

Administrative Review Report

One City Expeditionary El Sch

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	05/01/2020	12/31/2020
On-Site Review	11/11/2020	11/19/2020
Site Selection Worksheet	11/11/2020	11/12/2020
Entrance Conference	11/22/2020	11/22/2020
Exit Conference	11/30/2020	11/30/2020

Commendations:

Thank you to the Authorized Representative and the Food Service Director at One City Schools, Inc. for your hard work and patience as we navigated the challenges of an Administrative Review (AR) during COVID-19. All documentation sent was thorough and organized. Great job following two different meal patterns for breakfast and lunch, including no juice during the week of review and offering few, if any, processed products. All fruits and vegetables are whole and fresh. Thanks for all you do for Wisconsin students.

General Program

General program areas including food safety, water access, financials, professional standards, special dietary needs, record retention, reporting, wellness policy and the unpaid meal charge policy were all reviewed. SFA was in compliance with USDA guidance.

Other Programs

After School Snack Program was reviewed. Program was operating according to USDA guidance. There was an under claim of 3 snacks, which will be calculated in fiscal action under Corrective Action #322.

Findings and Corrective Action:

Form Name	Food Safety & Buy American (1400 - 1403)
Question #	1403
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> - Oil (Italy) - Tomato (USA, Guatemala, Mexico, Puerto Rico) <p>Corrective Action: Complete and submit a Non-Compliant Product List Form for the products listed above. Form templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american). As an alternative, if the products are no longer in use and/or will no longer be purchased, please submit a statement of understanding that products purchased and served in school meal programs must be at least 51% domestic and that non-compliant products must be documented.</p>
Form Name	Meal Counting and Claiming - Review Period (322-325)

Administrative Review Report

One City Expeditionary El Sch

Question #	322
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA did not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. There is a non-systemic issue of claiming more students for free/paid than eligible.</p> <p>Corrective Action: Explain how internal controls will be used moving forward to eliminate counting and claiming errors. Fiscal action will be calculated on the number of ineligible meals.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The following whole-grain rich (WGR) errors occurred during the week of review:</p> <ul style="list-style-type: none"> - No WGR items between breakfast or lunch on Monday (2/10) and Thursday (2/13) for the preschool meal pattern. Under the preschool meal pattern, at least one meal must contain a WGR item. - Only 33% of the grains at breakfast and only 35.5% of the grains at lunch were WGR for the K-5 meal pattern. For breakfast and lunch separately, at least 50% of grains must be WGR. <p>Corrective Action: Submit statements explaining how the errors above will be fixed for the week of review to ensure at least half of grains at each meal will be WGR. Include serving sizes, products, and labels as needed.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
TA Log #	No TA Log# found
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The following quantity errors occurred during the week of review:</p> <ul style="list-style-type: none"> - Daily fruit shortage on Friday (2/14) for the breakfast preschool meal pattern. Only 1/4 cup was served, but 1/2 cup of fruit and/or vegetable is required. - Daily fruit shortage on Wednesday (2/12) and Friday (2/14) for the breakfast K-5 meal pattern. Only 1/2 c and 1/4 c were served, respectively. A full 1 cup must be offered daily at breakfast. - Daily vegetable shortage on Friday (2/14) for the lunch preschool meal pattern. Only 1/8 c vegetable was offered, but 1/4 cup is required.

Administrative Review Report

One City Expeditionary El Sch

- Daily vegetable shortage on Wednesday (2/12) and Friday (2/14) for the lunch K-5 meal pattern. Only 5/8 c and 1/8 c were offered, respectively. A full 3/4 cup must be offered daily at lunch.

- Weekly bean/pea/legume shortage for the lunch K-5 meal pattern. Only 1/4 c was offered, but 1/3 cup is required.

- Weekly grain shortage for the lunch K-5 meal pattern. Only 7.75 oz eq grain were offered, but 8 oz eq grain is required.

Corrective Action: Submit statements for how the errors above will be corrected. Include serving sizes, products, product labels, as needed.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/25/2020	2341	1404	Administrative Review	One City Elementary School	FSD			
Comments								
Food Safety Plan					Created By		Created Date	
SFA completed food safety plan, tailoring it to their situation for current year. As a reminder, each school year, the food safety plan will need to be reviewed and the SFA should document in the plan that it was.							11/25/2020 8:46:10 AM	
11/25/2020	2339	1400	Administrative Review	ALL	FSD			
Comments								
Employee Reporting Agreement					Created By		Created Date	
SFA uploaded blank Employee Reporting Agreement template that is used. This should be signed and kept on file by each food service staff member.							11/25/2020 8:27:44 AM	
11/16/2020	2321	409	Administrative Review	One City Elementary School	FSD			
Comments								
Signage					Created By		Created Date	
Signage is technically not required for the infant and preschool meal pattern, so if you do have signage, it does not need to include language about ¼ cup fruit and/or vegetable to make a reimbursable meal.							11/16/2020 4:40:27 PM	
11/16/2020	2320	409	Administrative Review	One City Elementary School	FSD			

Administrative Review Report

One City Expeditionary El Sch

Comments								
Family Style					Created By		Created Date	
<p>The requirement for family style is that there must be at least the minimum portion size of each food component on the table for the number of children who are eating (and any adults, if the adult is modeling proper portion sizes and eating with the children). I have seen slightly more placed on the table than the minimum portion sizes but typically the kids self-regulate. I think it also helps if a teacher is modeling proper portion sizes for the specific age group and eating with the children. If there is some left at the end of meal service, kids are usually allowed to help themselves, but the school should not be planning for that. In summary, you can allow students to take "seconds" free of charge, but you should not be planning that much additional food each day.</p>							11/16/2020 4:40:09 PM	
11/16/2020	2319	409	Administrative Review	One City Elementary School	FSD			
Comments								
Standardized Recipes vs. Production Records					Created By		Created Date	
<p>If you have a standardized recipe, do not list everything separately on the production record. For example, for the cheeseburger slider recipe only put cheeseburger slider recipe #XYZ on the production records instead of listing out each ingredient. As a reviewer or even a staff member, I would not be able to look at recipes and know what the "pasta bake" is and what the "spaghetti with meat sauce" is.</p>							11/16/2020 4:39:49 PM	
11/16/2020	2318	409	Administrative Review	One City Elementary School	FSD			
Comments								
Variety					Created By		Created Date	
<p>I encourage more variety at lunch. For three days in a row, there were mozzarella, marinara, and ground beef-type meals. The intent of the school meals programs is to offer and expose students a wide range of foods.</p>							11/16/2020 4:39:30 PM	
11/16/2020	2317	409	Administrative Review	One City Elementary School	FSD			
Comments								
Crediting					Created By		Created Date	
<p>When crediting meal pattern components, make sure meat/meat alternate and grain are listed and credited in ounce equivalents (oz eq.) and fruits and vegetables in volume (instead of X marks). In other words, meat/meat alternate and</p>							11/16/2020 4:39:13 PM	

Administrative Review Report

One City Expeditionary El Sch

grain are based on weight and fruits and vegetables are based on volume.										
11/16/2020	2316	409	Administrative Review	One City Elementary School	FSD					
Comments										
Standardized Recipes						Created By	Created Date			
<p>Continue to update and standardize recipes to your food service operation. Many sent during the week of review lacked information necessary to properly prepare the meal. Ingredients within standardized recipes should be more specific. For example, is the ground beef raw or cooked? Is the pasta dry or cooked? What kind of pasta?</p> <p>Refrain from using language such as “cook until the mixture is hot and bubbling” and include actual temperatures for food safety. The weight column indicates weights for each ingredient in the entire recipe. The measure column appears to indicate per serving, which is incorrect. It should indicate the measure of each ingredient for the entire recipe since there are many portions. Indicate what a “jar” of marinara sauce is by weight. There were also ingredient amount discrepancies between the recipes and production records.</p>							11/16/2020 4:38:38 PM			
11/16/2020	2315	409	Administrative Review	One City Elementary School	FSD					
Comments										
Production Records						Created By	Created Date			
<p>If serving preschool students and K-2 students separate meal patterns, it is highly recommended to separate them out on production records. For preschool production records, visit the Infant and Preschool in NSLP webpage and find the tab "production records and menu planning" (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool).</p>							11/16/2020 4:35:06 PM			
11/16/2020	2314	409	Administrative Review	One City Elementary School	FSD					
Comments										
Whole Grain-Rich (WGR)						Created By	Created Date			
<p>During SY 2019-20, only have of the grains had to be whole grain-rich. Make sure enough whole grain-rich items are offered during the week to meet this requirement. As a reminder, SY 2020-21 requires all grains to be whole grain-</p>							11/16/2020 4:33:37 PM			

Administrative Review Report

One City Expeditionary El Sch

rich. For flexibilities, which allow going back to 50% whole-grain-rich, please visit the School Meals Programs COVID-19 webpage (https://dpi.wi.gov/nutrition/coronavirus/school-meals-programs).							
11/16/2020	2313	409	Administrative Review	One City Elementary School	FSD		
Comments							
Production Records, cont.					Created By		Created Date
Be specific on production records about the type of products offered. Instead of "bagel," indicate what kind (as there were more than one bagel labels sent).							11/16/2020 4:31:52 PM
11/16/2020	2312	409	Administrative Review	One City Elementary School	FSD		
Comments							
Whole Grain-Rich, Infant and Preschool					Created By		Created Date
At least one grain serving per day, per child, must be a whole grain-rich item. Foods that meet the WGR criteria must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. If a food is determined to be WGR under the school meals programs, it will also be WGR under the preschool meal pattern.							11/16/2020 4:31:09 PM