

Administrative Review Report

Portage Community School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/22/2024	04/04/2024
On-Site Review	02/26/2024	02/27/2024
Site Selection Worksheet	01/22/2024	01/22/2024
Entrance Conference	02/26/2024	02/26/2024
Exit Conference	02/28/2024	02/28/2024

Commendations:

From Public Health Nutritionist:

Thank you to all staff at Portage Community School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The Food Service Director was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

From Nutrition Program Consultant:

Thank you to all school staff for the friendly welcome and accommodations during this Administrative Review. It is abundantly clear that the Food Service Director truly cares about the programs, as well as the student experience and wellness initiatives. The administration staff respect and prioritize the functioning of the programs and are excellent stewards of federal funds. Thank you for going above and beyond to meet program requirements!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/28/2024 12:53 PM</p>	<p>Finding 1: The SFA's Unpaid Meal Charge Policy that is communicated to households does not align with practices in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p>Corrective Action 1: Provide a timeline of when the policy will be updated and implemented and how households will be notified annually.</p> <p>Finding 2: Student meals for field trips are counted before the meals are received by the student. Meal counts must be taken at the Point of Service (POS) as the student receives the meal.</p> <p>Corrective Action 2: Communicate the meal counting at the POS policy to school officials in charge of meal distribution for off-site meal service on field trips. Submit a statement of understanding that meal counts will be taken at the POS and describe the process of how this will be accomplished for field trips.</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 02/28/2024 11:46 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 tracking funds separately. The SFA can use the DPI SCA Funds Tracker, or another method to track SCA funds.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide an explanation of the process that will be used to track how the funds are spent.</p>
Site Name		
Form Name	Paid Lunch Equity (706 - 708)	
Question #	706	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/07/2024 12:34 PM</p>	<p>Finding 1: School Food Service webpage indicates that the method for households to add funds to student accounts is via online payments, which include an additional fee. This is allowable, but households must also be informed of a method to add funds to student accounts that do not incur an additional fee, such as mail-in cash or check, or in-person cash or check deposit at the school or district office.</p> <p>Corrective Action 1: Update School Food Service webpage to reflect alternate student account deposits that do not incur an additional fee. Submit to SNACS the webpage address where the updated verbiage can be found.</p>

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		<p>Finding 2: School Food Service webpage indicates that refunds will only be issued to households for student accounts with greater than \$10 once the student is no longer purchasing meals. When any student leaves the district or graduates, SFAs must attempt to contact the student's household to return any funds remaining in the account, regardless of the amount of the positive balance. Please see DPI's Financial Management FAQs for further details.</p> <p>Corrective Action 2: Update verbiage on School Food Service webpage to indicate that any remaining funds in student accounts will be refunded, along with the method of communication to households regarding the refund, such as phone call or email. Submit to SNACS the webpage address with the updated verbiage.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/28/2024 11:15 AM	<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, including at least one media outlet.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/28/2024 11:18 AM	<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/school-nutrition/program-requirements/civil-rights#complaints), develop procedures for the SFA and upload into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/28/2024 11:33 AM	<p>Finding 1: SFA has two special dietary needs policies in place. The internal special dietary needs policy is reflective of the SFA's procedure in practice and is based on the DPI Special Dietary Needs policy template (https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs), which meets requirements. The policy that is posted to the SFA webpage is not reflective of appropriate procedure and does not meet the requirements.</p> <p>Corrective Action 1: Either edit the existing policy that is posted to the webpage to meet requirements or replace the existing policy that is posted to the webpage in its entirety with the internal policy based on the DPI Special Dietary Needs Policy template that meets the requirements. Upload into SNACS a copy of the policy that meets requirements or upload a link to the webpage with the corrected policy once updated.</p>

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		<p>Finding 2: The SFA does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs.</p> <p>Corrective Action 2: Provide a timeline for when a Special Dietary Needs procedure will be put in place. Provide the name and title of the SFA representative that will ensure compliance.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/28/2024 11:40 AM</p>	<p>Finding: Civil Rights training did not occur, or documentation was not available to support that this training was provided to all 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 staff that interact with program applicants, the training is located here: https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#crtraining. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/28/2024 12:04 PM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all the required content. Policy statements not present include Public Involvement and Food and Beverage Marketing (7 CFR 210.31).</p> <p>Corrective Action: Provide updated or missing policy statements and submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/28/2024 12:07 PM</p>	<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>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1006	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged		
Corrective Action History	Flagged 02/28/2024 12:09 PM	Finding: The SFA did not share the results of the Local Wellness Policy (LWP) assessment with the public per 7 CFR 210.31.	Corrective Action: Notify the public of the results of the LWP assessment and upload a copy of the documentation to support this or the appropriate Web site URL linking to the assessment.
Site Name			
Form Name	Certification and Benefit Issuance (124 - 142)		
Question #	128		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 02/28/2024 12:36 PM	Finding: The correct income conversion factors were not used when determining meal eligibility on free and reduced-price meal applications. Applications with one income frequency were annualized.	Corrective Action: Review the Income Conversions section of the Eligibility Manual (page 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced-price meal application.
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	Flagged 02/28/2024 12:29 PM	Finding: The non-discrimination statement was not included on all required program materials. Non-discrimination statement missing from SFA's Food Service webpage and Local Wellness Policy.	Corrective Action: Add the Nondiscrimination statement to required program materials and upload updated materials and link to webpage into SNACS.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/28/2024	4361	303	Administrative Review	ALL	FSD			
Comments								
						Created By		Created Date
Please ensure that child nutrition staff and non-child nutrition staff who interact with the POS, including substitutes, are trained annually on POS requirements.								2/28/2024 10:56:42 AM
02/27/2024	4347	407	Administrative Review	Portage High School	FSD			
Comments								
						Created By		Created Date
The high school currently offers one entrée per day at lunch. TA was provided that offering at least two entrees daily may help with lunch participation.								2/27/2024 2:26:31 PM
02/27/2024	4346	404	Administrative Review	Portage High School	FSD			

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Comments							
				Created By		Created Date	
Using the vegetables on the garden bar/salad bar to meet the weekly vegetable requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).						2/27/2024 2:20:48 PM	
02/27/2024	4339	431	Administrative Review	Portage High School	FSD		
Comments							
				Created By		Created Date	
Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "cereal", list both "Cinnamon Toast Crunch" and "Coco Puffs" separately to clearly indicate what was served.						2/27/2024 9:00:42 AM	
02/27/2024	4338	1411	Administrative Review	Portage High School	FSD		
Comments							
				Created By		Created Date	
While a Buy American Non-Compliant Product List exists, the following products were identified in the SFA's storage area as non-domestic and not documented: o Pineapple cups – Philippines o Diced peach cups – Greece o Diced pear cups – China o Mandarin orange cups – China Please document these products on the existing noncompliant list.						2/27/2024 8:43:08 AM	
02/26/2024	4345	500	Administrative Review	Lewiston El	FSD		
Comments							
				Created By		Created Date	
During onsite lunch observation, the cashier required several students to take a milk as part of their meal, even though they already had a reimbursable meal. It is important for all food service staff to have a clear understanding that under Offer versus Serve (OVS) students only need to take 3 full components on their tray, one of them being ½ cup of fruit and/or vegetables.						2/27/2024 2:18:19 PM	