

Administrative Review Report

Rosendale-Brandon School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/12/2024	03/18/2024
On-Site Review	04/03/2024	04/04/2024
Site Selection Worksheet	02/12/2024	02/16/2024
Entrance Conference	04/03/2024	04/03/2024
Exit Conference	04/04/2024	04/04/2024

Commendations:

Thank you for sending documentation and completing the off-site questions in advance. All staff members were very welcoming to the review team and willing to answer questions. The servers were very friendly during the review and provide excellent customer service to the students. The kitchen was very clean, and it was clear that food safety is valued by the servers. The food service director works hard to ensure all program requirements are met and that there are healthy, appealing meals served every day.

Thank you to the Determining Official for taking the time to thoroughly answer questions and implement suggested changes.

Thank you to the assistant bookkeeper and business coordinator for providing detailed answers to questions and requested documentation. They welcomed suggestions and feedback and do a good job managing the school nutrition finances.

The assistant bookkeeper does a great job keeping all the milk program requirements straight and ensures the appropriate milks are claimed. It can be difficult to manage both milk programs simultaneously, but both programs are running well.

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	119	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:24 PM</p>	<p>Finding: The effective dates entered into the software system were not always entering accurately. The benefits are automatically administered the date the benefit change is entered. However, there is also a field for the Determining Official to manually enter the "Application Submitted Date" which is the date that pulls through on the lunch status report that can be generated from the software system. The "Application Submitted Date" and the actual dates the status changes are made in the software must align with the USDA regulations on benefit effective dates. Please see corresponding technical assistance section of this report regarding effective dates.</p> <p>Corrective Action: Submit a plan describing how effective dates will be accurately tracked going forward. It is recommended to work with the software vendor if more guidance is needed on the manually entered "Application Submitted Date" and the automatic benefit dates that show up in the software system when details of a student lunch status are pulled up.</p>
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

Administrative Review Report

Rosendale-Brandon School District

Corrective Action History	Flagged 04/08/2024 03:21 PM	<p>Finding: The SFA currently provides a non-reimbursable alternate meal consisting of a peanut butter sandwich and milk when students reach a certain negative account balance. The meals are given to the student for free and are not claimed for reimbursement. Fund 50 is currently absorbing the cost of providing these free alternate meals, which is not allowable.</p> <p>Corrective Action: Please review the "Unpaid Meal Charges In a Nutshell" resource and the "Providing Alternate Meals" section of the USDA Overcoming the Unpaid Meal Challenge resource.</p> <p>Modify the process for alternate meal service so it meets program requirements. If the SFA will continue providing the non-reimbursable alternate meal for free to students, then the number of these meals served must be tracked and a transfer into Fund 50 must be made (such as monthly or annually) to cover the cost of the meals. Submit a statement describing the updated plan for alternate meals.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/08/2024 03:25 PM	<p>Finding: The Annual Financial Report (AFR) for the 2022-23 school year has errors in need of correction.</p> <p>The total revenues and ending fund balance reported on the AFR do not match the PI-1505 public school financial report for Fund 50. The total revenues on the AFR should be \$514,757.76, the total expenditures on the AFR should be \$513,148.59, and thus the ending fund balance should come out to be \$280,086.30.</p> <p>Further, the allocations on the AFR for non-program foods should be double checked. Currently, the report shows that non-program foods expenditures exceed the revenues which is not allowed. Please assess and reallocate (as necessary) non-program food revenues and expenses on the report so the values accurately reflect these items.</p> <p>While working on report edits, it is also recommended to double check the Special Milk Program (SMP) revenues to ensure it includes the reimbursement received and the household payments—the current revenue reported of \$1,105.75 appears to be underreported. Claim records show that \$1,267.45 in reimbursement was received for SMP in the school year 2022-23. The expense for the WI School Day Milk Program (WSDMP) should also be double checked. The expenses for this program should only reflect the cost of providing milk for free to the free and reduced-price eligible elementary students that participate in the program. Milk served to paid students at "milk break" is a non-program food and not part of WSDMP.</p> <p>Please see corresponding technical assistance section of this report.</p> <p>Corrective Action: Review the AFR manual and/or watch the AFR webcast prior to working through the AFR corrections. When you are ready to record and submit the AFR corrections, use the fillable PDF Annual Financial Report Template to report all of the corrected amounts. Be sure that the total expenditures and total revenues reported on the corrected AFR match the PI 1505 numbers. Upload the final complete PDF form into SNACS. Once approved, the report will need to be updated in the Online Services portal by the DPI accountant.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	705	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

Administrative Review Report

Rosendale-Brandon School District

Corrective Action History	Flagged 04/09/2024 03:02 PM	Finding: Indirect costs are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. The assistant bookkeeper's labor is charged to the food service account as a percentage (40%) but is an estimate that is not based on a current time study. A time study must be completed yearly and only the amount of time actually spent on food service activity may be charged to the program. Corrective Action: All costs charged to the nonprofit school food service account must be made into direct costs. Complete at least a one-week time study (two week recommended) for the assistant bookkeeper to determine what the direct cost would be. A template time study form can be found on the Financial Management webpage . 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.
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	777	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/08/2024 03:22 PM	Finding: 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 correctly. The SFA provided a partially completed tracking tool during the review. However, the total SCA funds received was not accurate and the tracker did not appear to accurately show the SCA funds spent to date. Please see the corresponding technical assistance section of the final report for additional details and a link to a template tracking tool that can be used. Corrective Action: Update the existing SCA fund tracker or start a new tracker to accurately track all SCA funds received. Please submit an electronic copy of the tracking tool (not handwritten). As a reminder, the SFA has received a total of \$54,317.56 to date (includes all from rounds 1-4).
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/08/2024 03:16 PM	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. Corrective Action 1: Watch the Nonprogram Food Revenue webcast on the DPI website (https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html). Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year. Be sure to use district-wide data for the 5 days and complete the top non-program foods section and the bottom program foods section. Corrective Action 2: Provide a statement of understanding 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. Corrective Action 3: If the completed tool shows non-compliance with the non-program foods revenue ratio requirement, submit a statement describing how and when prices will be adjusted to achieve compliance.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	

Administrative Review Report

Rosendale-Brandon School District

TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:15 PM</p>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). See corresponding technical assistance portion of this report for additional guidance on this topic.</p> <p>Please see corresponding technical assistance section of this report.</p> <p>Corrective Action: Utilizing the DPI template policy as a reference, (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf), develop procedures that will be adopted by the SFA and upload into SNACS. Describe how and when the procedures will be communicated and implemented in the SFA.</p> <p>Note: The SFA does not need to delay submission of this corrective action for board approval, but rather provide information on the procedures that are expected to be adopted and the plan for this.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:17 PM</p>	<p>Finding: The civil rights training presentation used for the 2023-24 training was an outdated version instead of the most current version.</p> <p>Corrective Action: Submit a statement describing how it will be ensured the correct training is used each year. The training content should be obtained directly from the DPI Civil Rights webpage each year at the time the training is provided: https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#crtraining.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:12 PM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all the required content (7 CFR 210.31). Specific content regarding the triennial assessment and the full non-discrimination statement are not included.</p> <p>Please refer to the LWP webpage, specifically the policy checklist and policy builder (which has canned language that can be adopted into an existing policy). To fully address the triennial assessment requirement, it is recommended to adopt this language from the LWP builder: "The Wellness Committee will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy, progress towards meeting policy goals, and how the policy compares to a model policy. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement."</p> <p>Corrective Action: Provide updated or missing policy statement(s) and 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>
Site Name		
Form Name	Professional Standards (1200 - 1209)	

Administrative Review Report

Rosendale-Brandon School District

Question #	1208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:23 PM</p>	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS. The tracker must also include the employee's name, their date of hire, their position/role, and their required of hours of training.</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 04/08/2024 03:23 PM</p>	<p>Finding: A sample of 136 student eligibility statuses were reviewed—nine errors were identified. Fiscal action will be calculated for these errors.</p> <ul style="list-style-type: none"> Seven students were directly certified as Reduced by a Z code match earlier in the school year. The students then matched with free direct certification codes later in the school year but did not have their benefits updated in the software system. Six of these students matched as free for the first time in mid-March and one of the students matched with a free code on 8/29/23. Two students were listed on a household application together that contained errors. There were three names listed on the application, but the required household members box was left blank. This box must be filled in for the application to be considered complete. The number in box must also match the number of names on the application. Additionally, the income was not assessed correctly. An incorrect conversion factor was used so the family was approved for free benefits but their reported income and household size of three would qualify them for reduced-price benefits. <p>Corrective Action 1: For the 7 students that were in the software system as Reduced, update their status to Free as soon as possible and document the effective date as the date the change is made in the software. Send the families the provided letter for "Benefit Increase After AR." Submit documentation from the software showing that these students were changed to Free—be sure to include the date the change was made.</p> <p>Corrective Action 2: For the one application with errors, please contact the household to confirm the household size and fill in the total number in the Household Members Box. Be sure the number reported matches the number of names on the application. If they do indeed have 3 household members and their income is \$1300 biweekly, then they must be changed from Free to Reduced. If they are having a decrease in benefits, send them the "adverse action letter." Be sure they are given 10 calendar days notice before their benefit is actually changed in software. Submit any documentation showing this is corrected, including the copy of the corrected application and adverse action letter (if applicable).</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	

Administrative Review Report

Rosendale-Brandon School District

Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:12 PM</p>	<p>Finding: The 2023-24 online school nutrition contract does not have the correct student paid lunch prices or adult lunch price.</p> <p>Corrective Action: Update these prices in the contract so they reflect the current prices and resubmit the contract for approval.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:11 PM</p>	<p>Finding: Some written materials regarding the Child Nutrition Programs have the incorrect version of the USDA non-discrimination statement (NDS) or are missing the statement. Please correct the following items:</p> <ul style="list-style-type: none"> • Letter template for free/reduced application approval and denial – the NDS is not currently included. • Sharing of Information Form for fee waivers – the NDS is not the correct version. • Board Policy 8500 – the NDS is not the correct version. • Board Policy 8510 – the NDS is not currently included. • Board Policy 8531 - the NDS is not the correct version. • Lunch Information webpage – the NDS is not the correct version near the top of the page and the shortened statement on the lunch menu should read, "This institution is an equal opportunity provider." The currently included shortened statement on the menu of, "USDA is an equal opportunity provider," is not correct. <p>Corrective Action: Update program materials to include the correct non-discrimination statement. Please ensure the exact language and formatting (specifically spacing of the paragraphs) of the NDS are used. Upload into SNACS a copy of materials updated.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:20 PM</p>	<p>Finding: Insulated milk bags and barrels are used during lunch service time at Rosendale Primary School. This is done because the electric milk cooler is not in a location that can be easily accessed in the meal service line. When using milk bags and/or barrels, a corresponding standard operating procedure (SOP) must be developed and included in the school's food safety plan.</p> <p>Corrective Action: Develop an SOP for the use of milk bags and barrels for Rosendale Primary. There are templates available that can be modified to fit the site. Please refer to SOP #35 in the updated food safety plan template: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/site-specific-food-safety-plan-template-for-wisconsin-school-food-authorities-april-2024.docx.</p>
Site Name		

Administrative Review Report

Rosendale-Brandon School District

Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2024 12:32 PM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> • Whole baby corn- Product of Thailand • Crushed pineapple- Product of Indonesia • Cherry Tomatoes- Product of Mexico • Cucumbers- Product of Mexico • Rainbow peppers- Product of Mexico <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic product listed above. Noncompliant Product List templates can be found on the Buy American webpage.</p>
Site Name	Rosendale Primary	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2024 12:28 PM</p>	<p>Finding: Signage was not posted at lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>Corrective Action: Submit a picture of completed signage posted near the lunch service line.</p>
Site Name	Rosendale Primary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2024 02:34 PM</p>	<p>Finding: There was a daily grain shortage on Tuesday (3/12/24) at Rosendale Primary School during the week of review.</p> <p>The Mission Regular Yellow Taco Shells have a product formulation statement that indicates 3 shells provide 1.25 oz eq grain. The planned serving size on the production records indicates 1-2 shells. If a student were to select 2 hard taco shells, they would receive 0.75 oz eq grain. This is short of the required daily minimum of 1 oz eq grain for grades K-5.</p> <p>Corrective Action: Please complete a Menu Planning Worksheet for K-5 Lunch for the week of review (March 11- 15, 2024). The worksheet should detail how your menu items credit towards meal pattern and show how the menu would be changed on Tuesday to meet the daily grain requirement. Menu planning worksheets can be found on the DPI SNT Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p>
Site Name	Rosendale Primary	

Administrative Review Report

Rosendale-Brandon School District

Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2024 02:29 PM</p>	<p>Finding: The menu type (lunch), menu item with recipe name/reference number or product name/description, planned/actual number of servings prepared, planned/actual quantity prepared in bulk units, planned serving size and usage for condiments were not consistently filled in daily on production records during the week of review. The meal component contribution for the age/grade group is a production record best practice. If this information is not being recorded elsewhere, it should be on the production records.</p> <p>Production records are intended to be useful tools to record information prior to production, during production, and following production. Technical assistance provided on-site regarding production record requirements and best practices. Please review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf) and continue working with staff to ensure all required information is documented.</p> <p>Corrective Action 1: Submit verification that the FSD has completed additional Production Record training (e.g. SNT Production Records webcast on the DPI Online Learning Library (https://dpi.wi.gov/school-nutrition/training/online-learning)).</p> <p>Corrective Action 2: Submit one full week of completed lunch production records, including all requirements 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	Rosendale Primary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/05/2024 09:59 AM</p>	<p>Finding: During the day of on-site lunch review (4/4/24), a piece of bread was listed on the planned menu. Staff were observed buttering the bread prior to service, with no standardized recipe on file for the amount of butter to put on each slice. Any menu item made in-house with more than one ingredient requires a standardized recipe to be on file. All menu items and ingredients served as part of a reimbursable meal must be considered when looking at the dietary specifications over the course of the week.</p> <p>Corrective Action: Submit a standardized recipe for the buttered bread or submit a statement indicating that when this item is on the menu, butter packets will be available on the side of the bread for students to select or decline (and then also listed on the production record).</p>
Site Name	Rosendale Primary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2024 02:36 PM</p>	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. A quantity recipe was provided for the Sloppy Joe on a Bun (served Thursday, 3/14) that did not accurately reflect the ingredients, directions, total servings, or meal component contribution per serving. When ingredients are substituted in a recipe, for example using the pre-cooked beef</p>

Administrative Review Report

Rosendale-Brandon School District

		<p>crumbles instead of raw ground beef, an updated standardized recipe must be created, and all information on the recipe must be updated.</p> <p>Corrective Action 1: The person responsible for planning the menu should complete at least one of the following trainings in the DPI School Nutrition Online Learning Library (https://dpi.wi.gov/school-nutrition/training/online-learning) and upload the certificate into SNACS:</p> <ul style="list-style-type: none"> Standardized Recipes: Adding it All Up Succeeding with Standardized Recipes <p>Corrective Action 2: Submit a standardized recipe for the Sloppy Joe on a Bun. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
Site Name	Rosendale Primary	
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 04/08/2024 03:13 PM</p>	<p>Finding: The nondiscrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students (FNS Instruction 113).</p> <p>Corrective Action: Display the current USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Corrected onsite; no further action required.</p>
Site Name	Rosendale Primary	
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	<p>Flagged 04/08/2024 03:13 PM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Post the most recent food safety inspection report where it is publicly visible and can be read by program participants. Corrected onsite; no further action required.</p>
Site Name	Rosendale Primary	
Form Name	Special Milk Program	
Question #	5	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/08/2024 03:18 PM</p>	<p>Finding: For the Special Milk Program (SMP), milks are being claimed based on which children indicate at the start of their school day that they want milk during "snack" rather than an appropriate point of service count. Point of service counts (POS) for the Special Milk Program (SMP) must be recorded as the students receive a milk. Recording milk counts based on who wants a milk and adjusting the list if they later change their mind or are absent at milk service is not a sufficient POS.</p> <p>Corrective Action: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS. Please included details on any training the teachers/aides receive on milk POS.</p>

Administrative Review Report

Rosendale-Brandon School District

--	--	--

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/09/2024	4710		Administrative Review		FSD			

Comments

Special Dietary Needs	Created By	Created Date
<p>SFA's Policy - The SFA should review and modify the special dietary needs/dietary modifications policy included in Board Policy 8500 as parts of the policy do not align with USDA guidelines on the topic. The policy states a medical certification must be submitted, "within five (5) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such a statement is received. The medical certification must identify: the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function..."</p> <p>In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal. The USDA does not specify how long to wait or how many attempts are needed to receive documentation before discontinuing a meal modification. However, reasonable attempts should be made to get the correct documentation. Additionally, the SFA should not ask for a student's medical condition, but only how the condition or symptom affects the student's diet.</p> <p>Dietary Needs - The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars must accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan.</p> <p>Policy Requirements - At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodations that provide notice and information to parents and guardians regarding how to request a meal accommodation and their right to file a grievance and participate in the grievance process. However, we highly recommend School Districts develop a written meal accommodation policy to ensure clear communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination. The School Nutrition Team has created a Special Dietary Needs Policy template which can be modified to fit the needs of the SFA. If the district already has a policy in place, it is recommended to compare this policy to ensure your policy includes all important information.</p> <p>It is recommended that the SFA post their special dietary needs policy on the food service webpage, along with a copy of the medical statement form the district uses when families need to request a meal accommodation.</p> <p>Medical Statement - It is recommended, but not required, for SFAs to use the prototype Medical Statement for Special Dietary Needs posted on the DPI SNT website. This template is available in English, Spanish, and Hmong. At a minimum the statement must include:</p> <ol style="list-style-type: none"> 1. an explanation of how the child's physical or mental impairment restricts the child's diet 2. the food(s) to be avoided 3. the food or choice of foods that must be substituted 4. The statement must be signed by a state authorized medical practitioner, which is a health care provider that can write a prescription in the state of WI. This will be a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner <p>A signed medical statement from a state authorized medical authority does not need to meet meal pattern requirements provided the statement supports food substitutions made outside of the meal pattern requirements.</p> <p>SFAs may choose to accommodate special dietary requests without a signed medical statement from a state authorized medical authority. These accommodations must meet the USDA meal pattern requirements and/or fall within Offer vs. Serve for the meals to be reimbursable. If an accommodation without a medical statement is made, then all requests for meal accommodations must be met to ensure civil rights compliance. A signed medical statement is not needed in order to provide low fat or fat-free lactose-free milk, since this is an allowable milk type and thus does meet the meal pattern requirements.</p> <p>Access to Medical Statements - The FSD should have copies of student medical statements that are on file for accommodating students with disabilities in the meal program. While this information is confidential, the FSD does have a legitimate "need to know" for this information since they are responsible for implementing the meal accommodation the student requires. The FSD should reference the actual signed medical statement for the exact meal accommodation information needed for the student to ensure it is fully implemented correctly in accordance with the request. If the medical statement</p>		4/9/2024 3:10:20 PM

Administrative Review Report

Rosendale-Brandon School District

supporting meal accommodations are only available to the school nurse and the summarized information is provided to the FSD, this allows for the possibility of miscommunication as information is passed along without the exact source documentation. The FSD should ensure they keep this information confidential once received.						
Resources - The Special Dietary Needs Flowchart outlines the process of accommodation determination. The USDA Q&A on Accommodating Special Dietary Needs resource, the USDA Special Dietary Needs Handbook , and Q&As: Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability) contain additional detailed information.						
04/09/2024	4709		Administrative Review		FSD	
Comments						
Annual Financial Report				Created By		Created Date
The Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR. All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program. Be sure to review the manual and/or the webcast prior to correcting the AFR, so you know exactly which amounts of money to account for in which section.						4/9/2024 3:09:54 PM
On the AFR, the non-program foods revenue must reflect all revenue from the sale of non-program foods which includes a la carte, adult meals, extra entrees, catering, and extra/cold lunch milk.						
Revenues and expenses for the Wisconsin School Day Milk Program should be allocated as follows: Revenues are only the state reimbursement. Expenses are only the milk expense for free and reduced priced students receiving the milk break. Revenues and expenses for paid student milk break should be recorded under non-program foods.						
The categories of the AFR that should be addressed when tracking expenditures include: <ul style="list-style-type: none"> • 'Labor' is expenses for all direct food service labor including both wages and fringe benefit costs. • 'Other' is expenses for paper supplies, chemicals, equipment under \$5000 (or your SFA's capitalization threshold), etc. • 'Food' is expenses for edible food items and beverages. • 'Equipment' is expenses for equipment purchases over \$5000 or your SFA's capitalization threshold. • 'Purchased Services' is for services you pay someone to provide such as equipment repair, health inspections, etc. 						
On the AFR, the actual expenditures for non-program foods must be reported, including allocations across the different expense categories. Food expenditures must be the actual food costs associated with the sale of the non-program foods. This must be determined from sales reports, food cost data, and invoices. Labor expenditures should be determined based on actual labor time spent by food service staff on preparing and serving non-program foods. The Expense Allocation Tool can be used to allocate purchased services, equipment, and "other" expenses that are shared between NSLP and non-program foods.						
04/09/2024	4708		Administrative Review		FSD	
Comments						
Non-Program Food Pricing				Created By		Created Date
Nonprogram foods include adult meals, a la carte, extra entrees, extra milks, vended meals, catering, and food service operated vending machines. "Catering" would include situations where Fund 50 purchases food for another group who is then invoiced for the food—such as snacks for "Flyway Conference Top Ten." Milk served to paid eligible students during "milk break" while the WI School Day Milk Program is operated are also non-program foods.						4/9/2024 3:09:31 PM
All costs associated with nonprogram foods, including food, labor, equipment, and purchased services, must be covered by revenues received from the sale of those foods. This ensures nonprogram foods are not supported by reimbursable meals.						
SFAs are required to annually complete the DPI Non-program Food Revenue Tool or the USDA Non-program Food Revenue Tool . The DPI tool is recommended since it aids in calculating prices of nonprogram foods to ensure USDA revenue requirements are met as found in Non-program Foods Revenue Rule SP-20-2016 .						
When the school nutrition department and its Fund 50 will be used to provide catering services, the invoices for the customer must be priced according to the USDA non-program food revenue requirements. There should be some degree of mark-up on the catering						

Administrative Review Report

Rosendale-Brandon School District

<p>above the baseline cost of the food to account for any supplies and the labor time it takes to place the order, receive the delivery, and prepare food for the event.</p> <p>There is not one set formula to use when determining catering prices. The most important thing is that you cover your full costs by charging at least the full cost of the food, the direct labor involved in preparing for and executing the event, and any supplies used. You could determine what additional markup may be needed to get your costs fully covered. There is not one set markup cost that you would have to charge.</p> <p>One way you could determine a possible price to charge would be to determine the raw food cost for the catering food and plug that into your non-program food revenue tool which will then give you a suggested selling price. The suggested markup in the tool is meant to account for the food cost, labor, supplies, etc. You could then go up or down from there on the price you would charge. Again, you would want to make sure you are charging enough to cover all costs and do not have to raise the prices of your other non-program foods to meet the overall required ratio.</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

04/09/2024	4706		Administrative Review		FSD		
------------	------	--	-----------------------	--	-----	--	--

Comments							
Supply Chain Assistance Funds				Created By	Created Date		
<p>Supply Chain Assistance (SCA) Funds are to be exclusively used to purchase unprocessed or minimally processed domestic food products served in the National School Lunch (NSLP), School Breakfast (SBP), and Afterschool Snack (ASP) Programs. The items do not necessarily need to be local.</p> <p>The USDA Allocation of Supply Chain Assistance Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers includes detailed information on allowable ways to utilize these funds.</p> <p>SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. These funds must be tracked as they are used. DPI has developed a Supply Chain Assistance (SCA) Funds Expense Tracker that SFAs may use to track these funds, however, SFAs may use any form of tracking.</p> <p>SCA funds do not need to be spent by a specific date, but it is USDA's intent that the funds will be used as quickly as practicable to alleviate supply chain challenges.</p>					4/9/2024 3:08:49 PM		

04/09/2024	4035		Administrative Review		FSD		
------------	------	--	-----------------------	--	-----	--	--

Comments							
Independent Review of Applications				Created By	Created Date		
<p>LEAs that have a 5% or more error rate during the certification review of the Administrative Review will be required to conduct a second independent review of applications in the following school year.</p> <p>More information on the Independent Review of Applications is found in the Eligibility Manual. An SNT memo will be sent from DPI during the summer following the year the review occurred with more information for those SFAs that are required to conduct an independent review of applications.</p>							

04/09/2024	4704		Administrative Review		DO		
------------	------	--	-----------------------	--	----	--	--

Comments							
Benefit Effective Dates				Created By	Created Date		
<p>The effective date for students eligible for benefits via Direct Certification (DC) is the date of the DC Run. The effective date for a student eligible by DC extension is the date the extension is identified. The effective date for free/reduced-price meal applications is the date the application is approved by the Determining Official—not the date the application is received, or the date signed by the parent/guardian. The effective date for students certified as homeless is the date the Determining Official is notified by the Homeless Liaison of the homeless student's certification.</p> <p>There is an effective date flexibility available for SFAs that would like to use the date a complete application is received instead of the date it is processed. If the district wants to utilize the available effective date flexibility for application approval, please email karrie.isaacson@dpi.wi.gov with the following information:</p> <ul style="list-style-type: none"> • State you would like to begin utilizing the flexibility offered for determining the effective date of free or reduced price eligibility as stated in SP 11-2014. 					4/9/2024 3:07:56 PM		

Administrative Review Report

Rosendale-Brandon School District

<ul style="list-style-type: none"> Per SP 11-2014, there needs to be a system in place that would document the date of submission of a <u>complete</u> application to determine the starting date of eligibility. Describe what this process will be for your district/LEA. Please confirm that this flexibility will be utilized for all students in all schools in the district/LEA and will include all Child Nutrition Programs, including the Child and Adult Care Food Program and Summer Food Service Program, if applicable. 								
<p>Before pursuing this effective date flexibility, please ensure the software system would allow you to start a student's benefit on a prior date. The software system may not allow you to start a benefit on a prior date. Please work with the software vendor on this as needed.</p> <p>The Determining Official (DO) should keep a close eye on effective dates entered in the software system. It appears the benefits are automatically implemented for the student on the date the status is entered/changed, regardless of the date manually entered in the field for "Application Submitted Date." Please ensure accuracy of the manually entered dates, since those pull through when a student lunch status report is run from the software. Please work with the software vendor as necessary to increase understanding of the benefit effective dates in the system. Additionally, the DO should work with the software vendor to investigate how/why when a student leaves the district and reenrolls in a later school year that their old lunch status and effective date are reinstated---this was observed in at least 1 case during the administrative review.</p>								
04/09/2024	4703		Administrative Review		DO			
Comments								
Benefit Issuance				Created By		Created Date		
<p>It is not necessary for the Determining Official (DO) to keep a manual Excel benefit issuance list outside of the software system. If it is helpful for the DO to keep such a list that is acceptable, but it is not required. The software system houses the minimum information that is required for a benefit issuance list and a report can be generated at any point of time that shows all students receiving benefits, their benefit status, and effective date. Please refer to the Benefit Issuance List In Nutshell as needed.</p>						4/9/2024 3:07:21 PM		
04/09/2024	4702		Administrative Review		FSD			
Comments								
Unpaid Meal Charge Policy				Created By		Created Date		
<p>It is recommended that the SFA continue to review and revise their unpaid meal charge policy. The current written policy does not align with actual practices and lacks specificity in some areas. The policy states that if a "student has a significant negative lunch account balance, they shall be provided an alternate meal, the cost of which shall continue to accrue to a negative lunch account balance..." The policy does not clearly state at what negative amount the alternate meal will be given, nor what grades will or will not receive an alternate meal. Conversations with staff suggest alternate meals are not offered at elementary schools and that elementary students will continue receiving a regular reimbursable lunch, but the policy does not state this. Staff also said the alternate meals are not actually charged to the student accounts but are given to the student for free, which conflicts with the policy.</p> <p>The policy should be clear, specific, and an accurate representation of actual practices. It is important that families are fully informed of the expectations and consequences for negative meal balances.</p>						4/9/2024 3:07:03 PM		
04/09/2024	4701		Administrative Review		FSD			
Comments								
Professional Standards Training				Created By		Created Date		
<p>Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "In A Nutshell- Training" document. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.). SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool are encouraged but not required.</p>						4/9/2024 3:06:42 PM		

Administrative Review Report

Rosendale-Brandon School District

Any non-school nutrition staff members and volunteers that assist with aspects of the Child Nutrition Programs do not need to complete a certain minimum number of training hours annually. However, they should receive sufficient job-specific training that supports their school nutrition duties. They should also receive the annually required USDA civil rights training. For these people, the SFA should maintain a record of the individual's name, title of training, training source, and dates of the civil rights and job-specific training received which may include attendance records, sign in sheets, email confirmations, etc.									
04/09/2024	4700		Administrative Review		FSD				
Comments									
SFSP Promotion					Created By			Created Date	
<p>All SFAs are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether SFSP is offered by the SFA itself.</p> <p>Acceptable outreach activities inform families about the availability and location of summer meals prior to the end of the school year. SFAs can distribute information through means normally used to communicate with households of enrolled children. This may include newsletters, automatic calling and texting services, email, or mailings.</p> <p>It is recommended to share the following in an end of year newsletter or parent email and on the SFA website to assist families in finding free summer meals. Please note, posting on the website alone is not sufficient outreach and promotion of the SFSP.</p> <ul style="list-style-type: none"> • To find free summer meal locations: <ul style="list-style-type: none"> ○ Call 211 to locate meals in the area ○ Text 'food' (in English or Spanish) to 304-304 ○ Check the Summer Meals Site Finder Map on the Find a Summer Meals Site webpage 								4/9/2024 3:06:22 PM	
04/09/2024	4699		Administrative Review		FSD				
Comments									
Water Access					Created By			Created Date	
<p>The SFA has water fountains in the hallways which students may visit during lunch to get water. Many students also bring their own refillable water bottles to school to use throughout the day, including at lunch. However, water access is somewhat limited since the water fountains are far away from the cafeteria and the water fountain in the cafeteria was not functional during the onsite review. The SFA should consider how water may be made more accessible during the lunch period at Rosendale Primary. Having a water dispenser with cups in the cafeteria is one option. More information and ideas can be found in the USDA memo SP 28-2011.</p>								4/9/2024 3:06:02 PM	
04/09/2024	4698		Administrative Review		AR				
Comments									
Civil Rights Complaint Procedures					Created By			Created Date	
<p>While the SFA may have an extensive board policy related to discrimination, it does not appear that these policies fulfill the USDA requirements for processes for receiving and handling civil right complaints within the school meal programs. The existing policies do not contain the specific information needed related to the meal programs.</p> <p>The policy/procedures are intended for district internal use only. There is not a need to post the civil rights complaint processing procedures on your website, as parents and students do not need to be given this information. The procedures are just to guide what would happen within the district if such a specific complaint was received.</p> <p>Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous.</p> <p>All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the Template Civil Rights Complaint Procedures to create written procedures.</p> <p>An SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file.</p> <p>If a complaint of discrimination is received at your district, the following procedures should be followed:</p>								4/9/2024 3:05:44 PM	

Administrative Review Report

Rosendale-Brandon School District

1. Document the complaint using the USDA Program Discrimination Complaint Form .							
2. Submit complaints within five days of receiving the complaint to: <ul style="list-style-type: none"> • Wisconsin Department of Public Instruction (DPI) <ul style="list-style-type: none"> ○ Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 ○ Fax: (608) 267-0363 ○ Email: jessica.sharkus@dpi.wi.gov 							
3. Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need-to-know							
04/09/2024	4697		Administrative Review		AR		
Comments							
Local Wellness Policy				Created By		Created Date	
As the wellness committee continues to meet and the district modifies the policy, please focus on elaborating on the different content areas and strive to include specific goals the district has for the different topics. Resources on the DPI LWP webpage can assist, specifically the LWP Policy Builder .						4/9/2024 3:05:25 PM	
04/09/2024	4696		Administrative Review		FSD		
Comments							
WSMDP Cost Per Half Pint				Created By		Created Date	
When completing the annual claim for the Wisconsin School Day Milk Program (WSMDP), please ensure the reported cost per half-pint of milk is as accurate as possible. The claiming system allows for the price to be reported to four decimal places, so that is how the SFA should complete that section. Refer to the WSMDP claiming manual as needed.						4/9/2024 3:05:06 PM	
04/09/2024	4695		Administrative Review		FSD		
Comments							
Completing Forms				Created By		Created Date	
When completing annually required forms, such as the Civil Rights Compliance Self-Evaluation PI 1441 form and the on-site monitoring forms, be sure to sign and date in all required locations.						4/9/2024 3:04:51 PM	
04/09/2024	4694		Administrative Review		FSD		
Comments							
Flavored Milk				Created By		Created Date	
The 2023-24 Lunch Information packet states, "The USDA requirement states that flavored milk, including flavored non-dairy beverages, cannot be served to children 1 through 5 years of age. Therefore, unflavored low-fat (1%) or unflavored fat-free (skim) milk will be served to children in 4K and 5K. We understand that some children will be 6 years old when in full day kindergarten, but to make things less confusing for all involved, we are only offering unflavored milk during milk break and as part of the reimbursable lunch program."						4/9/2024 3:04:28 PM	
Please note that the USDA regulations pertaining to the unallowability of flavored milk for young children applies to infants and children ages 1-5 years old and not yet in kindergarten . It is allowable to serve skim or 1% flavored milk to kids in 5K at their milk breaks and at lunch. The SFA is correct though that flavored milk may not be served to the 4K in the Special Milk Program—good job providing only unflavored milk in the SMP. For 4K children eating lunch, they may have flavored milk if they co-mingled with older children. Refer to the Infants and Preschool in NSLP webpage .							
04/09/2024	4693		Administrative Review		FSD		
Comments							
Kitchen Remodel and Equipment				Created By		Created Date	
The SFA has plans for kitchen remodeling. The SFA is highly encouraged to review the Renovating a School Kitchen In a Nutshell resource and consult with a member of the DPI Procurement Team as needed. There may be certain expenses included in the remodel that						4/9/2024 3:04:08 PM	

Administrative Review Report

Rosendale-Brandon School District

can and cannot be charged to Fund 50, so research and consultation ahead of time can help avoid charging any unallowable costs to Fund 50.									
Additionally, equipment purchased with funds from the nonprofit school food service account with a cost that exceeds the School Food Authority's (SFA's) capitalization threshold (or \$5,000, whichever is less), must receive prior approval. Review the Equipment Preapproval List and if the item is listed, then no further action is required – it is preapproved. If the equipment is NOT on this list, then use the PI-6206 form to request approval prior to purchasing.									
04/09/2024	4692		Administrative Review		FSD				
Comments									
Excess Cash Balance					Created By			Created Date	
Federal regulations limit net cash resources in the non-profit school food service account. Previously, the net cash resources could not exceed a three-month average of operating expenses to remain in compliance with a non-profit status. However, recent clarification received from the USDA allows states some flexibility on this. Going forward, Wisconsin will use 6 months of operating expenses to determine if an SFA has an excess cash balance.								4/9/2024 3:03:37 PM	
Based on the district's ending fund balance on the 2022-23 Annual Financial Report, the district does not have an excess of 6 months of operating expenses and thus does not currently have an "excess cash balance."									
04/04/2024	4680		Administrative Review	Rosendale Primary	FSD				
Comments									
Menu Changes					Created By			Created Date	
Any changes or additions to the planned menu must be documented on the production record. For example, during the day of on-site review, leftover diced peaches were served in addition to the planned fruits for this day. This is allowable, but all information for the added fruit must be recorded on the lunch production record. Technical assistance provided to staff on-site regarding production record requirements.								4/5/2024 9:55:54 AM	
04/04/2024	4679	404	Administrative Review	Rosendale Primary	FSD				
Comments									
Signage					Created By			Created Date	
The National School Lunch Program (NSLP) regulation at 7 CFR 210.10(a)(2) requires that schools identify, near or at the beginning of serving lines, what constitutes the unit priced reimbursable meals at breakfast and lunch. Samples of signage that can be printed or updated and implemented in your school can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).								4/5/2024 9:54:54 AM	
04/04/2024	4678	410	Administrative Review	Rosendale Primary	FSD				
Comments									
Menu Planning Worksheets					Created By			Created Date	
Menu planning worksheets are helpful tools to ensure meal pattern requirements are met at lunch. It is recommended that the Food Service Director utilize these worksheets to ensure daily and weekly meal pattern requirements are being met for each age/grade group within the district. These can be found on the NSLP Menu Planning webpage, under the Menu Planning Tools heading (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).								4/5/2024 9:50:18 AM	
04/04/2024	4677	434	Administrative Review	Rosendale Primary	FSD				
Comments									
Standardized Recipes					Created By			Created Date	
Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization and use all resources available to you. Visit our Standardized Recipes webpage for additional tools and resources or contact a Public Health Nutritionist for assistance (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes ; https://dpi.wi.gov/school-nutrition/directory).								4/5/2024 9:49:09 AM	

Administrative Review Report

Rosendale-Brandon School District

04/04/2024	4676	433	Administrative Review	Rosendale Primary	FSD				
Comments									
Crediting Documentation					Created By	Created Date			
Crediting documentation must be available on-site at each location within the school district for all staff to reference. Currently, crediting documents are kept in the Food Service Director's office located at the high school but are not available at the Primary School. Schools may have either a physical binder at each site that includes copies of the crediting documentation, or access to a digital folder that includes these files. Crediting documentation should be reviewed and updated at least twice per year, and as any new products are purchased.						4/5/2024 9:48:26 AM			
04/04/2024	4675	430	Administrative Review	Rosendale Primary	FSD				
Comments									
Production Records – Ranges for Serving Sizes					Created By	Created Date			
Ranges for a serving size (e.g. 1-2 taco shells) are allowable on production records. However, the menu planner must understand the crediting of each serving size and must ensure the daily minimum requirement for the full planned portion is met. Students must be allowed to select the full portion if they want. It is recommended to ensure half portions still meet the full minimum quantity for a component to reduce Offer Versus Serve (OVS) confusion at the Point of Service. The product formulation statement for the hard taco shells indicates that 3 shells credit as 1.25 oz eq grain. Therefore, serving 1 or 2 hard taco shells would not meet the daily minimum grain requirement, and led to a daily component shortage during the week of review. See finding #410 below for additional details and required corrective action.						4/5/2024 9:47:19 AM			
04/04/2024	4683	400	Administrative Review	Rosendale Primary	FSD				
Comments									
Portioning Fruits and Vegetables – Day of On-Site Review					Created By	Created Date			
During the day of on-site lunch review (4/04/24), the spinach salad was being pre-portioned for the meal service line by food service staff with a gloved hand, which does not provide a standard unit of measurement. The planned portion size for the spinach salad was 1 cup (which credits as 1/2 cup of vegetable) and was contributing towards the daily vegetable component. State agency staff verified the measurement of one serving using a spoodle prior to lunch service to ensure 1 cup servings were provided to students. Pre-portioning fruits and vegetables can help students move through the meal service line faster, but it is important that servings are measured using a standard form of measurement, to ensure the intended serving size is provided.						4/9/2024 7:24:59 AM			