

# Administrative Review Report

Deerfield Community School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/18/2023	03/04/2024
On-Site Review	03/05/2024	03/06/2024
Site Selection Worksheet	12/18/2023	12/26/2023
Entrance Conference	03/05/2024	03/05/2024
Exit Conference	03/06/2024	03/06/2024

## Commendations:

Thank you to the Food Service Director for their swift responses and action in preparing for the Administrative Review. It is evident you are knowledgeable on all aspects of food service, yet willing to improve and continuously learn about the USDA School Meals Programs when needed. The lunch service was well-executed with friendly staff, appealing display of food, and clear awareness of the Offer versus Serve regulations. All foodservice staff displayed knowledge of the meal program requirements. Food service staff encouraged students to take reimbursable meals by adding fruits or vegetables to their trays. The staff provided excellent customer service to the students and engaged with them very positively!

Extra recognition should be given to the garden bar which featured a variety of fresh fruits and vegetables arranged in a colorful display; having students experience the garden bar before the main entree was clearly beneficial for the pacing of the service line as well as encouragement of fresh produce.

## 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](#).

It is highly recommended that the authorized representative and food service director use the [Calendar of Program Requirements](#) to help keep track of tasks and due dates. The digital version of the calendar has links included, though it could also be printed and written on as tasks are completed. The calendar is designed to be fairly comprehensive and is generally organized in the order that things must be completed each year.

Marketing refers to all the activities your SFA does to promote and sell products or services to consumers, aka the students. The goal of marketing is to match your products and services to the customers you aim to serve. The [Marketing Your Program webpage](#) provides tools and resources to market your program and show how Wisconsin School Meals Rock!

It is recommended that school staff seek out opportunities for additional training on the student information system. It seems like staff would greatly benefit from learning more about the features and codes in the system. It may also be a good idea to talk to other schools that use the same software to see if there are any tips to share on using the food service module. This may also help with finding ways to streamline the school nutrition processes.

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Findings and Corrective Action:

<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>Corrective Action History</b>		<p><u>Finding:</u> SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p><u>Corrective Action 1:</u> Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year.</p> <p><u>Corrective Action 2:</u> Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>Corrective Action History</b>		<p><u>Findings:</u> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u> Utilizing the DPI template policy (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>), develop procedures for the SFA and upload into SNACS.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	
<b>Corrective Action History</b>		<p><u>Finding:</u> Current Local Wellness Policy (LWP) does not include all of the required content and is missing policy leadership and the full non-discrimination statement (7 CFR 210.31).</p> <p><u>Corrective Action:</u> Provide updated or missing policy statement(s) 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>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	126	
<b>Corrective Action History</b>		<p><u>Finding:</u> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p><u>Corrective Action:</u> Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	138	
<b>Corrective Action History</b>		<p><u>Finding:</u> The SFA did not effectively update student eligibility changes to benefit issuance list (BI) for students who were inactive/withdrawn.</p> <p><u>Corrective Action:</u> Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely to the BI list.</p>
<b>Form Name</b>	Verification (207 - 215)	

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<b>Question #</b>	208	
<b>Corrective Action History</b>		<p><u>Finding:</u> SFA did not complete a confirmation review before verifying application(s).</p> <p><u>Corrective Action:</u> Watch "<a href="#">The Verification Process and the Verification Collection Report (Part 2)</a>" webcast, submit certificate of completion and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.</p>
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>Corrective Action History</b>		<p><u>Finding:</u> The most current non-discrimination statement was not included on all required program materials and was missing on policy 8500 (food services), 8531 (free and reduced price meals), 8550 (competitive food sales) and 8510 (Wellness).</p> <p><u>Corrective Action:</u> Add the <a href="#">USDA Non-discrimination Statement</a> to required program materials and upload updated materials into SNACS.</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1219	
<b>Corrective Action History</b>		<p><u>Finding:</u> Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year, specifically district administrative assistant who is the cashier at the elementary school (7 CFR 210.30).</p> <p><u>Corrective Action:</u> Provide a training plan for the current school year, for the 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>
<b>Site Name</b>	Deerfield El	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	410	
<b>Corrective Action History</b>		<p><u>Finding:</u> There was a weekly meat/meat alternate shortage at lunch during the week of review. The minimum weekly requirement for K-8 students is 9.0 oz equivalents and the planned menu provided a minimum of 7.5 oz equivalents. This is a repeat finding, as weekly meat/meat alternate component shortages were found on the previous two Administrative Reviews.</p> <p><b>Fiscal action will be calculated by taking back the reimbursement from the specific meals that caused the weekly shortage at Deerfield Elementary.</b></p> <p><u>Corrective Action:</u> Please submit in writing how the menu planner will adjust this weekly menu to provide a minimum of 9.0 oz equivalents of meat/meat alternate. If recipes change, please upload the corresponding recipe(s) to SNACS.</p>
<b>Site Name</b>	Deerfield El	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1409	
<b>Corrective Action History</b>		<p><u>Finding:</u> 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, in the walk-in cooler, milks in milk crates were observed on the floor, not 6 inches off the floor.</p>

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		<p><u>Corrective Action:</u> If possible, correct all observed storage violations during the on-site review. If the violation cannot be corrected during the on-site review, submit a photo indicating that food safety violations have been corrected.</p>
<b>Site Name</b>	Deerfield EI	
<b>Form Name</b>	Wisconsin School Day Milk Program	
<b>Question #</b>	3	
<b>Corrective Action History</b>	<p><u>Finding:</u> Milks are being claimed in the Wisconsin School Day Milk Program (WSDMP) for paid student milks and these milks cannot be claimed for this program.</p> <p><u>Corrective Action 1:</u> <b>Fiscal action will be applied to all ineligible WSDMP milks claimed back to when the error began, up to the prior three school years.</b> Review and correct the monthly milk count totals by removing all ineligible milks by month from September 2021. These milks are unallowable, and the reimbursement received will need to be repaid to the state.</p> <p><u>Corrective Action 2:</u> Provide a statement of understanding that only milk counts for free and reduced-price eligible students in grades PreK-5th may be claimed. Paid student milks and adult milks are not eligible to be claimed.</p>	

Technical Assistance Entries:					
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
03/05/2024	4473		Administrative Review		Food Service Director
Comments					
One half-pint of milk may be claimed per eligible student each school day for students identified as free or reduced-price status. Milk served to students with paid eligibility status is counted as a non-program food cost and revenue.					
03/05/2024	4472		Administrative Review		Food Service Director
Comments					
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.					
03/05/2024	4471		Administrative Review		FSD/AR
Comments					
All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the <a href="#">Template Civil Rights Complaint Procedures</a> to create written procedures.					
03/05/2024	4411		Administrative Review		Food Service Director
Comments					
It is the intention of the Food Service Director that the fruit portions on the salad bar credit as 1/2 cup. This is indeed helpful at the point of service when recognizing reimbursable meals. Technical assistance was given before meal service that an entire 135 count orange credits as 1/2 cup, therefore when pre-slicing the orange, all slices should be given. The staff neatly placed all eight of the 1/8 slices into a baggie. Great job and please continue this practice.					
On a similar note, 100 count bananas were cut in half and placed in the garden bar for the K-6th grade students. This serving size of banana credits as 1/4 cup. This is acceptable, and staff should be trained to recognize that if the half banana is the only fruit or vegetable on the day that it is not reimbursable.					

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03/05/2024	4469		Administrative Review		Food Service Director
<b>Comments</b>					
The total household member size box includes all children and adults in the household and must match the number of names on the application for that application to be considered complete.					
03/05/2024	4468		Administrative Review		Food Service Director
<b>Comments</b>					
SFAs are required to annually complete the <a href="#">DPI Non-program Food Revenue Tool</a> or the <a href="#">USDA Non-program Food Revenue Tool</a> . The DPI tool is recommended since it aids in calculating prices of nonprogram foods to ensure USDA revenue requirements are met as found in <a href="#">Non-program Foods Revenue Rule SP-20-2016</a> . Nonprogram foods include adult meals, a la carte, extra entrees, extra milks, vended meals, catering, and food service operated vending machines. All costs associated with nonprogram foods, including food, labor, equipment, and purchased services, must be covered by revenues received from the sale of those foods. This ensures nonprogram foods are not supported by reimbursable meals.					
03/05/2024	4467		Administrative Review		Food Service Director
<b>Comments</b>					
Deerfield Community SD completed the last triennial assessment in the 2020-2021 school year. SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)).					
03/05/2024	4408		Administrative Review		FSD/AR
<b>Comments</b>					
SFAs are required to identify the official responsible for Local Wellness Policy oversight in the written policy. SFAs may elect to include the position/title of the individual instead of a specific name.					