

Administrative Review Report

Sevastopol School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/07/2022	04/07/2023
On-Site Review	04/10/2023	04/12/2023
Site Selection Worksheet	02/17/2023	03/31/2023
Entrance Conference	04/10/2023	04/10/2023
Exit Conference	04/25/2023	04/25/2023

Commendations:

Our sincere thanks to the administration and school nutrition professionals of Sevastopol School District. We appreciate your time and efforts spent preparing for and participating in the administrative review process. Thank you for being available during the on-site portion of the review and helping us to gather the needed documentation and information. Thank you for serving healthy, nutritious meals to your students! Your quick responses to actions needed were greatly appreciated!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Verification (200 - 204)	
Question #	200	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 10:12 PM	<p>Finding: SFA did not select the correct number of applications for verification.</p> <p>Corrective Action: Watch the "Verification Process" Webinar and submit the completed quiz (https://media.dpi.wi.gov/school-nutrition/verification/story_html5.html)</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/04/2023 12:01 PM	<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on and the funds are not being tracked separately.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.</p> <p>Finding 2: On the Annual Financial Report, some expenses and revenues were improperly allocated to SFSP when they should have been allocated to NSLP.</p> <p>Corrective Action 2: Upload a corrected AFR into SNACS for approval. Once approved, the consultant will send the corrections to the DPI accountant to make adjustments in Online Services</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/27/2023 04:09 PM	<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 during the resource management review period. However, the SFA is not currently selling nonprogram foods.</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 if nonprogram foods are sold moving forward. If food service is not selling the item as a nonprogram food, their time cannot be used to order/make/prepare the items. Include the position responsible for ensuring this is completed if nonprogram foods are sold in the future.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 09:48 PM	Finding: The Public Release was not distributed to the required locations. Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 09:42 PM	Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). Corrective Action: Provide a timeline for when a school meal program civil rights complaint policy will be put in place or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/12/2023 03:53 PM	Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1). Corrective Action: Provide the civil rights training to all staff that interact with program applicants found on the DPI website (https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html). Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/12/2023 03:54 PM	Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31. Corrective Action: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 04/12/2023 12:14 PM	Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee. Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.
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 04/12/2023 12:13 PM	Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years. 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 WellSAT scores into SNACs or provide a link to this document on the district website.
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/12/2023 12:10 PM	Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 11:31 PM	Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). Two applications (5 students) were approved without having included a social security number or indication of no social security number. See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected. Corrective Action: 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. These 2 applications were corrected onsite. No further action required.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	128	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 11:19 PM	<p>Finding: The correct income conversation 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 (pg 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>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	138	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 11:25 PM	<p>Finding: The Benefit Issuance (BI) list did not accurately discontinue meal eligibility benefits for students that did not qualify after the 30 day carryover.</p> <p>Corrective Action 1. Notify the household of the reduction in benefits and upload a copy of the adverse action letter into SNACS. Corrective Action 2. Provide documentation that shows the BI list and POS have been updated with the correct eligibility 10 days after the notification is sent.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 09:13 PM	<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p> <p>Corrective Action: Review the verification section of the Eligibility Manual 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>
Site Name		
Form Name	Verification (207 - 215)	
Question #	214	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 09:18 PM	<p>Finding: The SFA did not make updates to the benefit issuance (BI) list after there was a change to eligibility as a result of verification.</p> <p>Corrective Action: Provide documentation that shows the eligibility for the verified student was updated on the BI list.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	215	
TA Log #	TA Log# exists	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 09:20 PM	Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a) Corrective Action: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 11:14 PM	Finding: The correct non-discrimination statement was not included on all program materials (menus, unpaid meal charge policy on school website, notice letter to households of meal benefit eligibility, school's food service webpage) Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1214	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/12/2023 12:52 PM	Finding: The School Nutrition Program Director did not complete the 12 hours of annual continuing education/training for the current school year and was unable to provide a training plan on how this will be met (7 CFR 210.30). Corrective Action: Submit a statement of understanding that Food Service Directors must complete either 12 hours of training per school year, or 24 hours of training per two years as long as some training is completed in each of those two years due to flexibility given by the WI DPI SNT.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1216	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/12/2023 12:54 PM	Finding: The school nutrition program staff did not complete the required training hours for the current school year and was unable to provide a training plan for the current school year (7 CFR 210.30). Corrective Action: Review the School Nutrition Team Professional Standards webpage (https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards) for annual training requirements for school food service staff. Provide a training plan for how each staff member that is not in compliance will meet the the required training hours for the current school year.
Site Name	Sevastopol EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 09:02 AM</p>	<p>Finding: The daily minimum requirement for Fruit was not met for K-12 for breakfast during the review period/day of review. The following represent the planned portion sizes: - Friday: Fruit Cup, 1/2 cup The daily minimum requirement for K-12 is 1 cup.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for breakfast during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Sevastopol EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 12:14 PM</p>	<p>Finding: The planned/actual number of servings prepared and the number of reimbursable and adult meals planned/served were not consistently filled in daily on production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Corrective Action: Submit one full week of completed production records, including planned/actual number of servings prepared and the number of reimbursable and adult meals planned/served recorded daily. 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	Sevastopol EI	
Form Name	Offer vs Serve (500-502)	
Question #	502	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 11:00 AM</p>	<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 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 lunch and breakfast service line.</p>
Site Name	Sevastopol EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	

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Corrective Action History	Flagged 04/11/2023 09:37 PM	Finding: The most recent food safety inspection report was not posted in a publicly visible location. Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. If corrected onsite, no further action required.
Site Name	Sevastopol EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/24/2023 10:34 PM	Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). The SFA's food safety plan has an SOP that states SFA is using temperature as a public health control. However, TCS foods were observed being held without temperature control and were re-serviced. Corrective Action: Adjust practices to align with the SOP as written. Submit a statement describing how practices will be adjusted to be compliant with the established SOP.
Site Name	Sevastopol EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/11/2023 09:16 AM	Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Baby Corn (Thailand) Pineapple (Indonesia) Mandarin Oranges (China) Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/12/2023	3494	1407	Administrative Review	Sevastopol EI	FSD/AR			
Comments								
						Created By		Created Date
Time as Public Health Control • Time/temperature control for safety (TCS) foods may be held without temperature control if specific conditions are met under a practice called "Time as a Public Health Control." • To utilize "Time as a Public Health Control," the school must have a corresponding SOP in the site-specific food safety plan. Template SOPs are available on the SNT Food Safety webpage. • If any TCS food is held without temperature control during service, including TCS foods on garden bars, all leftover TCS food must be discarded.								4/24/2023 10:38:01 PM
04/12/2023	3493	803	Administrative Review	ALL	FSD/AR			
Comments								
						Created By		Created Date
Processes for Complaints • Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous. • 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 Template Civil Rights Complaint Procedures (https://dpi.wi.gov/sites/default/files/imce/school-								4/24/2023 9:45:33 PM

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nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx) to create written procedures. • An SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. • If a complaint of discrimination is received at your district, the following procedures should be followed: 1. Document the complaint using the USDA Program Discrimination Complaint Form 2. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) o Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 o Fax: (608) 267-0363 o Email: jessica.sharkus@dpi.wi.gov 3. Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need to know.							
04/12/2023	3492	805	Administrative Review ALL	Business Manager			
Comments				Created By	Created Date		
The School Nutrition Team has created a Special Dietary Needs Policy template which can be modified to fit the needs of your school or district (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx). If your district already has a policy in place, we recommend comparing it to this policy to ensure your policy includes all important information. Medical Statement - It is recommended, but not required, for SFAs to use the prototype Medical Statement for Special Dietary Needs (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/medical-statement.pdf) posted on the DPI SNT website. This template is available in English, Spanish, and Hmong. At a minimum the statement must include: 1. an explanation of how the child's physical or mental impairment restricts the child's diet 2. the food(s) to be avoided 3. the food or choice of foods that must be substituted 4. The statement must be signed by a state authorized medical practitioner, which is a health care provider that can write a prescription in the state of WI. This will be a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner • A signed medical statement from a state authorized medical authority does not need to meet meal pattern requirements provided the statement supports food substitutions made outside of the meal pattern requirements. • SFAs may choose to accommodate special dietary requests without a signed medical statement from a state authorized medical authority. These accommodations must meet the USDA meal pattern requirements and/or fall within offer vs. serve. for the meals to be reimbursable. If an accommodation without a medical statement is made, then all requests for meal accommodations must be met to ensure civil rights compliance.					4/24/2023 9:36:46 PM		
04/12/2023	3441		Administrative Review	Superintendent			
Comments				Created By	Created Date		
•Each SFA must designate one staff member as the "Food Service Director" (FSD). The Food Service Director performs and/or oversees areas such as food safety, nutrition and menu planning, food production, procurement, financial management, customer service, and day-to-day program management. •The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the NSLP and SBP, with further flexibilities for directors hired after April 29, 2019, in SFAs with under 2500 enrollment. •The Hiring Standards for New SFA directors are based on the size of the SFA and includes education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. These requirements are listed in a summary document called "In a Nutshell- Hiring Requirements". •Per SP 38-2016, SFAs may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards. •Additional resources may be found on the Professional Standards webpage.					4/12/2023 1:02:24 PM		
04/12/2023	3496	710	Administrative Review ALL	FSD/AR			
Comments				Created By	Created Date		
This year for the first time, the SFA is offering to pay for adult meals for teachers who eat in the cafeteria with students. Teachers who do not eat in the cafeteria and purchase a meal are charged for the meal (on their own lunch account) at the POS, and teachers who do eat in the cafeteria use a special barcode to track their meal at the POS. Foodservice must bill the SFA general fund at the end of the year for the total number of adult meals served to teachers eating in the cafeteria as opposed to simply making a fund transfer at the end of the year to make the foodservice account balance \$0. This is necessary to ensure that reimbursements from program foods are not being used to subsidize the cost of nonprogram foods.					4/25/2023 8:47:59 AM		
04/12/2023	3432		Administrative Review	FSD			

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Comments										
					Created By	Created Date				
It is recommended that the salad bar be moved in front of the point of service. The vegetables on the salad bar were used to reach the daily and weekly minimum vegetable requirement and therefore, should be used to allow students more choice in their fruit/vegetables under offer versus serve. If the salad bar is in front of the point of service, it would better allow the staff member checking students off to ensure that they have a reimbursable meal.						4/12/2023 8:21:53 AM				
04/12/2023	3495	215	Administrative Review	ALL	FSD/AR					
Comments										
					Created By	Created Date				
All steps of the verification process must be completed by November 15, including the final step of reaching out to the family and notifying them of the results of verification. SFAs may begin the verification process as early as October 1 and should select applications to be verified based on those submitted to the SFA by that date. Keep in mind the November 15 deadline when giving deadlines to families for their submission of supporting documentation. If families do not respond with documentation after you have followed up with them, do not extend their deadline further past November 15. Instead, the student should be changed to paid status until documentation is received. By starting the process on October 1, families and the SFA will have ample time to complete the process by November 15.						4/25/2023 7:47:30 AM				
04/11/2023	3425		Administrative Review		FSD					
Comments										
					Created By	Created Date				
While Offer Versus Serve (OVS) is not required for grades K-8, it is encouraged in order to reduce food waste and develop skills in making healthy meal choices. Without OVS in place, students in grades K-8 must be served $\frac{3}{4}$ cup vegetable and $\frac{1}{2}$ cup fruit to create a reimbursable meal, in addition to the other full components. If OVS is implemented, then students can choose three of the five components offered, including $\frac{1}{2}$ cup of fruit and/or vegetable, to create a reimbursable meal. Training on OVS can be found: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve .						4/11/2023 11:04:06 AM				
04/11/2023	3424		Administrative Review		FSD					
Comments										
					Created By	Created Date				
Since the vegetables on the salad bar are being used to meet the weekly vegetable requirements, portion sizes of at least $\frac{1}{2}$ 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).						4/11/2023 11:02:20 AM				