

Administrative Review Report

Laona School District

Commendations:

Commendations from the Public Health Nutritionist:

Thank you so much to the administrative and food service staff at Laona School District. It was a perfect week of review. All documentation was extremely organized and easy to review. We thoroughly enjoyed watching both meal services. The meals looked appetizing and the staff was friendly and inviting. The salad bar was wonderful and the students clearly enjoyed getting to select a variety of fresh vegetables.

From the Nutrition Program Consultant:

Our sincere thanks to the administration and school nutrition staff of Laona School District. We really 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 being open to discussion and suggestions. Thank you for everything that you do to help the kids succeed!

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>).

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Findings and Corrective Action:

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 02/26/2024 07:57 PM	<p>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 aware of what the funds can be spent on, the funds are used on unallowable costs and/or the funds are not being tracked separately.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/26/2024 06:31 PM	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Upload a copy of the Civil Rights Complaints Procedure to the school website. Submit the link to where the document is posted on the school website. Corrected on-site. No further action required.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1006	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/26/2024 06:46 PM	<p>Finding: The SFA did not share the results of the Local Wellness Policy (LWP) assessment with the public per 7 CFR 210.31.</p> <p>Corrective Action: Notify the public of the results of the LWP assessment by posting to the school website. Corrected on-site. No further action required.</p>
Site Name	Robinson El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/26/2024 09:35 AM	<p>Finding: Signage was not posted at breakfast 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 in order to make a reimbursable meal. Signage examples can be found on our Signage</p>

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	<p>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 breakfast service line.</p>
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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/21/2024	4332		Administrative Review		FSD			
Comments								
							Created By	Created Date
The breakfast entrée ran out before all the students went through the breakfast line. An alternate breakfast was available, ensuring all students received reimbursable breakfast. Please ensure that you are forecasting properly to ensure all students have access to the same meal.								2/26/2024 9:45:28 AM
02/21/2024	4331		Administrative Review		FSD			
Comments								
							Created By	Created Date
It is critical that food service staff and teachers helping in the cafeteria thoroughly understand Offer versus Serve (OVS) in order 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. Ensure that staff know what the planned menu is and what the students need to take so that they are not required to take more than they need.								2/26/2024 9:44:05 AM
02/20/2024	4313		Administrative Review		FSD			
Comments								
							Created By	Created Date
Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with staff to record leftovers and indicating what was actually served on the garden bar production record. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste.								2/20/2024 10:33:50 AM