

Administrative Review Report

Campbellsport School District

From the Nutrition Program Consultant: Thank you to the staff at Campbellsport 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!

From the Public Health Nutritionist: Thank you for the warm welcome and cooperation during your Administrative Review. It was apparent that everyone on the school nutrition team has the same goal and that is to feed the students a nutritious meal with a smile on their face.

Administrative Review Report

Campbellsport School District

Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: On the Annual Financial Report, revenues and expenses did not match the PI1505 report for the food service program.</p> <p>Corrective Action: Use the Annual Financial Report template and notate the updates required to show the correct revenues and expenses. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system. Corrected no further action needed.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	777	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did receive Supply Chain Assistance Funds however the SFA is not in compliance with the Attestation signed to receive the funds. The SFA did not have a tracking mechanism to keep track of the SCA funds.</p> <p>Corrective Action: Complete a Tracking Mechanism for the SCA funds and upload it into SNACS.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<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 1: 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 2: Provide a statement of understanding</p>

Administrative Review Report

Campbellsport School District

		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.
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Public Release was not distributed to the local news media. (7 CFR 245.5(a)(2)).</p> <p>Corrective Action: Upload into SNACs the name of the local news media where the public release will be sent each year.</p>
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Findings: 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, develop procedures for the SFA and upload into SNACs.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date	May 17, 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 with business manager and the areas missing in the LWP were discussed.</p> <p>Corrective Action: Provide 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 #	1001	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	CAP Submitted	

Administrative Review Report

Campbellsport School District

Corrective Action History		<p>Finding: The SFA does not make the Local Wellness Policy (LWP) publicly available in accordance with 7 CFR 210.31.</p> <p>Corrective Action: Notify the public of the LWP and upload documentation for how the public was notified.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1003	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA did not include a diverse group of stakeholders to participate in the committee update and review the LWP per 7 CFR 210.31.</p> <p>Corrective Action: Provide a statement of understanding that the LWP committee must include a diverse group of stakeholders in the review and update of the LWP.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date	May 17, 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	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA has completed a triennial assessment of the Local Wellness Policy (LWP) but did not complete both the LWP Report Card and the WellSAT 3.0 to meet this requirement.</p> <p>Corrective Action: Complete the Report Card of the Local Wellness Policy assessment and upload into SNACS.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	

Administrative Review Report

Campbellsport School District

Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>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).</p> <p>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.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	129	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Meal benefits were not changed for households who did not qualify after the Carryover Period. Households continued to receive meal benefits.</p> <p>Corrective action: Send out a notification letter to households whose benefits will be changed. Allow 10 calendar days before changing meal benefit status. Submit a statement of understanding that households who do not qualify after the carryover period will be changed to paid status on the 31st operating day. Fiscal action will apply.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA has a fee waiver form that households can complete for fee waivers. Fee waivers are based on free and reduced meal eligibility status. The fee waiver form used did not breakout the fees correctly and the non-discrimination statement was not listed on the fee waiver form.</p> <p>Corrective Action: Update the fee waiver form and upload a copy into SNACS.</p>
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	

Administrative Review Report

Campbellsport School District

Corrective Action History		<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>
Form Name	Verification (207 - 215)	
Question #	211	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The notification letter that follows up with the results of verification (We have checked letter) was not available to view.</p> <p>Corrective Action: Submit a statement indicating that the DPI template letter will be used moving forward or upload an updated version of the SFAs verification notification letter (We have checked letter) into SNACS for approval.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Non-discrimination statement was not included on the food service webpage where food service information is provided.</p> <p>Corrective Action: Add the Nondiscrimination Statement to the food service webpage and provide a link to webpage.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Documentation of school food service staff training is available but is missing some required items. Training needs to be tracked with a tracking mechanism to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action: Include all training hours completed this</p>

Administrative Review Report

Campbellsport School District

		school year for each school food service employee onto the USDA or DPI Professional Standards Training Tracking Tool and upload into SNACS.
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. This must include a minimum of Civil Rights Training and training related to job duties.</p>
Site Name	Campbellsport EI	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students, which constitutes overt identification.</p> <p>Corrective Action: Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.</p>
Site Name	Campbellsport EI	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date	May 17, 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. Meal counts by eligibility category were not correctly reported on the monthly claim. The wrong report was being used to</p>

Administrative Review Report

Campbellsport School District

	submit the monthly claims. Technical assistance was provided regarding the correct report to use.
	Corrective Action: (Systemic)-Use the correct report and uploaded the monthly edit checks for breakfast and lunch for all school sites for September 2023 thru January 2024. Fiscal action will apply.
Site Name	Campbellsport EI
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	401
TA Log #	No TA Log# found
Due Date	May 17, 2024
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The fruit component was not served to all the preschool students during the day of onsite review. The preschool meal pattern requires that all meal components must be served to students in at least the minimum serving sizes. Therefore, fiscal action is required for 3 non-reimbursable meals for preschool students who were missing the fruit component on their tray.</p> <p>Corrective Action: Submit a statement specifically describing what will be done to ensure preschool students are served all required components in at least the minimum serving size for their respective age group.</p>
Site Name	Campbellsport EI
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410
TA Log #	No TA Log# found
Due Date	May 17, 2024
Corrective Action Status	Flagged
Corrective Action History	<p>Repeat Finding: Fiscal action is required for any repeat daily grain shortage violations from the previous Administrative Review. Therefore, fiscal action will be assessed on Tuesday, the day with the insufficient grain quantity, during the week of review. The bread offered was only credited as .75 oz. equivalent of grain per servings and this is short of the required daily minimum of 1.0 oz. grain equivalent for grades K-5. A total of 88 meals of will be reclaimed.</p> <p>Corrective Action: Describe how the menu would be changed to meet the daily minimum grain requirement on the day containing the grain shortage during the week of review. Be specific and include serving sizes, nutrition facts labels, and/or crediting documentation.</p>

Administrative Review Report

Campbellsport School District

Site Name	Campbellsport EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Standardized recipes are required for all menu items that have more than one ingredient and must include detailed information about the specific ingredients, equipment and procedures used to prepare the recipes. The tomato soup recipe was inaccurate and missing information.</p> <p>Corrective Action: Submit an updated standardized recipe for tomato soup.</p>
Site Name	Campbellsport EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
TA Log #	No TA Log# found	
Due Date	May 17, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: During the week of review, there was a daily grain shortage at breakfast due to the toast being offered crediting as .75 oz. equivalent of grain which is short of the required daily minimum of 1.0 oz. equivalent of grain for grades K-5.</p> <p>Corrective Action: Describe how the menu would be changed to meet the daily minimum grain requirement on the day containing the grain shortage during the week of review. Be specific and include serving sizes, nutrition facts labels and/or crediting documentation.</p>
Site Name	Campbellsport EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date	May 17, 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 SOP for glove handling.</p> <p>Corrective Action: Modify the SOP so that it aligns with actual practices or adjust practices to align with the SOP as</p>

Administrative Review Report

Campbellsport School District

written. Submit a copy of the updated SOP or a statement describing how practices will be adjusted to be compliant with the established SOP.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/27/2024	4645	430	Administrative Review	Campbellsport EI	FSD			

Although the preschool meal pattern was included on the K-5 production record the type of milk provided at meals was not listed and at times it was difficult to determine the portion size. It is recommended there be a separate preschool production record for staff to clearly indicate what is being offered and served to students in K4.