

# Administrative Review Report

Fond du Lac School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/17/2023	01/12/2024
On-Site Review	01/23/2024	01/26/2024
Site Selection Worksheet	11/17/2023	11/30/2023
Entrance Conference	01/23/2024	01/23/2024
Exit Conference	01/26/2024	01/26/2024

## Commendations:

### From Public Health Nutritionist:

Thank you to all staff at Fond du Lac School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the interim Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. All food service staff members were very receptive to the reviewer's suggestions and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

Thank you to Parkside Elementary for participating in the Fresh Fruit and Vegetable Program (FFVP)! A special thanks to the coordinator for providing documentation and answering questions related to the FFVP.

### From the DPI Review Team:

Our sincere thanks to the administration and school nutrition staff of the Fond du Lac School District. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information.

We'd like to recognize the Determining Official. 525 benefit issuance determinations were reviewed with a resulting error rate of less than 1 percent. Very good attention to detail, including follow-up notes on applications that needed clarification. The district Onsite Monitoring forms were completed, again, with detailed observations and follow-up.

We'd also like to recognize the Authorized Representative for his willingness to share with the DPI team and to listen to the DPI team regarding findings and observations. He is committed to best practices and bringing the program into compliance.

We also had many positive observations while on-site in the schools.

We would like to recognize all the Chartwells staff for their dedication and hard work during this challenging period.

At the HS, we found dedicated and very long-term cashiers who were patient, friendly and seemed to know each student as they passed through the POS.

At Sabish Middle School, we observed a team that worked very well together. Their food looked fresh, hot, and appealing (especially the pizza). They also produce meals for other school sites and do so very efficiently.

At Parkside Elementary School we observed a very productive staff. One employee manages a couple of programs on her own—sets up, delivers and picks up both breakfast in the classroom and FFVP (for 17 classrooms) and then pivots to

# Administrative Review Report

Fond du Lac School District

help at the POS for lunch. The remaining staff worked well together getting lunch together and had good report with the students.

Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the **2023-24 General Program Reminders which has been uploaded to the documents tab in SNACS.**

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the [DPI School Nutrition Training webpage](https://dpi.wi.gov/school-nutrition/training) (<https://dpi.wi.gov/school-nutrition/training>).

# Administrative Review Report

Fond du Lac School District

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Verification (200 - 204)	
<b>Question #</b>	201	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/26/2024 07:06 AM</p>	<p><b>Finding:</b> The Online contract does not have the correct person listed as the Verifying Official. The Verifying Official is the person who completes the verification process for the SFA. In this SFA, the Determining Official and the Verifying Official should be the same person.</p> <p><b>Corrective Action:</b> Update the contract to accurately reflect who the Verifying Official is.</p>
<b>Site Name</b>		
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/29/2024 01:38 PM</p>	<p><b>Finding 1:</b> The revenues and expenses on the Annual Financial Report were not allocated correctly: '22-'23 beginning balance does not match '21-'22 ending balance; large Purchased Service Expense; SFSP revenue reported is less than reimbursement received (7 CFR 210.19).</p> <p><b>Corrective Action 1:</b> Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to revenues and expenses by program and category. Upload this document into SNACS.</p> <p><b>Finding 2:</b> The Nonprofit School Food Service Account is being charged for food/inventory in a fixed priced FSMC contract. All food/supplies purchased in a fixed price FSMC contract belong to FSMC. SFA should not be charging/inventorying food through Fund 50.</p> <p><b>Corrective Action 2:</b> Provide a statement of understanding and confirm all food/inventory purchases in Fund 50 thus far for 2023-24 school year. Refund Fund 50 for erroneous charges. Upload ledger/journal entry to SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	

# Administrative Review Report

Fond du Lac School District

<b>Question #</b>	701	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/18/2024 10:26 AM</p>	<p><b>Finding:</b> Based on the SY 2022-23 Annual Financial Report, the nonprofit school food service account has net cash resources in excess of six months average expenditures. The SFA does not have an approved spend down plan from the State Agency (7 CFR 210.9(a).</p> <p><b>Corrective Action:</b> Submit a plan and timeline for reducing the net cash resources to below three months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	777	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/25/2024 05:14 PM</p>	<p><b>Finding:</b> The SFA has received Supply Chain Assistance Funds and is not in compliance with the attestation signed to receive the funds. The SFA is not tracking the funds separately.</p> <p><b>Corrective Action:</b> Provide a statement of understanding of what Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.</p>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	710	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/25/2024 05:34 PM</p>	<p><b>Finding:</b> All revenue from nonprogram foods (catering, adult meals, a la carte, vending) did not accrue to the SFAs nonprofit school food service account (7 CFR 210.14). Custodian meals at several schools are being offered at no charge.</p> <p><b>Corrective Action:</b> As of January 26th, begin tracking and charge the custodians or make a transfer from non-federal funds to cover the cost of nonprogram foods sold since that</p>

# Administrative Review Report

Fond du Lac School District

		date. Upload a copy of the general ledger from January 26 to the end of February, showing the fund transfer into the nonprofit school food service account or provide a statement indicating this practice has stopped.
Site Name		
Form Name	Indirect Costs (712)	
Question #	712	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/25/2024 05:37 PM</p>	<p><b>Finding:</b> Indirect costs/percentages are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. Custodian time is being charged to Fund 50 without time study justification.</p> <p><b>Corrective Action:</b> All costs charged to the nonprofit school food service account must be made into direct costs. Identify if indirect charges can be made into direct costs using time studies, meters, etc. Determine what the direct cost would be (a 2-week time study would be required). If the indirect amount charged is greater than the direct cost calculated, the difference will need to be refunded to the nonprofit school food service account for SY 2023-24 through the Administrative Review. Any indirect costs that cannot be made into direct costs are unallowable and also need to be refunded.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 04:06 PM</p>	<p><b>Finding:</b> The Public Release was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)).</p> <p><b>Corrective Action:</b> Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	

# Administrative Review Report

Fond du Lac School District

Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 01/22/2024 04:08 PM</p> <p><b>Finding:</b> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><b>Corrective Action:</b> Utilizing the DPI <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">Civil Rights Complaint template policy</a> (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), develop procedures for the SFA and upload into SNACS.</p>
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	<p>Flagged 01/22/2024 04:15 PM</p> <p><b>Finding:</b> SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p><b>Corrective Action:</b> Complete the assessment of the Local Wellness Policy and notify the public of the results. See <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/local-wellness-policy-report-card-with-instructions.docx">Local Wellness Policy Triennial Assessment Report Card</a> (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/local-wellness-policy-report-card-with-instructions.docx) for more information. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website.</p>
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	<p>Flagged 01/25/2024 05:03 PM</p> <p><b>Fifty-five (55) free and reduced-price meal application determinations were reviewed, four (4) errors were identified; .76% error rate; under the 3% threshold for fiscal action and under the 5% rate for independent review of applications.</b></p> <p><b>Finding:</b> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p>

# Administrative Review Report

Fond du Lac School District

		<b>Corrective Action:</b> 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.
<b>Site Name</b>		
<b>Form Name</b>	<b>Certification and Benefit Issuance (124 - 142)</b>	
<b>Question #</b>	<b>131</b>	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 01/25/2024 05:58 AM	<p><b>Finding:</b> Two application(s) were incorrectly denied in that the application was missing SS# or checked box and should not have been processed when incomplete. Based on income provided, the applications were determined (denied) correctly.</p> <p><b>Corrective Action:</b> Provide a statement of understanding that all required information must be present on an application before it can be processed/determined.</p>
<b>Site Name</b>		
<b>Form Name</b>	<b>Civil Rights (809 - 810)</b>	
<b>Question #</b>	<b>810</b>	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 01/23/2024 07:42 PM	<p><b>Finding:</b> The correct, full USDA non-discrimination statement was not included on all program materials. Missing from Fondy Food webpage, the Local Wellness Policy, and Board policies #8500 and 8531.</p> <p><b>Corrective Action:</b> Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
<b>Site Name</b>		
<b>Form Name</b>	<b>Professional Standards (1210 - 1219)</b>	
<b>Question #</b>	<b>1219</b>	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

# Administrative Review Report

Fond du Lac School District

Corrective Action History	Flagged 01/25/2024 05:59 PM	<p><b>Finding:</b> Non-school nutrition staff at Parkside who have responsibilities for the school nutrition program(s), breakfast in the classroom, did not receive job specific training in the current school year (7 CFR 210.30).</p> <p><b>Corrective Action:</b> 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	Sabish Middle	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/25/2024 09:11 AM	<p><b>Finding:</b> 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 which constitutes overt identification.</p> <p><b>Corrective Action:</b> 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	Fond du Lac High School	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/23/2024 03:06 PM	<p><b>Finding:</b> 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 which constitutes overt identification.</p> <p><b>Corrective Action:</b> 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	Parkside EI	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	



# Administrative Review Report

Fond du Lac School District

Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/25/2024 02:06 PM</p>	<p><b>Finding:</b> The meal counting and claiming system at lunch does not result in accurate meal counts (7 CFR 210.7). The point of service (POS) did not provide a reliable or accurate meal count due to person at POS asking each student their name and then marking them off as they passed. There is a scan wand and computer available but not being used. The asking of name slows line enough that students did pass POS person without being counted. Suggest using CEP count sheets.</p> <p><b>Corrective Action:</b> <i>Correct the lunch POS to ensure accurate counts are tracked. From the date of correction, submit 30 consecutive operating days of meal counts and corresponding edit check reports.</i> Accurate counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.</p>
Site Name	Parkside EI	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/25/2024 02:15 PM</p>	<p><b>Finding:</b> During onsite lunch observation, 19 meals were counted for reimbursement that did not contain a minimum of ½ cup fruit and/or vegetables. Fiscal action is required for meals that do not meet the ½ cup fruit/vegetable requirement; therefore, <b>fiscal action will be assessed for the 19 non-reimbursable lunch meals observed at Parkside Elementary School.</b></p> <p><b>Corrective Action:</b> Submit a statement of understanding that students must take at least ½ cup of fruit and/or vegetables in order to be counted for reimbursement.</p>
Site Name	Sabish Middle	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/24/2024 02:59 PM</p>	<p>It is important for the menu planner to communicate planned serving sizes of fruits and vegetables to POS staff. It was observed during onsite review that there was confusion about how some fruits and vegetables credit toward the meal pattern. For example, there were cantaloupe slices on the</p>

# Administrative Review Report

Fond du Lac School District

		<p>line, but several students came through with only one slice, which does not equate to ½ cup fruit.</p> <p><b>Finding:</b> During onsite lunch observation, 7 meals were counted for reimbursement that did not contain a minimum of ½ cup fruit and/or vegetables. These students only took 1 small slice of cantaloupe or a few pieces of lettuce. Fiscal action is required for meals that do not meet the ½ cup fruit/vegetable requirement; therefore, <b>fiscal action will be assessed for the 7 non-reimbursable lunch meals observed at Sabish Middle School.</b></p> <p><b>Corrective Action:</b> Submit a statement of understanding that students must take at least ½ cup of fruit and/or vegetables in order to be counted for reimbursement.</p>
Site Name	Fond du Lac High School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/24/2024 10:01 AM</p>	<p>It is important for the menu planner to communicate planned serving sizes of fruits and vegetables to POS staff. It was observed that there was confusion about the planned serving size of French fries bundled with the hot sandwiches at lunch on the day of review, contributing to several students lacking ½ cup fruit/vegetable on their trays.</p> <p><b>Finding:</b> During onsite lunch observation, 35 meals were counted for reimbursement that did not contain a minimum of ½ cup fruit and/or vegetables. The Grilled station bundled a sandwich with crinkle cut French fries, which contained 2.5 ounces of fries. According to the Food Buying Guide, 2.5 ounces of crinkle cut fries are just short of a ½ cup serving. Fiscal action is required for meals that do not meet the ½ cup fruit/vegetable requirement; therefore, <b>fiscal action will be assessed for the 35 non-reimbursable meals observed at Fond du Lac High School.</b></p> <p><b>Corrective Action:</b> Describe specifically how the planned serving size of crinkle cut fries will be adjusted to meet the ½ cup serving size.</p>
Site Name	Sabish Middle	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	

# Administrative Review Report

Fond du Lac School District

Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 01/24/2024 02:54 PM</p> <p><b>Finding:</b> The weekly minimum requirement for meat/meat alternate was not met for the 6-8 grade group for lunch during the week of review. The following represents the planned portion sizes:</p> <p>Offered every day during the week of review, the Italian ham and salami hoagie contributed 1.75 oz eq of meat/meat alternate toward the meal pattern, which provided a total of 8.75 oz eq m/ma for the week. The weekly minimum m/ma requirement for 6-8 grade is 9.0 oz eq. <b>Future findings related to quantity shortages may result in fiscal action.</b></p> <p><b>Corrective Action:</b> Describe specifically how the weekly minimum requirement for meat/meat alternate will be met for lunch during the week of review (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Fond du Lac High School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 01/24/2024 09:54 AM</p> <p><b>Finding:</b> The daily minimum requirement for meat/meat alternate was not met for the 9-12 grade group for lunch on the Create station during the week of review. Each entrée must be considered as a separate service line and evaluated for meal pattern compliance individually. The following represents the planned portion sizes:</p> <p>Offered every day during the week of review, the Italian ham and salami hoagie contributed 1.75 oz eq of meat/meat alternate toward the meal pattern. The daily minimum requirement for 9-12 grade is 2.0 oz eq. <b>Future findings related to quantity shortages may result in fiscal action.</b></p> <p><b>Corrective Action:</b> Describe specifically how the daily minimum requirement for meat/meat alternate will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Fond du Lac High School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	436
TA Log #	TA Log# exists

# Administrative Review Report

Fond du Lac School District

Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/24/2024 09:57 AM</p>	<p><b>Finding:</b> The daily minimum requirement for grains was not met for the 9-12 grade group for lunch during the week of review. The following represents the planned portion sizes: Monday, December 18: Totchos – one dinner roll (1 oz eq) was offered to students with this entrée. The daily minimum requirement for 9-12 grade students is 2 oz eq. <b>Future findings related to quantity shortages may result in fiscal action.</b></p> <p><b>Corrective Action:</b> Describe specifically how the daily minimum requirement for grain will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Sabish Middle	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/24/2024 02:55 PM</p>	<p><b>Finding:</b> There were no vegetables from the beans/peas (legumes) subgroup offered to students during the week of review. The weekly minimum requirement for the legume vegetable subgroup for the 6-8 grade group is ½ cup. <b>Future findings related to vegetable subgroup shortages may result in fiscal action.</b></p> <p><b>Corrective Action:</b> Describe specifically how the weekly minimum requirement for beans/peas (legumes) will be met for lunch during the week of review (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Fond du Lac High School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/24/2024 09:56 AM</p>	<p><b>Finding:</b> There was a weekly shortage of dark green vegetables and starchy vegetables at lunch during the week of review. The following stations contained shortages: Dark green vegetable subgroup shortage: Create, 2 Mato, Grilled, On the Go – 3/8 cup dark green vegetables offered, but ½ cup</p>

# Administrative Review Report

Fond du Lac School District

		<p>is required to be offered weekly Starchy vegetable subgroup shortage: 2Mato, On the Go, Sono – no starchy vegetables were offered at these stations during the week of review. ½ cup of starchy vegetables is required to be offered weekly.</p> <p><b>Future findings related to vegetable subgroup shortages may result in fiscal action.</b></p> <p><b>Corrective Action:</b> Submit a statement explaining how these weekly vegetable subgroup shortages will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Parkside EI	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/25/2024 02:13 PM</p>	<p><b>Finding:</b> During onsite review of breakfast in the classroom (BIC) it was observed that some teachers required students to take every component offered. Under Offer versus Serve (OVS), students must take 3 components, 1 of which must be a ½ cup fruit and/or vegetable. Some breakfast items were bundled (Scooby grahams, yogurt, and applesauce) while milk and juice were separate. Students should have the ability to select or decline the milk and/or juice, as they would already have a reimbursable meal by taking the bundled item.</p> <p><b>Corrective Action:</b> Describe specifically how teachers involved in breakfast in the classroom will be trained on OVS requirements.</p>
Site Name	Fond du Lac High School	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/23/2024 07:47 PM</p>	<p><b>Finding:</b> The nondiscrimination “And Justice for All” poster is not visible to students (FNS Instruction 113); posted inside serving area, behind closed doors at end of meal service.</p> <p><b>Corrective Action:</b> Hang the USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Provide a statement or image of how this requirement will be met. If corrected while onsite, no further action required.</p>

# Administrative Review Report

Fond du Lac School District

Site Name	Fond du Lac High School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/24/2024 10:09 AM</p>	<p>A school store may sell non-compliant foods or beverages in which the profits go to multiple student organizations. You must keep documentation showing that different student organizations receive the funding from this fundraiser for no more than two consecutive weeks at a time, no more than twice per school, per school year. This fundraiser cannot occur in the meal service area during mealtimes.</p> <p><b>Finding:</b> It was observed that the school store (Cardinal's Nest) and a vending machine sells non-compliant foods and beverages to students during the school day (specifically during breakfast and lunch) and does not abide by the two-week exempt fundraiser limit. The school day is defined as the midnight before to 30 minutes after the school day. Products sold during the school day must follow Smart Snacks guidelines. Non-compliant products must be discontinued or may only be sold 30 minutes after the school day. See WI DPI's <a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">Smart Snacks webpage</a> for more information (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks</a>).</p> <p>Some products observed to be noncompliant are as follows:</p> <p>Vending machine: Gardetto's, Gushers, chocolate bars, Rice Krispies Treats, Pringles</p> <p>School store: Takis, Arizona teas, lemonade</p> <p>Please note, this is not a comprehensive list of non-compliant products. All products sold in the school store and in vending machines should be assessed for Smart Snacks compliance.</p> <p><b>Corrective Action:</b> Submit a written statement outlining who will be responsible for oversight of Smart Snack regulations within the Cardinal's Nest and vending machines. Include examples of education provided to all involved with the sales of foods and beverages in the school district and include details as to how groups will ensure compliance with these regulations. Additionally, please address how current food and beverages not meeting Smart Snack standards will be made to comply with these regulations.</p>
Site Name	Fond du Lac High School	

# Administrative Review Report

Fond du Lac School District

Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/24/2024 10:07 AM</p>	<p><b>Finding:</b> It was observed that Fruit Shoot juice is available in vending machines to students during the school day. This product is not compliant with Smart Snacks guidelines. Beverages sold to high school students during the school day must be either low- or no- calorie beverages (less than 5 calories/8 fl oz or less than 10 calories/20 fl oz). The Fruit Shoot juice (10 fl oz) contained 90 calories and therefore is not a compliant product.</p> <p><b>Corrective Action:</b> Please remove this beverage from the inventory. Send a statement when this is completed.</p>
Site Name	Sabish Middle	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1106	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/24/2024 02:49 PM</p>	<p>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 <a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">Smart Snacks webpage</a> (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks)</p> <p><b>Finding:</b> Several food fundraisers are held throughout the school year. There were no labels provided nor are these food fundraisers tracked. Therefore, Smart Snack compliance cannot be assessed.</p> <p><b>Corrective Action:</b> Submit a statement explaining how the school will bring all food and beverage fundraisers into compliance. Include specifics on who at the school will be responsible for tracking exempt fundraisers and how documentation will be kept.</p>
Site Name	Fond du Lac High School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1106	

# Administrative Review Report

Fond du Lac School District

TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/24/2024 10:08 AM</p>	<p>It is the responsibility of the SFA to track exempt fundraisers, 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 <a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">Smart Snacks webpage</a> (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks)</p> <p><b>Finding:</b> Several food fundraisers are held throughout the school year. There were no labels provided nor are these food fundraisers tracked. Therefore, Smart Snack compliance cannot be assessed.</p> <p><b>Corrective Action:</b> Submit a statement explaining how the school will bring all food and beverage fundraisers into compliance. Include specifics on who at the school will be responsible for tracking exempt fundraisers and how documentation will be kept.</p>
Site Name	Parkside EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/25/2024 09:41 AM</p>	<p><b>Finding:</b> Each school within the SFA must have a written <b>site-specific food safety plan</b>, 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 the following information: Need SOP for breakfast in the classroom.</p> <p><b>Corrective Action:</b> Update the food safety plan to include the missing information and upload the updated portions of the food safety plan into SNACS.</p>
Site Name	Parkside EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1405	
TA Log #	No TA Log# found	
Due Date		



# Administrative Review Report

Fond du Lac School District

<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/25/2024 09:45 AM</p>	<p><b>Finding:</b> Every school operating USDA School Child Nutrition Programs must have <b>two food safety inspections</b> 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><b>Corrective Action:</b> Contact the local regulatory authority to request copies of two food safety inspections for 22-23 SY. Request two inspections for the 23-24SY. Upload documentation into SNACS of this communication.</p>
<b>Site Name</b>	Sabish Middle	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1405	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/25/2024 09:45 AM</p>	<p><b>Finding:</b> Every school operating USDA School Child Nutrition Programs must <b>have two food safety inspections</b> during each school year (7 CFR 210.13). The SFA does not have documentation on file indicating that two inspections were requested or received from the local regulatory authority.</p> <p><b>Corrective Action:</b> Contact the local regulatory authority to request copies of the two food safety inspections from last school year and request or confirm that two inspections will occur in SY 2023-24. Upload documentation into SNACS of this communication.</p>
<b>Site Name</b>	Fond du Lac High School	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1405	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/25/2024 06:20 PM</p>	<p><b>Finding:</b> Every school operating USDA School Child Nutrition Programs must have <b>two food safety inspections</b> during each school year (7 CFR 210.13). The SFA does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p><b>Corrective Action:</b> Contact the local regulatory authority to request copies of the two food safety inspections that occurred in SY 2022-23 and confirm that 2 will be received in</p>

# Administrative Review Report

Fond du Lac School District

		SY 2023-24. Upload documentation into SNACS of this communication.
Site Name	Fond du Lac High School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/25/2024 06:21 PM	<p><b>Finding:</b> The most recent food safety inspection report was not posted in a publicly visible location.</p> <p><b>Corrective Action:</b> 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.</p>
Site Name	Sabish Middle	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/25/2024 10:04 AM	<p><b>Finding:</b> 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's for bags of chicken tenders in freezer out original case without dates and soap buckets and not all sanitizing buckets are labeled for contents (SOP #11 Food Storage and SOP #2 Chemicals).</p> <p><b>Corrective Action:</b> 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>
Site Name	Fond du Lac High School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/25/2024 06:29 PM	<p><b>Finding 1:</b> Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with the what</p>

# Administrative Review Report

Fond du Lac School District

		<p>is outlined in the site specific SOP's for #23 Returned Food (in sharing bin), #11 Label and Date Products (couple of items out of orig. case in freezer not dated), #10 Recording Temps (equipment temp logs not completed for all equipment), #22 Service STDs (unwrapped produce with edible skins).</p> <p><b>Corrective Action 1:</b> 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> <p><b>Finding 2:</b> Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). No SOP for sharing or "no thank you" tables.</p> <p><b>Corrective Action 2:</b> Submit a statement describing how practices will be adjusted to be compliant.</p>
<b>Site Name</b>	Parkside EI	
<b>Form Name</b>	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)	
<b>Question #</b>	1903	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/25/2024 02:19 PM</p>	<p><b>Finding:</b> During FFVP onsite observation, several classrooms did not conduct the program correctly. Orange wedges were distributed to classrooms and left outside their doors. Many classrooms allowed the orange wedges to sit at room temperature for several hours before serving. In addition, some classrooms failed to participate in the program at all.</p> <p><b>Corrective Action:</b> Provide a statement of the specific changes that will be made to the FFVP serving model to ensure all enrolled children receive the fruit or vegetable each day of the FFVP.</p>
<b>Site Name</b>	Parkside EI	
<b>Form Name</b>	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)	
<b>Question #</b>	1910	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>01/25/2024 02:20 PM</p>	<p><b>Finding:</b> The school does not have an FFVP Standard Operating Procedure (SOP) included in their food safety plan.</p> <p><b>Corrective Action:</b> Update the food safety plan to include the FFVP SOP specific to the school's operation. A template is found on the DPI</p>

# Administrative Review Report

Fond du Lac School District

		Food Safety webpage. Upload to SNACS a copy of the FFVP SOP.
--	--	--

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	Username
01/25/2024	4142	1904	Administrative Review	Parkside El	FSD			

### Comments

Created By

Created Date

## FFVP

During FFVP observation at Parkside Elementary, half of the classrooms participated in FFVP at 9:30 AM and the other half participated at 1:30PM. The 9:30AM group of classrooms had low student participation due to being served shortly after breakfast. It may encourage participation if all classrooms participated in FFVP at 1:30PM.

1/25/2024 2:20:01 PM

01/25/2024	4141	402	Administrative Review	Parkside El	FSD			
------------	------	-----	-----------------------	-------------	-----	--	--	--

### Comments

Created By

Created Date

## Crediting Oranges

According to the [USDA Food Buying Guide for Child Nutrition Programs](https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs) (https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs), one standard 138-count orange credits as ½ cup fruit. Therefore, if an orange is cut into quarters, four slices equal 1/2 cup and two slices only equal 1/4 cup. A full orange needs to be selected in order to obtain a full ½ cup portion. It was observed during onsite review that oranges were portioned out into 3 wedges per serving.

1/25/2024 2:18:22 PM

01/25/2024	4140	401	Administrative Review	Parkside El	FSD			
------------	------	-----	-----------------------	-------------	-----	--	--	--

### Comments

Created By

Created Date

## OVS

Food service staff must fully understand Offer versus Serve (OVS) to ensure that all students select reimbursable meals. OVS resources on WI DPI's Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve) may be used as training resources.

1/25/2024 2:17:13 PM

01/25/2024	4139	401	Administrative Review	Parkside El	FSD			
------------	------	-----	-----------------------	-------------	-----	--	--	--

### Comments

Created By

Created Date

## POS and all Meal Components

During lunch observation at Parkside Elementary, bananas were located after the point of service (POS). Students should have access to all components of the reimbursable meal prior to reaching the POS. This ensures all students leave the service line with a reimbursable meal of at least 3 components, 1 of which being at least ½ cup of fruit and/or vegetables.

1/25/2024 2:16:48 PM

# Administrative Review Report

Fond du Lac School District

01/25/2024	4138	431	Administrative Review	Parkside El	FSD			
Comments								
						Created By	Created Date	
<b>Production Records</b>								
Production records are intended to be useful tools to record production information. The production record template currently in use lacks required information: no planned/actual quantity in bulk. A copy of the Production Record Requirements and templates may be found on our webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records</a> )								
						1/25/2024 2:01:08 PM		
01/24/2024	4131	431	Administrative Review	Sabish Middle	FSD			
Comments								
						Created By	Created Date	
<b>Production Records</b>								
Production records are intended to be useful tools to record production information. The production record template currently in use lacks required information: no planned/actual quantity in bulk. Additionally, when items are added or substituted on the production record, all columns must still be filled out. For example, during the week of review, baby carrots were added to the production record, but the serving size, crediting information, leftovers, etc. were not documented. A copy of the Production Record Requirements and templates may be found on our webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records</a> )								
						1/24/2024 2:53:39 PM		
01/24/2024	4130	1411	Administrative Review	Sabish Middle	FSD			
Comments								
						Created By	Created Date	
<b>Buy American</b>								
The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands). The following products were identified in the SFA's storage area as non-domestic and not documented: Bananas (Honduras) Pineapple (Philippines)								
						1/24/2024 2:52:12 PM		
01/24/2024	4129	1107	Administrative Review	Sabish Middle	FSD			
Comments								
						Created By	Created Date	
<b>Second Meals</b>								
It was observed during lunch on the day of review students were able to purchase a bundled entrée of a hot sandwich and French fries for one a la carte entrée price. Second meals do not meet Smart Snacks regulations. Students should be charged separately for the entrée and French fries.								
						1/24/2024 2:51:05 PM		
01/24/2024	4128	1105	Administrative Review	Sabish Middle	FSD			

# Administrative Review Report

Fond du Lac School District

Comments								
						Created By	Created Date	
<b>Smart Snacks Regulations</b>								
It was observed that a vending machine sells Powerade to students beginning at 3:00. Products sold during the school day must follow Smart Snacks guidelines. The school day is defined as the midnight before to 30 minutes after the school day. Non-compliant products must be discontinued or may only be sold 30 minutes after the school day. See WI DPI's Smart Snacks webpage for more information ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks</a> ). 1/24/2024 2:50:36 PM								
01/24/2024	4124	1107	Administrative Review	Fond du Lac High School	FSD			
Comments								
						Created By	Created Date	
<b>Second Meals</b>								
It was observed during lunch on the day of review students were able to purchase a bundled entrée of a hot sandwich and French fries for one a la carte entrée price. Second meals do not meet Smart Snacks regulations. Students should be charged separately for the entrée and French fries. 1/24/2024 10:04:43 AM								
01/24/2024	4123	500	Administrative Review	Fond du Lac High School	FSD			
Comments								
						Created By	Created Date	
<b>OVS</b>								
Food service staff did not have a clear understanding of the Offer Versus Serve (OVS) requirements for breakfast. It was observed that staff were requiring some students to take 4 items at breakfast. For example, a student came through the line with a muffin (1 oz eq), a milk, and a juice. The staff member sent the student back to take a string cheese, even though the student already had a reimbursable meal. Although all students observed took a reimbursable meal, it is important for staff to understand OVS requirements. Visit our <a href="https://dpi.wi.gov/school-nutrition/training/online-learning">Online Learning Library</a> for opportunities ( <a href="https://dpi.wi.gov/school-nutrition/training/online-learning">https://dpi.wi.gov/school-nutrition/training/online-learning</a> ). 1/24/2024 10:04:06 AM								
01/24/2024	4122	436	Administrative Review	Fond du Lac High School	FSD			
Comments								
						Created By	Created Date	
<b>Breakfast Meal Pattern and Grains</b>								
The breakfast menu consistently offers more grains than the 10 oz eq weekly recommended maximum. During the week of review, students could select up to 19.5 oz eq grains for the week. When the number of grains offered exceeds the recommended maximum, it is more likely that the dietary specifications for saturated fat, sodium, calories, and trans fat are also exceeded. This practice may also contribute to higher food costs and more food waste for your SFA. 1/24/2024 9:59:16 AM								
01/24/2024	4121	431	Administrative Review	Fond du Lac High School	FSD			
Comments								
						Created By	Created Date	
<b>Production Records</b>								
Production Records are intended to be useful tools to record production information. The production record template currently in use lacks required information: no planned/actual quantity in bulk. Additionally, when items are added or								

# Administrative Review Report

Fond du Lac School District

substituted on the production record, all columns must still be filled out. For example, during the week of review, baby carrots were added to the production record, but the serving size, crediting information, leftovers, etc. were not documented. A copy of the Production Record Requirements and templates may be found on our webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records>)

1/24/2024 9:58:48 AM

01/23/2024	4107	1411	Administrative Review	Fond du Lac High School	FSD			
------------	------	------	-----------------------	-------------------------	-----	--	--	--

## Comments

Created By

Created Date

### Buy American

The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands). The following products were identified in the SFA's storage area as non-domestic and not documented:

Bananas (Guatemala) Pineapple (Thailand) Cherry tomatoes (Mexico)

1/23/2024 2:42:21 PM

01/22/2024	4088	105	Administrative Review	ALL	Melissa Verheyen			
------------	------	-----	-----------------------	-----	------------------	--	--	--

## Comments

Created By

Created Date

### Determining Applications

- Applications need to be determined within 10 operating days of receipt; the Determining Official completes this task.
- Use the current income eligibility guidelines (IEG) to determine the eligibility status of applications.

1/22/2024 1:48:15 PM

01/22/2024	4087	103	Administrative Review	ALL	Melissa Verheyen			
------------	------	-----	-----------------------	-----	------------------	--	--	--

## Comments

Created By

Created Date

### Carry Over

Student's eligibility status from the previous school year is carried over into the current school year for up to 30 operating (school) days or until a new eligibility status is determined, whichever comes first.

1/22/2024 1:45:51 PM