

Administrative Review Report

Randolph School District

Commendations:

From the Nutrition Program Consultant: Thank you to the staff at Randolph 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. All were very receptive to recommendations and guidance. 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!

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA has a practice in place that allows students to pre-order a salad or a wrap entrée. If the student does not pick up the entrée the student is still charged. It was noted that student may have chosen the reimbursable meal that was offered. If a student took the pre-order option plus the reimbursable meal the pre-order entrée was charged as A la Carte.</p> <p>Corrective Action: Please stop this practice of charging for pre-order options which are not picked up. Submit a statement of understanding that this practice is not allowable how the SFA will adjust the practice.</p>
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: One area of the Dietary Modifications Policy requires an update. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal. The USDA does not specify how long to wait or how many attempts are needed to receive documentation before discontinuing a meal modification. However, reasonable attempts should be made to get the correct documentation. It was noted in the district policy for Food services (8500) there is language that mentions within 5 days after receiving the initial request a health care provider must submit medical certification.</p> <p>Corrective Action: Remove the language from the Dietary Modifications policy that indicates documentation must be submitted "within five (5) school days... or substitutions may be discontinued until medical certification is received". It is recommend changing this to "must be submitted from a health care provider with prescriptive authority in the State of Wisconsin." Submit a statement regarding a timeline when this will be completed.</p>

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Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	TA Log# exists	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content. (7 CFR 210.31). The LWP checklist was reviewed onsite with FSD.</p> <p>Corrective Action: 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>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	TA Log# exists	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The correct non-discrimination statement was not included in the student handbook where the food service program is referenced.</p> <p>Corrective Action: Provide a statement on how this will be corrected moving forward.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Documentation of school food service staff training is being tracked to demonstrate compliance with annual</p>

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		<p>training requirements per 7 CFR 210.30 however the date of hire is missing for staff on the tracking tool being used.</p> <p>Corrective Action: Please add the date of hire and upload the updated tools for food service staff into SNACS.</p>
Site Name	Randolph Middle School	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	TA Log# exists	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
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. 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 2023 thru February 2024 into SNACS. Fiscal action may be required. Accuclaims were provided onsite, no further action needed.</p>
Site Name	Randolph Middle School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There is currently no way of knowing if the BYO Wraps and BYO Salads are meeting daily minimum requirements for M/MA and grains.</p> <p>Corrective Action: Please create a cheat sheet that explains the minimum serving sizes for the BYO Wraps and BYO Salads. The crediting of all items available in these entrees should be included on the cheat sheet.</p>
Site Name	Randolph Middle School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	

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Corrective Action History		<p>Finding: The serving site and meal (breakfast or lunch), planned # of servings prepared, milk usage and # of reimbursable meals planned and served were not consistently filled in daily on production records during the week of review for both breakfast & lunch. 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 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	Randolph Middle School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	No TA Log# found	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There were many beverages that are not allowable at the middle school level. Only plain water, 100% juice, or milk are allowable Smart Snack beverages in middle schools and there were many sparkling and flavored waters in the beverage cooler. More information can be found on WI DPI's Smart Snacks webpage.</p> <p>Corrective Action: State what will be done with this product to comply with the Smart Snack regulations.</p>
Site Name	Randolph Middle School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date	June 7, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site-specific SOPs for Date Marking (SOP 16). It was noted there were some sliced meats in freezer bags that were not marked.</p> <p>Corrective Action: Modify the SOP so that it aligns with actual practices or adjust practices to align with the SOP as written. Submit a copy of the updated SOP or a statement describing how practices will be adjusted to be compliant with the established SOP.</p>

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Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/29/2024	4845	305	Administrative Review	ALL	FSD			
Second meals are not allowable under Smart Snacks. Second entrees/items must be charged as a la carte. These items may never be claimed for reimbursement.								
04/29/2024	4844	1000	Administrative Review	ALL	FSD			
SFAs must establish a local school wellness policy (LWP) for each school participating in the NSLP or SBP. Regulations require minimum content to be included regarding nutrition, physical activity, foods sold on campus, health promotion, etc. See the Local Wellness Policy Checklist on the SNT website for details. (7 CFR 210.31)								
04/29/2024	4843	1004	Administrative Review	ALL	FSD			
SFAs are required to actively seek members for the wellness committee that represent a diverse group and to the extent possible, allow them to participate. SFAs must document stakeholders invited to participate in the committee and their relationship to the SFA. SFAs are encouraged to notify key stakeholders through various methods of communication (7 CFR 210.31).								
04/29/2024	4842	325	Administrative Review	Randolph Middle School	FSD			
SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced & paid lunches against the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CFR 210.8)								
04/17/2024	4765		Administrative Review		FSD			
It is the responsibility of the SFA to track exempt fundraiser, ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).								