

Administrative Review Report

Ripon Area School District

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

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Findings and Corrective Action:

Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	102	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did provide instructions on entering the categorically eligible program name in the Infinite Campus software as notified by Infinite Campus in June 2023. However, the Determining Official needed to follow up as the program names were not listed on several of the online applications to determine if they indeed qualified as categorical for meal benefits.</p> <p>Corrective action: Submit a plan on how this will be corrected moving forward.</p>
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	110	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA's direct certification notification letter does not include all required information. Technical assistance was provided to be sure to include summer EBT language, information on how household can notify the SFA of any additional school-age children in the household and using the current non-discrimination statement in the correct format. In addition, the approval and denial letter for applications needed to be updated.</p> <p>Corrective Action: Provide a statement that the SNT template letters will be used or upload corrected letter templates for direct certification notification and approval and denial letters to the household into SNACS.</p>
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	115	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: It was noted that effective dates on the Benefit Issuance list for several students that qualified before the start of the school year did not match with the date the meal eligibility was determined.</p> <p>Corrective action: Provide a statement moving forward on how this will be corrected.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	777	

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TA Log #	No TA Log# found	
Due Date	May 13, 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	Indirect Costs (712)	
Question #	712	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Indirect costs are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. The business services specialist was being compensated for her duties related to the food service program with a percentage of 15 percent. No documentation was on file to support the percentage charged. Technical assistance was provided to use a time study.</p> <p>Corrective Action: 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. 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 2022-23 through the Administrative Review. Any indirect costs that cannot be made into direct costs are unallowable and need to be refunded.</p>
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: 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>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	

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Due Date	May 13, 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 to develop procedures specific for the school meal program and upload into SNACS.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Current Local Wellness Policy (LWP) does not include all the required content (7 CFR 210.31).</p> <p>Corrective Action: Submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1003	
TA Log #	No TA Log# found	
Due Date	May 13, 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 13, 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	

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TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>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.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA has a form used for fee waivers in a paper format and online. Households can provide their consent to share their free and reduced eligibility information for purposes of fee waivers. The fee waiver form currently being used provides a blanket waiver for all fees. It is required that the fees be broken out so a household can pick what fee waiver they prefer.</p> <p>Corrective Action: Update the fee waiver form to show fees broken out for both paper and online forms. Upload the updated form into SNACs.</p>
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA did not complete a confirmation review before verifying application(s). Technical assistance was provided that the Verification Tracking Tool be used for the verification process for each application selected for verification.</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 13, 2024	
Corrective Action Status	Flagged	

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Corrective Action History		<p>Finding: The verification notification letter did not contain all required information.</p> <p>Corrective Action 1: Review the "Household Notification of Selection" section of the Eligibility Manual (page 105-106).</p> <p>Corrective Action 2: 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 into SNACS for approval.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The non-discrimination statement was not included in the student handbook where food service information is listed. In addition, the non-discrimination statement was not listed on the food service webpage.</p> <p>Corrective Action: Provide a statement on how the Non-discrimination Statement will be included in the student handbook. Add the non-discrimination statement to the food service webpage and provide a link to the updated webpage.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Authorized Representative's training is not being tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. Technical assistance was provided.</p> <p>Corrective Action: Include all training hours completed this school year for the Authorized Representative onto the USDA or DPI Professional Standards Training Tracking Tool and upload into SNACS.</p>
Site Name	Journey	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The process for the point of service for students receiving a breakfast meal in the classroom was not the most acceptable process.</p>

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Site Name	Journey	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA was using several reports to determine the monthly claim including the edit check. The month of review meal claims matched the edit check. A prior month was reviewed and there were no errors. Technical assistance was provided that the edit check is the only report to be used for the claim.</p> <p>Corrective Action: Provide a statement of understanding that the edit check is the only report to be used for the meal claims.</p>
Site Name	Journey	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: At breakfast, the preschool students are being served and eating in their classroom. All preschool classrooms have implemented an Offer Versus Serve model where the students can choose what they would like to take. Preschool students should be serve only and therefore must be given all of the breakfast components OR can be comingled with the other grade levels.</p> <p>Corrective Action: Please provide a statement explaining what you will do moving forward to get the preschool students meals under compliance, either doing a serve only model or comingling with the other elementary students at breakfast.</p>
Site Name	Journey	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The planned serving size was not consistently filled in daily on production records during the week of review for both Quest and Journey when new or different fruits/vegetables were added to</p>

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		<p>the daily production record by hand. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements.</p> <p>Corrective Action: Submit one full week of completed production records, including planned serving size, even on items added later, 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	Quest Charter School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Fiscal action is required for a repeat missing vegetable subgroup. Therefore, fiscal action will be assessed on Tuesday, the day during the week of review that was supposed to serve beans/legumes. 147 Lunch meals on the Nacho service line will be reclaimed at Quest.</p>
Site Name	Quest Charter School	
Form Name	Offer vs Serve (500-502)	
Question #	502	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Menu signage at Quest Elementary School did not include that students take at least 1/2 cup fruit, vegetable, or combination. Corrected on site.</p>
Site Name	Journey	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1.</p> <p>Corrective Action: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this.</p>
Site Name	Quest Charter School	
Form Name	SFA On-Site Monitoring (901 - 904)	

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Question #	901	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1.</p> <p>Corrective Action: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this.</p>
Site Name	Quest Charter School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>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. Corrected onsite, no further action required.</p>
Site Name	Journey	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). The food safety plan was missing the following information: SOPs are needed for Breakfast in the classroom, Fresh Fruits and Vegetables and for the Afterschool Snack Program. In addition, the HACCP form needs to be updated.</p> <p>Corrective Action: Update the food safety plan to include the missing information and upload the SOPs and the updated HACCP form for the food safety plan into SNACS.</p>
Site Name	Journey	
Form Name	Fresh Fruit and Vegetable Program - Day of Review (1903-1910)	
Question #	1910	
TA Log #	No TA Log# found	

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Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The school does not have an FFVP Standard Operating Procedure (SOP) included in their food safety plan.</p> <p>Corrective Action: Update the food safety plan to include the FFVP SOP specific to the school's operation. A template is found on the DPI Food Safety webpage. Upload to SNACS a copy of the FFVP SOP.</p>
Site Name	Journey	
Form Name	Wisconsin School Day Milk Program	
Question #	4	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Milks are being claimed based on attendance counts or another counting system rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>Corrective Action 1: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS.</p> <p>Corrective Action 2: Provide two weeks of WSDMP counts with the corrected counting system. Upload in SNACS.</p> <p>Corrective Action 3: Retrain staff on the new POS procedures. Upload documentation to support the training that was completed, and staff sign in sheet into SNACS.</p>
Site Name	Quest Charter School	
Form Name	Wisconsin School Day Milk Program	
Question #	4	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Milks are being claimed based on attendance counts or another counting system rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>Corrective Action 1: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS.</p>

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		<p>Corrective Action 2: Provide two weeks of WSDMP counts with the corrected counting system. Upload in SNACS.</p> <p>Corrective Action 3: Retrain staff on the new POS procedures. Upload documentation to support the training that was completed and staff sign in sheet into SNACS.</p>
Site Name	Quest Charter School	
Form Name	Afterschool Snack Program	
Question #	4	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Afterschool Snack counts were incorrectly counted and claimed. When reviewing the meal counts and the edit check for the month of review, the totals on the records used to document reimbursable snacks did match with the edit check for several days. (7 CFR 210.10).</p> <p>Corrective Action: Correct the issue and provide 30 consecutive operating days of corrected Afterschool Snack counts. Fiscal Action may apply.</p>
Site Name	Journey	
Form Name	Afterschool Snack Program	
Question #	6	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Production Records for the Afterschool Snack Program were incomplete. (7 CFR 210.10)</p> <p>Corrective Action 1: Review the Afterschool Snack e-learning module located at and upload proof of completion into SNACS.</p> <p>Corrective Action 2: Provide two weeks of completed Afterschool Snack production records.</p>
Site Name	Quest Charter School	
Form Name	Afterschool Snack Program	
Question #	6	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Production Records for the Afterschool Snack Program were incomplete. (7 CFR 210.10)</p>

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		<p>Corrective Action 1: Review the Afterschool Snack e-learning module located at and upload proof of completion into SNACS.</p> <p>Corrective Action 2: Provide two weeks of completed Afterschool Snack production records.</p>
Site Name	Journey	
Form Name	Afterschool Snack Program	
Question #	7	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Afterschool Snack onsite monitoring was not completed within the required timeframes. (7 CFR 210.9)</p> <p>Corrective Action: Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at. Once during the first four weeks of the program plus one additional time during the program year.</p>
Site Name	Quest Charter School	
Form Name	Afterschool Snack Program	
Question #	7	
TA Log #	No TA Log# found	
Due Date	May 13, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Afterschool Snack onsite monitoring was not completed within the required timeframes. (7 CFR 210.9)</p> <p>Corrective Action1: Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at. Once during the first four weeks of the program plus one additional time during the program year.</p> <p>Corrective Action 2: Complete and upload into SNACS the Afterschool Snack onsite monitoring forms for each afterschool snack service location.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/13/2024	4512		Administrative Review		FSD			
<p>During lunch meal service at Quest Elementary school, many items ran out or almost ran out including the red bell peppers, broccoli, oranges and the main entrée of Cheese Pizzadillas. Even though more vegetables were added to the line so that a shortage did not occur, it is concerning for so many items to run out. Production Records are meant to be a tool used for forecasting and planning. Ensure that your process for menu planning and ordering based on production records does not result in running out of food.</p>								
03/13/2024	4511		Administrative Review		FSD			

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Food service staff did not have a clear understanding of the Offer Versus Serve (OVS) requirements for lunch at Quest. There were a couple of instances at lunch when the POS staff made a student go back and get more food when they had enough on their tray already. Although all students observed took a reimbursable meal, it is important for staff to understand OVS requirements. Visit our Online Learning Library for opportunities (<https://dpi.wi.gov/school-nutrition/training/online-learning>).