

# Administrative Review Report

Mayville School District

## Commendations:

Thank you to the staff at Mayville School District for the courtesies extended to everyone during the on-site review and for being available to answer questions and provide additional information. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. The food service director and food service team do a nice job of offering nutritional meals to students. It was a pleasure to work with everyone!

## From the Public Health Nutritionist:

Thank you to all staff at Parkview Early Learning Center for the warm welcome and cooperation during this Administrative Review (AR). Your time and patience in working through this review is greatly appreciated. The variety of menu options available to students is admirable and appreciated by your students. Thank you for serving your students and community.

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## Findings and Corrective Action:

<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	107	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		Finding: The notification letters for approval and denial of meal benefits did not contain the most current non-discrimination statement.
		Corrective Action: Update the approval and denial letters with the current non-discrimination statement and upload a copy of each letter into SNACS.
		Letters have been updated and uploaded to SNACS
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	110	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		Finding: The direct certification notification letter did have the current non-discrimination statement.
		Corrective Action: Update the direct certification letter with the current non-discrimination statement and upload a copy of the direct certification letter into SNACS.
		The corrected Letter has been uploaded to SNACS
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		Finding: On the Annual Financial Report (AFR) the beginning balance did not match with ending balance from the prior year. In viewing the PI 1505 for food service the revenues and expenses did not match what was listed on the AFR. Technical assistance was provided to the food service director and the new business manager.
		Corrective Action: Review the <a href="#">Annual Financial Report Webcast</a> on the DPI website. Correct the AFR. Provide a copy of the 2022-23 Annual Financial Report and notate the updates required. Upload this document into SNACS. Once approved by reviewer, the report will need to be updated in

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		the online portal. If after December 31, the DPI accountant will make the adjustments in the system.
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: 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>Corrective Action: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year.</p> <p>Corrective Action: 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>	Indirect Costs (712)	
<b>Question #</b>	712	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Custodial costs are being charged to the nonprofit school food service account, which is allowable if there is documentation to support the hours worked for food service. Technical assistance was provided to complete a time study each year or if there is a change in hours worked to complete another time study.</p> <p>Corrective Action: Complete a <a href="#">Time Study</a> for each custodian for labor hours worked specific to food service and upload into SNACS. <b>Provide a statement of understanding</b> that this must be completed each year if custodial services are charged to food service.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 204	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal</p>

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		<p>program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the <a href="#">DPI Template</a>, develop procedures for the SFA and upload into SNACS.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	806	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: FSD mentioned that Civil Rights training occurred, but documentation was not available to support this training that 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 <a href="#">Civil Rights Training</a> specific to food service operations to all staff that interact with program applicants. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	807	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>Corrective Action: Complete the <a href="#">Civil Rights Compliance Self Evaluation Form (PI-1441)</a> form and submit as corrective action.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1002	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated.</p> <p>Corrective Action: Provide a plan on when and how the LWP will be reviewed and updated.</p>

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<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2924	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>Corrective Action: Complete the <a href="#">Assessment of the Local Wellness Policy</a> and notify the public of the results. Upload a copy of the Report Card including the WellSAT scores into SNACs.</p>
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Meal Compliance	
<b>Question #</b>	2	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		<p>Finding: The preschool students were served a modified version of the K-8 meal pattern but were not served at the same time and in the same building as other grades. Children who are not yet in kindergarten must be served the preschool meal pattern if not co-mingled with other grade groups at meals.</p> <p>Corrective Action: Submit a statement describing the specific changes made to meal service in order to serve the preschool students the age-appropriate meal pattern. Additionally, submit confirmation of preschool meal pattern training (e.g. <a href="#">Preschool Meal Pattern</a> learning course).</p>
		<p>Breakfast items that are prohibited for 4K have been replaced on the menu going forward. I have uploaded a copy of February's menu to show the changes. I have also uploaded a copy of the completion of the meal pattern training</p>
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Dietary Specification Assessment Tool (Off Site Review)	
<b>Question #</b>	13	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	CAP Submitted	

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<b>Corrective Action History</b>	<p>Finding: Grain-based desserts are not creditable toward the grain's component under the preschool meal pattern. Grain-based desserts include foods such as cookies, sweet pie crusts, donuts, granola bars, cereal bars, toaster pastries, cakes and brownies. A grain-based dessert was served to preschool students and credited toward the grain component during the week of review: Cereal Bar (Tuesday Breakfast), Cookie (Thursday Lunch) and Donut (Friday Breakfast).</p>
	<p>Corrective Action: Submit a statement explaining specifically how the menu will be changed so that preschool students are no longer served grain-based desserts as a creditable grain. Submit the Nutrition Facts label, ingredient list and/or crediting documentation for any replacement items added to the planned menu.</p>
	<p>These items have been replaced or deleted from the 4K menus.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	128
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	March 29, 2024
<b>Corrective Action Status</b>	CAP Submitted
<b>Corrective Action History</b>	<p>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.</p>
	<p>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.</p>
	<p>I understand that going forward I am to use the income frequency as shown on the application unless there is more than 1 frequency reported on the application.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	137
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	March 29, 2024
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA did not effectively update student eligibility changes to the benefit issuance (BI) list or the point of service (POS). A student was found to have graduated but was still on the list. One student on the list was inactive. One student should not have been on there as they did not have documentation to support the eligibility status.</p>

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		Corrective Action: Update the BI list and POS to accurately reflect the eligibility of the students in error. Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely from the eligibility document to the BI list and POS.
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	211	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		<p>Finding: The verification notification letters did not contain the current non-discrimination statement.</p> <p>Corrective Action: Update the verification notification letters with the current non-discrimination statement and upload a copy of each letter into SNACS.</p>
		Letter has been updated and Uploaded into SNACS
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29,2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		<p>Finding: The non-discrimination statement was not included in the fee waiver letter and on the food service webpage.</p> <p>Corrective Action: Add the non-discrimination statement to the fee waiver letter and upload a copy of the letter. Update the food service webpage with the non-discrimination statement and provide a link to this statement on the food service webpage.</p>
		<p>The fee waiver has been updated and a copy has been uploaded in SNACS. Here is a link to our updated Food Service page on the District Website  <a href="https://www.mayvilleschools.com/page/food-service">https://www.mayvilleschools.com/page/food-service</a></p>
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR</p>

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	210.30.  Corrective Action: Include all training hours completed this school year for each school food service employee onto the <a href="#">USDA or DPI Professional Standards Training Tracking Tool</a> and upload into SNACS. Provide a statement on what additional trainings will be taken to meet the training hour requirements for the current year for food service staff.
<b>Site Name</b>	
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)
<b>Question #</b>	1403
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	March 29,2024
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Peppers (Mexico), California Blend Vegetables (Mexico/Canada), Mandarin Oranges (China) and Pineapples (Thailand).</p> <p>Corrective Action: Complete and submit a Noncompliant Product List form for the non-domestic products: Peppers, California Blend Vegetables, Mandarin Oranges and Pineapples. Noncompliant product List templates can be found on the Buy American webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american">https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american</a>).</p>
<b>Site Name</b>	Parkview Early Learning Center
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)
<b>Question #</b>	318
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	March 29, 2024
<b>Corrective Action Status</b>	CAP Submitted
<b>Corrective Action History</b>	<p>Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR210.7). The point of service (POS) did not provide a reliable or accurate meal count due to the process that was currently in place.</p> <p>For breakfast the students took a meal but were not marked at the time the meal was taken. The meal taken was marked later on a sheet. The teacher then would mark a spreadsheet to report the breakfast meals taken.</p> <p>The breakfast count in the spreadsheet was used to determine the number of lunch meals needed. In speaking with the FSD there was no check off for the POS for lunch as the count in the spreadsheet from breakfast was used for the</p>



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	<p>lunch count. The process was corrected for lunch the day of the onsite visit to ensure lunches taken were marked off as they were taken.</p> <p>Corrective Action: Correct the POS to ensure accurate counts for both breakfast and lunch. Provide a statement on what the new process will be to ensure meals are counted as they are taken. <b>Then submit 30 consecutive operating days of meal counts and corresponding edit check (accuclaim) reports.</b> Clean counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.</p>
	<p>We have set up a computer where the students get their breakfast and lunch. We scan the barcodes and charge accounts accordingly as they come to pick up food. I will also be using accuclaim going forward for my monthly claims.</p>
Site Name	Parkview Early Learning Center
Form Name	Meal Counting and Claiming - Review Period (322-325)
Question #	325
TA Log #	No TA Log# found
Due Date	March 29,2024
Corrective Action Status	CAP Submitted
Corrective Action History	<p>Finding: The SFA does 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. Meal counts by eligibility category were not correctly reported on the monthly claim. The wrong report was being used to submit the claim. The accuclaim report should have been used.</p> <p>Corrective Action: (Systemic)- Upload monthly edit checks (accuclaim) for breakfast and lunch for the months of August thru September into SNACS.</p>
	<p>I have uploaded the requested documents.</p>
Site Name	Parkview Early Learning Center
Form Name	Meal Components and Quantities - Day of Review (400-408)
TA Log #	No TA Log# found
Due Date	March 29, 2024
Corrective Action Status	CAP Submitted
Corrective Action History	<p>Finding: The infant and preschool meal pattern requires cereal to contain no more than 6 grams of total sugar per dry</p>

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		<p>ounce. This requirement will help reduce children's consumption of added sugars. The cereal served to preschool students was above the sugar limit.</p> <p>Corrective Action: Discontinue serving the cereal that exceeds the sugar limit and replace it with a variety that meets the sugar limit. Submit the Nutrition Facts labels for all cereals served to preschool students then describe which low sugar cereal will replace Honey Nut Cheerios which was offered during the onsite visit and the week of review.</p>
	CAP Submitted	We have discontinued serving the sugar cereals and have switched to Kix, plain cheerios and plain Rice Krispies. I have uploaded a copy of our February Menu in SNACS to show these changes.
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	400	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29,2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		<p>Finding: One non-reimbursable breakfast meal was observed at Parkview Early Learning Center during meal service on Wednesday, January 24, 2024. The meal did not contain the required 1/2 cup fruit, vegetable, or combination.</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select all components including at least a 1/2 cup fruit, vegetable or combination at mealtimes. Additionally, in this statement explain how this error will be corrected and avoided in the future.</p>
		I understand that students are required to take all components with each meal. We have extra full reimbursable breakfasts and lunches available so that the teachers are not throwing together a meal for the kids who may have forgot a snack.
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	403	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29, 2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		<p>Finding: It was observed at breakfast time that many students were given two milks, one for their cereal and one to drink however were not charged for this additional milk.</p>

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	<p>Students must purchase additional milk through a la carte since a reimbursable meal only contains one milk.</p> <p>Corrective Action: Submit a statement of understanding that students will only receive one milk per meal and additional milk will be sold to students through a la carte.</p>
	<p>Milk is no longer put on the table at breakfast. It is included in the bag that each student takes that includes their milk and breakfast items. I understand that only one milk is reimbursable per student per meal.</p>
<b>Site Name</b>	Parkview Early Learning Center
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	404
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	March 29,2024
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal. 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. Signage examples can be found on our <a href="#">Signage webpage</a>.</p> <p>Corrective Action: Submit a picture of correct breakfast and lunch signage posted near the breakfast and lunch serving line.</p>
<b>Site Name</b>	Parkview Early Learning Center
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	407
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	March 29,2024
<b>Corrective Action Status</b>	CAP Submitted
<b>Corrective Action History</b>	<p>Finding: The printed menu should list all components included with the reimbursable meal. Currently, milk is not listed on the breakfast menu. It may either be listed daily or may be listed in one place on the menu and include a statement that a milk variety is offered daily as part of the reimbursable meal.</p> <p>Corrective Action: Submit a copy of an updated future breakfast menu that includes milk.</p> <p>Menu has been uploaded into SNACS and now shows that milk is served with every breakfast.</p>
<b>Site Name</b>	Parkview Early Learning Center

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Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date	March 29,2024	
Corrective Action Status	CAP Submitted	
Corrective Action History		<p><b>Repeat Finding:</b> Grain-based desserts were offered at breakfast on Tuesday, December 5 and Friday, December 8 during the week of review. This type of grain-based dessert is not allowable at breakfast, which resulted in a daily grain shortage. Fiscal action is required for any repeat daily grain shortage violations from the previous Administrative Review. <b>Therefore, fiscal action will be assessed on: Tuesday, December 5 for 23 meals and Friday, December 8 for 28 meals. A total of 51 meals will be reclaimed from Parkview Early Learning Center.</b></p> <p>Corrective Action: No additional corrective action needed.</p> <p>N/A</p>
Site Name	Parkview Early Learning Center	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	411	
TA Log #	No TA Log# found	
Due Date	March 29,2024	
Corrective Action Status	CAP Submitted	
Corrective Action History		<p>Finding: The daily minimum requirement for meat/meat alternate was not met for K4 students following the preschool meal pattern for lunch during the review week. The following represents the planned portion sizes: Monday-Macaroni and Cheese (1.25oz eq. m/ma) and Tuesday-Sausage Links (1oz eq. m/ma). Students following the preschool meal pattern need a minimum of 1.5oz eq. m/ma daily.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for the meat/meat alternate will be met for lunch during the days containing shortages (e.g. portion sizes increased, additional menu items, product replacements etc.).</p> <p>Portion sizes have been increased on the days we were short the requirement</p>
Site Name	Parkview Early Learning Center	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	

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<b>Due Date</b>	March 29,2204	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The breakfast and lunch production records on one page that are combined with the elementary school are missing required items such as: Serving Site, Menu Type, Grade Grouping, OVS indication, Menu item with recipe name/reference number, Number of reimbursable planned and served, Substitutions made to original plans etc. Review the <a href="#">Production Record</a> requirements.</p> <p>Corrective Action: Submit one week of completed breakfast and lunch production records with all requirements listed on the production record.</p>
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	431	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>	March 29,2024	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: There were no Parkview Early Learning Center breakfast and lunch production records on site since the opening of the school in Fall 2023. Separate breakfast and lunch production records are required as documentation that your schools serving reimbursable meals that contain all required meal pattern components; without production records, there is no way to prove that reimbursable meals were served.</p> <p>Corrective Action: Submit two weeks of completed breakfast and lunch production records. Additionally, submit confirmation of <a href="#">Production Record Training</a>.</p>
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	433	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29,2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		<p>Finding: Acceptable crediting documentation was not available for the Sausage Links served during the review week.</p> <p>Corrective Action: Submit acceptable documentation in the form of a CN Label or Product Formulation Statement for the Sausage Links.</p>

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		When asking for a PFS or CN Label from the distributor I keep getting sent the same form which is not an acceptable document.
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	434	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29,2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the Peanut Butter and Jelly Sandwich, String Cheese and Goldfish Crackers meal.</p> <p>Corrective Action: Submit a standardized recipe for the Peanut Butter and Jelly Sandwich, String Cheese and Goldfish Cracker meal. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the <a href="#">Standardized Recipes webpage</a>.</p>
		Recipe has been uploaded.
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1404	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 29,2024	
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>		<p>Finding: Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). The food safety plan was missing from the site.</p> <p>Corrective Action: Provide a food safety plan to include site specific information and upload the food safety plan into SNACS.</p>
		We are no longer storing milk at that site. It is being sent down daily with all other meal components.
<b>Site Name</b>	Parkview Early Learning Center	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1405	

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<b>TA Log #</b>	No TA Log# found						
<b>Due Date</b>	March 29,2024						
<b>Corrective Action Status</b>	Flagged						
<b>Corrective Action History</b>	<p>Finding: Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA did not receive two food safety inspections in the current or prior school year and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p>Corrective Action: Contact the local regulatory authority to request two food safety inspections. Upload documentation into SNACS of this communication.</p>						
<b>Site Name</b>	Parkview Early Learning Center						
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)						
<b>Question #</b>	1408						
<b>TA Log #</b>	No TA Log# found						
<b>Due Date</b>	March 29,2024						
<b>Corrective Action Status</b>	Flagged						
<b>Corrective Action History</b>	<p>Finding: Temperatures (refrigerator, freezer, food, milk coolers, dish machine) must be recorded daily (7 CFR 210.13). The requested temperature logs were not available for review or were incomplete.</p> <p>Corrective Action: Upload one month of completed temperature logs for the milk cooler into SNACS and provide a statement indicating how temperatures will be monitored and how logs will be retained going forward.</p> <p>Finding: Food is being shipped to the school each day. There were no temperature logs for food being shipped.</p> <p>Corrective Action: Upload a month of logs into SNACS showing food temperatures and provide a statement indicating how temperatures will be monitored and how logs will be retained going forward.</p>						
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Phone	Username
01/24/24	4134	437	Administrative Review	Parkview Early Learning Center	FSD		
01/24/24	4200	431	Administrative Review	Parkview Early Learning Center	FSD		

# Administrative Review Report

Mayville School District