

Administrative Review Report

Belleville School District

Review Schedule:

Schedule Type	Start Date	End Date
On-Site Review	03/19/2024	03/19/2024

Commendations:

From the Public Health Nutritionist: Thank you to all the staff at Belleville School District for the warm welcome and cooperation during Belleville School District's Administrative Review (AR). Thank you to the Food Service Director for keeping organized records, and for being so receptive to technical assistance provided on-site. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant: Our sincere thanks to the staff at Belleville School District. 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. Awesome job and thank you for what you do for the students that attend your district!

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](#).

Administrative Review Report

Belleville School District

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	102	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Free and Reduced Meal Application packet (meal application, instructions for applying, and parent/guardian information letter/frequently asked questions) are posted on the district's website, however the documents link to WI DPI's website. Application materials are required to include specifics to the SFA including where to return the application to, SFA contact info, and specifics on meal prices.</p> <p>Corrective Action: Provide a statement of understanding that application packet posted to the district's website will include district specific information and link directly to district specific materials. Provide a plan for how School Year 2024-25 application materials will be updated and posted.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30). This applies to 4K staff that assist with SMP.</p> <p>Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. This must include a minimum of civil rights training and training related to job duties.</p>
Site Name	Belleville High School	
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	

Administrative Review Report

Belleville School District

Corrective Action History	Flagged	<p>Finding: The weekly juice limit was exceeded at breakfast at Belleville HS. No more than half (50 percent) of the total fruit offerings may be in the form of juice. It was observed on-site that students were permitted to take two 1/2 cup servings of fruit juice, resulting in their entire fruit component being provided solely in juice form. During the week of review, both whole fruit and fruit juice were available daily to meet the 1 cup requirement. If a student was able to select 2 juices (1 cup total) daily, this would equal 5 cups of juice over the course of the week and mean 100% of the fruit was in the form of juice. This exceeds the 50% juice limit.</p> <p>Corrective Action: Submit a statement that explains what changes will be made to the breakfast menu for the week of review to decrease the amount of juice offered and to be compliant with the weekly juice limit.</p>
Site Name	Belleville High School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The planned/actual quantity prepared in bulk units was not consistently filled in on lunch production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements</p> <p>Corrective Action: Submit one full week of completed lunch production records. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Belleville High School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The DECA class at Belleville High School sells non-compliant food and beverage items from the school store to students during the school day, such as regular soda, gatorade, candy, and coffee beverages. These items do not have Smart Snacks compliance documentation on file, and most items sold would not meet the Smart Snacks general or nutrient standards. The school store sells items daily at</p>

Administrative Review Report

Belleville School District

		<p>7:45am prior to school starting, and at 3:25pm (5 minutes after the end of the school day). USDA defines the school day as 12am on the day of instruction through 30 minutes after the end of the school day. All non-compliant products need to follow the exempt fundraiser two-week limit per student organization, per school, per school year, or be discontinued. See WI DPI's Smart Snacks webpage for more information.</p> <p>Corrective Action: Submit a written statement outlining who will be responsible for oversight of Smart Snack regulations within Belleville High School. Include examples of education provided to all involved with the sales of foods and beverages in the school district and include details as to how groups will ensure compliance with these regulations. Additionally, please address how current food and beverages not meeting Smart Snack standards will be made to comply with these regulations.</p>
Site Name	Belleville High School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The following product sold for a la carte purchase is not Smart Snacks compliant, and does not meet the Smart Snacks general standards. Fruit By The Foot A product must first meet one of the general standards: be whole grain rich, have a fruit, vegetable, dairy product, or protein food as the first ingredient, or be a combination food with at least ¼ cup fruit and/or vegetable. The first ingredient in this product is sugar.</p> <p>Corrective Action: Please remove this item from the inventory. Send a statement when this is completed.</p>
Site Name	Belleville High School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1107	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: On the day of on-site observation, chicken patty on a bun and french fries were bundled together and sold at one unit price. Entrees sold as part of a reimbursable meal are exempt from meeting the smart snacks standards the day of and the day after being sold as part of a reimbursable meal. However, the entree option was the chicken patty on a bun,</p>

Administrative Review Report

Belleville School District

		<p>and fries were available on the side. When the chicken patty and the fries are sold together, this bundled unit exceeds the Smart Snacks nutrient standards. Bundled foods may only be sold if the bundled unit meets the Smart Snacks general and nutrient standards.</p> <p>Corrective Action: Please submit a written statement confirming that you will no longer sell the bundled unit that was found to be noncompliant.</p>
Site Name	Belleville High School	
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	<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 violation was observed leftover items from Monday's lunch were left uncovered to cool in the walk-in cooler. Per WI food Code foods should covered to be protected from contamination.</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	Belleville Elementary School	
Form Name	Special Milk Program	
Question #	3	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Milks are being claimed based on attendance counts or another counting system rather than an appropriate point of service count. Point of service counts (POS) for the Special Milk Program (SMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>Corrective Action 1: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS.</p>

Administrative Review Report

Belleville School District

	<p>Corrective Action 2: Provide two weeks of SMP counts with the corrected counting system. Upload in SNACS.</p> <p>Corrective Action 3: Retrain staff on the new POS procedures. Upload documentation to support the training that was completed, and staff sign in sheet into SNACS.</p>
Site Name	Belleville Elementary School
Form Name	Special Milk Program
Question #	7
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged</p> <p>Finding: The SFA does not follow HACCP principles and applicable sanitation and health standards, including proper Food Safety Plan SOPs, milk storage cleaning and temperature monitoring and recording for milk stored in the classroom mini fridge. Current process is to store several 1/2 pint cartons of milk in a small refrigerator in the 4K classroom. Temperature of refrigerator is not monitored and any unused milk should be stored in the milk cooler instead of classroom refrigerator to ensure safety .</p> <p>Corrective Action: Provide a statement of how the food safety concerns identified will be corrected.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/19/2024	4559		Administrative Review		FSD			

Signage, Breakfast: Breakfast signage was posted in the cafeteria, however it did not specify how to count each food item, nor did it communicate what students need to select in order to have a reimbursable meal. Technical assistance was provided on-site. Reminder, the menu planner must determine in advance whether items credit as 2 oz eq count as one or two food items. For example, the breakfast pizza served on the day of observation was 1 oz eq M/MA and 1.5 oz eq grain, so it could be counted as either one or two food items. This information needs to be communicated to students and to staff. The signage posted on the cart for second-chance breakfast incorrectly states to "Choose at least 3 out 4 components." Please update this language to indicate that students must select at least 3 items, including ½ cup fruit and/or vegetable.

03/19/2024	4558		Administrative Review		FSD			
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Signage, Salad Bar: Fruits and vegetables on a garden bar can credit towards the meal pattern. Even with garden bars, the menu planner must plan a specific portion size that they intend students to take. If the fruits or vegetables on the garden bar are used to meet the weekly requirements, portion sizes of at least ? cup each should be communicated to

Administrative Review Report

Belleville School District

students. This encourages students to take the planned amount, and ensures the amount needed for a reimbursable meal is selected. Salad Bar Signage Template can be found on our [Signage webpage](#).

03/19/2024	4557	402	Administrative Review	Belleville High School	FSD			
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Day of on-site; Lunch serving size: The planned menu and production record for the day of on-site observation indicated the serving size for the steamed carrots was 1/2cup. A 2oz spoodle (1/4cup) was put out by the food service worker for students to serve themselves with. The state agency mentioned this to the Food Service Director prior to lunch service, and the correct 1/2cup serving utensil was put out prior to students going through the line. Continue to work with staff on ensuring that production records are utilized to gather all menu information, including the correct planned serving size of vegetables.

03/19/2024	4589		Administrative Review		FSD			
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Non-discrimination Statement (NDS)

- When including the [non-discrimination statement](#) on letters, menus, websites, and documents used to convey program information, it is necessary to use the most current full official statement. The full non-discrimination statement was revised by the USDA in 2022. The abbreviated statement remains the same.
- The abbreviated statement, "This institution is an equal opportunity provider", is only used when space is limited, such as printed menus. All non-discrimination statements must be in the same size font as document's main text. Statement words and formatting cannot be altered.
- Additional languages are found on the [USDA FNS Non-discrimination](#) webpage.

03/19/2024	4588	128	Administrative Review	ALL	FSD/DO			
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When an application only has one frequency of payment indicated for all household reported incomes on the application, the income should not be converted to annual, but using the Income Eligibility Guidelines (IEG) one would look at the amount of their income under the column indicating that stated frequency.

03/19/2024	4548		Administrative Review	ALL	FSD			
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When an application(s) is chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application. Only applications that are selected for verification need to be confirmed by the confirming official. This should occur after the application(s) is selected for verification and before the household is contacted.

03/19/2024	4587		Administrative Review		FSD			
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- The Special Milk Program (SMP) provides milk to children in schools, childcare institutions, and summer camps that do not participate in other Federal child nutrition meal service programs.
- Schools in the NSLP or SBP also may participate in the SMP to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the school meal programs. The [Special Milk Program page](#) of the DPI SNT website has important information regarding pricing plans, civil rights requirements, counting and claiming, and procurement.

Administrative Review Report

Belleville School District

03/19/2024	4586	1601	Administrative Review	ALL	FSD			
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Summer Food Service Program (SFSP) Outreach

- A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round.
- The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months.
- SFAs are required to inform families where to find free summer meals. It is recommended to share the following in an end of year newsletter and on the SFA website:
To find free summer meal locations:
 - Call 211 to locate meals in the area
 - Text 'food' (in English or Spanish) to 304-304
 - Check the Site Finder Map
 - [Summer Meals Site Finder](#) - English
 - [Summer Meals Site Finder](#) - Spanish
 - Visit the [Summer Food Service Program](#) webpage

03/19/2024	4585	1600	Administrative Review	ALL	FSD			
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School Breakfast Program (SBP) Outreach

- SFAs must inform families of the availability of reimbursable breakfasts served under the [School Breakfast Program \(SBP\)](#) at the beginning and throughout the school year. The goal of providing school breakfast outreach is to increase participation in the SBP.

03/19/2024	4584		Administrative Review		FSD/DO			
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Application Forms

- An application packet includes the [Free and Reduced Price Meal Eligibility application](#), the [Instructions/How to Apply](#), and the [Letter to Parents/Frequently Asked Questions](#). Note, these documents are also available in Spanish and Hmong on the [free and reduced meal applications webpage](#).
- If an SFA wishes to change the look or format of the application for Free or Reduced-price school meals or other forms in the application packet, that document needs to be approved by the School Nutrition Team (SNT) at the Department of Public Instruction (DPI).
- If a SFA uses an online application, the software vendor distributing these applications to households must be approved by the SNT at DPI each year.

Other Source Categorical

If a household submits an application that indicates *Other Source Categorical Eligibility*, such as homeless, migrant, runaway or Head Start program, the SFA must confirm the children's status by an appropriate program official either through direct contact with the agency or by a list of names provided by the agency before meal benefits can be provided. [Refer to the Special Situations in Determining Free and Reduced Meal Eligibility In a Nutshell](#) and [Migrant Status and School Meal Eligibility In a Nutshell](#) for more information.

- Once confirmed, this eligibility is only available to the designated child and is **not** extended to other members of the household. The effective date is the date the Determining Official is made aware of the eligibility.

Administrative Review Report

Belleville School District

- Applications that indicate a child is a foster child are considered *Other Source Categorically* eligible and this child is eligible for free meals. The child's status for free meals does not require confirmation of eligibility prior to receiving benefits. This benefit is **not** extended to other household members.

03/19/2024	4583	202	Administrative Review	ALL	FSD/CO			
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When an application(s) is chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application. Only applications selected for verification should be confirmed.

03/19/2024	4582	113	Administrative Review	ALL	FSD/DO			
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Disclosure

- The information provided by the family on the free and reduced-price application is to be used only for determining eligibility for meal or milk benefits.
- Each school year, the SFA must seek written consent from the parent or guardian to use the information provided on the application or through DC for non-program purposes, such as fee waivers. Detailed consent must be obtained each school year. Find the [Sharing of Information with Other Programs](#) template on the Free and Reduced Meal Applications and Eligibility webpage. Also available in [Spanish](#) and [Hmong](#).
- For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and kept on file at the district. There are two template forms available on the Free and Reduced Meal Applications and Eligibility webpage. One [for SFA staff](#) one for [outside agencies](#). Both Disclosure Agreement templates are available in English and Spanish.

03/19/2024	4556	1105	Administrative Review	Belleville High School	FSD			
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Smart Snacks: 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. The DECA class at Belleville High School currently sells non-compliant food and beverage items to students from the school store, during the school day. All non-compliant products need to follow the exempt fundraiser two-week limit per student organization, per school, per school year, or be discontinued. Someone at each school must be responsible for documenting compliance of exempt fundraisers and any other food/beverage sales. More information is available on WI DPI's Smart Snacks webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks>). When schools choose to participate in the USDA School Meals Programs, they agree to comply with the regulations set forth by the USDA. Willful noncompliance of regulations can result in the loss of federal funding.