: It was observed that Fund 50 is absorbing the cost of 4K milk at \$.50/carton for students that qualify for free/reduced-price meals. Paid students are charged \$.50/ carton. This is a non-program cost that cannot be absorbed by Fund 50. Also, because it is not a program, it is violating civil rights. No eligibility determination can be used for a non-program.</p> <p>Corrective Action 1: As of Monday, April 22, 2024, all 4K families will need to be notified of the change. All 4K milk will need to be covered for all students by Fund 10, not Fund 50. Please upload the ledgers from April 22, 2024-end of school year to reflect the total amount of 4K milks which are being covered by Fund 10.</p> <p>Corrective Action 2: A copy of the ledger must be uploaded into SNACS showing a transfer from Fund 10 into Fund 50 for 1,751 milks at \$.50 per carton for a total of \$875.50</p>
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 04/17/2024 11:35 AM</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/or 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.</p>
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/17/2024 11:22 AM</p>	<p>Finding: The Public Release was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)).</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.</p>
Form Name	Civil Rights (800 - 807)	
Question #	802	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 11:25 AM	<p>Finding: Program information is not made available or does not provide information to households with Limited English Proficiency (7 CFR 245.6(a)(2)).</p> <p>Corrective Action: Provide a plan of action to show reasonable steps will be taken to ensure access to program information to these households.</p>
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 11:24 AM	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>Corrective Action: 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>
Form Name	SFA On-Site Monitoring (900)	
Question #	900	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 11:30 AM	<p>Finding: SFA did not meet on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8.</p> <p>"Corrective Action 1: Complete all required onsite monitoring for the current school year and upload into SNACS. If any corrective actions are found during the on-site monitoring, please complete the corrective actions within 45 days of the initial on-site assessment and include this as part of CA.</p> <p>Corrective Action 2: Submit a plan on how onsite monitoring will be completed for each school and program moving forward and the position responsible for completing this. "</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 11:18 AM	<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 11:19 AM	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 11:27 AM	<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p>Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	130	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 10:02 AM	<p>Finding: The SFA did not maintain documentation of the meal benefit denial notification sent to household(s). The meal denial notification did not include the non-discrimination statement.</p> <p>Corrective Action 1: Submit a statement of how the school food authority will maintain documentation of written meal benefit denial notification(s). Upload into SNACS Corrective Action 2: Submit an updated meal denial notification including the non-discrimination statement. Upload into SNACS</p>
Form Name	Verification (207 - 215)	
Question #	207	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/16/2024 11:10 AM	<p>Finding: SFA did not complete the verification process per 7 CFR 245.2.</p> <p>Corrective Action 1. Complete the verification process and upload all the completed verification documentation into SNACS.</p> <p>Corrective Action 2. Submit a statement of understanding that verification must be completed annually by November 15.</p>

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Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 10:13 AM	Finding: The Verification Process was not completed. Corrective Action: Review the Verification Process and the Verification Collection Report e-learning module on the DPI website (https://media.dpi.wi.gov/school-nutrition/verification-process-verification-collection-report/index.html#/) . Provide documentation once the learning module has been completed. Upload the documentation into SNACS.
Form Name	Verification (207 - 215)	
Question #	213	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 10:17 AM	Finding: The SFA's did not have a copy of a notice of adverse action (7 CFR 245.6a). Corrective Action: Review the Notice of Adverse Action section of the Eligibility Manual on page 57. Upload an updated copy of the adverse action letter that the SFA will use moving forward into SNACS for approval.
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/16/2024 11:18 AM	Finding: The non-discrimination statement was not included on all required program materials: Notifications Letter. Corrective Action: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.
Form Name	Professional Standards (1210 - 1219)	
Question #	1214	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/17/2024 10:36 AM	Finding: The Food Service Director did not complete the 12 hours of annual continuing education/training for the current school year and was unable to provide a training plan on how this will be met (7 CFR 210.30). Corrective Action: Provide a training plan for how the 12 hours of continuing education/training will be met for the current school year.

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Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/17/2024 10:42 AM</p>	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all district staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p>Corrective Action: Provide the civil rights training to all district staff, including the Authorized Rep, Confirming Official, Determining Official and Verification Official that interact with program applicants. The training is located here: https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Form Name	Reporting and Recordkeeping (1500 - 1501)	
Question #	1500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/17/2024 10:47 AM</p>	<p>Finding: The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually.</p> <p>Corrective Action: Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/17/2024 11:26 AM</p>	<p>Finding: The daily minimum requirement for meat/meat alternate was not met for 9-12 grade high school students for lunch during the review period/day of review. The following represents the planned portion sizes: Tuesday, March 12, 2024: Sausage patties 2 each = 1.50 oz eq m/ma</p> <p>The daily minimum requirement for meat/meat alternate for 9-12 high school students is at least 2 oz eq m/ma daily.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for meat/meat alternate will be met for the breakfast for lunch menu of pancakes and sausages during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.)</p> <p>Finding: Fiscal action is required for any repeat daily meat/meat alternate shortage violations from the previous Administrative Review. Therefore, fiscal action will be assessed on Tuesday, March 12, 2024, the day with the insufficient meat/meat alternate quantity. 98 pancakes and sausage meals for 9-12 grade high school students will be reclaimed at Pardeeville High School.</p>
Form Name	Civil Rights (811-812)	

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Question #	811		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged	Finding: The nondiscrimination "And Justice for All" poster is located in the meal service area but is not 11x 17 (FNS Instruction 113)	
	04/17/2024 10:24 AM	Corrective Action: Hang the 11 x 17 USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Provide a statement or image of how this requirement was met.	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/17/2024	4768		Administrative Review		FSD			
Comments								
							Created By	Created Date
Every school cafeteria is a classroom and proper signage is a tool that FSDs use to help students learn about the components and understand how to build a reimbursable meal and what healthy portion sizes are. Signage was available; and after discussing with the FSD it will be moved closer to the start of the meal service line. The FSMC has provided very informative salad bar signage, however, individual signs may be more helpful to ensure students understand what is needed, if the student is only choosing one vegetable or fruit to meet the meal pattern. Using the Fruits and vegetables on the garden bar/salad bar to meet the weekly vegetable requirements, portion sizes of at least 1/2 cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage.								4/17/2024 12:17:15 PM
04/17/2024	4767		Administrative Review		SFA			
Comments								
							Created By	Created Date
The Smart Snacks Final Rule, published in the Federal Register on July 29, 2016, finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools must meet both the general standards and nutrient standards unless the sales qualify for an exemption. More information is available on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). All items sold to students during the school day (midnight to 30 minutes after the last academic period has ends) must either be in compliance with the Smart Snacks guidelines or must qualify as an exempt fundraiser. Someone at each school must be responsible for documenting compliance of exempt fundraisers and any other food/beverage sales. You can find fundraiser tracking tools on our Smart Snacks webpage. Unhealthy food and/or beverage fundraisers undermine progress made by the school nutrition department to provide healthy, balanced meals to students. Whenever possible, the district is strongly encouraged to help student organizations find ways to fundraise that promote a healthy lifestyle. More information on healthy fundraisers can be found on WI DPI's school nutrition Smart Snacks webpage. If an organization is selling foods or beverages that meet the Smart Snacks standards: These foods or beverages may be sold at any time and in any location. The organization must keep documentation on file that proves the compliance of the items. This may include nutrition facts labels for purchased foods or beverages, or recipes for anything that is made from scratch. It is also helpful to keep printouts of the results page from the Smart Snacks calculator. If an organization is selling foods or beverages that do not meet the Smart Snacks standards: These are considered exempt fundraisers. Each student organization may hold two exempt fundraisers per school per school year. Each exempt fundraiser may be no longer than two consecutive weeks in length. Exempt fundraisers cannot occur in the meal service area during meal times. Someone in the school must keep track of the exempt fundraisers. It is the responsibility of the school food authority (SFA) to track exempt fundraiser, ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage.								4/17/2024 11:34:52 AM
04/16/2024	4771		Administrative Review		SFA			

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Comments						Created By	Created Date
Attend DPI summer training the week Of July 15-17 to receive additional training opportunities.							4/17/2024 12:26:54 PM
04/16/2024	4770		Administrative Review		SFA		
Comments						Created By	Created Date
Provide payment of catering invoices to FSD.							4/17/2024 12:25:44 PM
04/16/2024	4769		Administrative Review		SFA		
Comments						Created By	Created Date
Print the approval and denial letters sent to families and attach to the actual application.							4/17/2024 12:24:19 PM