

Administrative Review Report

Monona Grove School District

Commendations:

Commendations from the Public Health Nutritionist: Thank you to the Food Service Director and staff for the exceptional hospitality, organizational skills, and outstanding performance during our recent visit. Their welcoming atmosphere and efficient operations are commendable. It's inspiring to see the team's commitment to culinary excellence, evidenced by their initiative to prepare more items from scratch and incorporate local foods. The food we sampled was not only delicious but a testament to their dedication to providing high-quality and nutritious meals to the students in Monona Grove School District. Your continued efforts are much appreciated. Well done!

Commendations from the Nutrition Program Consultant: Our sincere thanks to the administration and school nutrition staff of Monona Grove School District. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. The Food Service Director is a Registered Dietitian making sure students are getting healthy, visually appealing meals that are made from scratch when labor is available. Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2023-24 General Program Reminders which has been uploaded to the documents tab in SNACS.

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 offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage (<https://dpi.wi.gov/school-nutrition/training>).

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	113	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/20/2023 01:32 PM</p>	<p>Finding 1: SFA is not in compliance with disclosure requirements per 7 CFR 245.6(i) and the Eligibility Manual.</p> <p>Corrective Action 1: Review who within the district has access to the benefit issuance system. Determine who has a "legitimate need to know" such as the officials in charge of waiving fees for other programs based on eligibility. Review the Disclosure Agreement with them and have them sign off on the agreement.</p> <p>Finding 2: The Sharing Information with Other Programs form does not list out each program or fee that could be waived. Households need to have the option to choose which programs their eligibility status is shared with.</p> <p>Corrective Action 2: Update the Sharing Information with Other Programs form to list out each specific program/fee waived. Submit a copy of the updated form and statement of understanding.</p>
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 12/20/2023 02:11 PM</p>	<p>Finding: The SFA has an Unpaid Meal Charge Policy in place that does not meet the requirements listed below.</p> <p>Per USDA policy memo SP 46-2016, no later than July 1, 2017, all SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to unpaid meal charges. Policies developed at the SFA level must be provided to the state agency during the administrative review.</p> <ul style="list-style-type: none"> • The policy must explain how the SFA will handle situations where children eligible to receive reduced-price or paid meals do not have money in their account or in-hand to cover the cost of their meal at the time of service. If a child has money to purchase a reduced-price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay unpaid charges if the child intends to use the money to purchase that day's meal. • Should be implemented and enforced SFA-wide. • Local discretion to vary policy based on student grade level. • Must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement. • Must be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported. o Schools may not enlist the assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts. <p>Corrective Action: Submit a statement of when the policy will be updated and how the households will be notified.</p>

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Site Name		
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	Flagged 12/21/2023 02:29 PM	<p>Finding: The 22-23 SY Annual Financial Report does not have the correct Revenues and Expenditures reported.</p> <p>Corrective Action: Determine what the correct Revenues and Expenditures were for Fund 50 for the 22-23 SY per the PI-1505 report. Submit the updated numbers to the NPC via email. Submit a statement in SNACS this has been completed.</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 12/20/2023 01:40 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/doc/sfa-civil-rights-complaint-procedures-template.docx),upload a copy to the school website. Submit a statement in SNACS this has been completed.</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	Flagged 12/20/2023 02:24 PM	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content per (7 CFR 210.31).</p> <p>Corrective Action: Update the Local Wellness Policy using the Local Wellness Policy Builder. Submit a timeline for when the policy will be in compliance, uploaded to the school website, and how it will be communicated with households/staff.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/21/2023 01:30 PM	<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</p>

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		WellSAT scores into SNACs or provide a link to this document on the district website.
Site Name	Glacial Drumlin Middle School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/20/2023 02:31 PM</p>	<p>Finding: Signage was not posted at lunch to show students what makes up a reimbursable meal for the cold to-go lunch line options.</p> <p>Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>Corrective Action: Submit a picture of completed signage posted near the meal service line.</p>
Site Name	Taylor Prairie El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/20/2023 02:59 PM</p>	<p>Finding: Pre-K students are offered the K-5 meal pattern utilizing the co-mingling flexibility; however, the Pre-K students are distinctly served separately from the K-5 students. A change in meal service and/or meal pattern is required to bring meal service into compliance. The Infant and Pre-K Meal Pattern in a Nutshell is a great starting resource (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/preschool-meal-pattern-in-a-nutshell.pdf).</p> <p>Corrective Action: Please submit a statement which details the change(s) made to meal service and/or the meal pattern for the Pre-K students at breakfast. Additionally, if the school elects to adopt the Infant and Pre-K meal pattern rather than physically co-mingling the students at breakfast, please also submit one week of breakfast production records which show that the Infant and Pre-K meal pattern is being served.</p>
Site Name	Taylor Prairie El	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/21/2023 01:34 PM</p>	<p>Finding: At breakfast service, milk and cheese sticks were not temperature controlled using a refrigerated cooler, ice packs, or ice. This practice does not adhere to the Time as a Public Health Control standard operating procedure.</p> <p>Corrective Action: Milk, cheese, and other dairy products are considered time/temperature control for safety (TCS) foods, and thus must be held under temperature control or be handled using time as a public health control procedures. Saving and re-servicing TCS foods held</p>

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	<p>outside of temperature control is not allowable per the Wisconsin Food Code, although local enforcement by the sanitarian conducting food safety inspections may vary.</p> <p>Submit a statement describing how TCS food items held outside of temperature control during service will be handled going forward.</p>
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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/20/2023	3951	406	Administrative Review	Taylor Prairie El	FSD			
Comments								
							Created By	Created Date
<p>The infant and preschool meal pattern replaces the previous meal pattern options for School Food Authorities (SFAs) serving infants and children aged 1-5 and not yet in kindergarten. Meals served under these meal patterns include a greater variety of vegetables and fruits, more whole grains, and less added sugar. Information on these meal pattern is available on the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool). In instances, such as the Breakfast in the Classroom at Taylor Prairie Elementary, where Pre-K students are not co-mingled with K-5 students, the Infant and Pre-K meal pattern must be utilized. Please note that in addition to following the Infant and Pre-K meal pattern, there is also a change in meal service: Offer versus Serve (OVS) is not allowable. Preschool students must be served all components in at least the minimum serving size for their age or family style meal service may be used as an alternative. To learn more about family style meal service, please see the Family Style Meal Service resource (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/family-style-meal-service.pdf).</p>								12/20/2023 3:00:33 PM
12/20/2023	3949	431	Administrative Review	Glacial Drumlin Middle School	FSD			
Comments								
							Created By	Created Date
<p>Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with staff to properly record serving site, serving size, planned/actual quantities prepared (in bulk units), and substitutions and/or additions made to the menu. Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "Juice Boxes," list both Apple Juice and Orange Juice separately to clearly indicate what was served. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste.</p>								12/20/2023 2:36:15 PM
12/20/2023	3948	404	Administrative Review	Glacial Drumlin Middle School	FSD			
Comments								
							Created By	Created Date
<p>Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Additionally, because the vegetables on the fruit and vegetable bar are being used to meet the weekly vegetable requirements, portion sizes of at least ½ 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).</p>								12/20/2023 2:30:41 PM
12/20/2023	3947		Administrative Review		FSD			
Comments								
							Created By	Created Date
<p>Public Release All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available.</p> <p>SFAs must annually distribute the Public Release to:</p> <ul style="list-style-type: none"> o Local news media o Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.) o Local employment office 								12/20/2023 2:15:59 PM

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o Major employers contemplating or experiencing large layoffs					
<ul style="list-style-type: none"> SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed. Spanish and Hmong versions are also available. 					
12/20/2023	3946		Administrative Review		FSD
Comments					
			Created By	Created Date	
<p>Unpaid Meal Charge Policy</p> <ul style="list-style-type: none"> Per USDA policy memo SP 46-2016, no later than July 1, 2017, all SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to unpaid meal charges. Policies developed at the SFA level must be provided to the state agency during the administrative review. The policy must explain how the SFA will handle situations where children eligible to receive reduced-price or paid meals do not have money in their account or in-hand to cover the cost of their meal at the time of service. If a child has money to purchase a reduced-price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay unpaid charges if the child intends to use the money to purchase that day's meal. Should be implemented and enforced SFA-wide. Local discretion to vary policy based on student grade level. Must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement. Must be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported. <ul style="list-style-type: none"> Schools may not enlist the assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts. Polices regarding the collection of unpaid meal charges should be included in the written unpaid meal policy. SFAs are encouraged to review the policy on a regular basis (e.g., annually or biannually). Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left "unclaimed", they cannot be used to offset another student's negative account, unless paid households have chosen to donate those funds to the school food service account. Funds remaining in a reduced student account cannot be donated to the school food service account. Any funds left in a student meal account, which cannot be returned, must be turned over to the Wisconsin Department of Revenue as unclaimed property. FNS recommends keeping low or negative account balances confidential to minimize student distress and embarrassment. Direct communications to the adult in the household privately (and ahead of time) via mail, phone, or email. If low balance reminders and/or F/R applications are sent home with the student, communicate this in a discrete manner (e.g. white paper and envelope). Consider re-evaluating current practices and centralizing communications through the determining official and/or food service director. <p>Resources:</p> <ul style="list-style-type: none"> For a snapshot of what the policy should include, see the Unpaid Meal Charges In a "Nutshell". For a comprehensive overview including best practices and helpful materials, see the Unpaid Meal Charges section of the Financial Management Webpage or the USDA Unpaid Meal Charges Webpage. 				12/20/2023 2:13:49 PM	