

Administrative Review Report

Albany School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/19/2023	02/14/2024
On-Site Review	02/14/2024	02/15/2024
Site Selection Worksheet	12/19/2023	12/19/2023
Entrance Conference	01/02/2024	01/11/2024
Exit Conference	02/15/2024	02/29/2024

Commendations:

Albany students are happy with the lunch program, eat all of their breakfasts and lunches and have fun in the cafeteria during meal times. A great atmosphere and program is provided to students. Signage in the cafeteria is engaging and informative. Food service staff, Director and other program staff were eager to hear how they can improve, very willing to listen to new (new to them) information and implement procedures to ensure program compliance. The cooperation among staff is evident. Financial management of the programs and an accurate Annual Financial Report are great! The Point of Service was efficient, correct and easy for both students and staff to use.

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Findings and Corrective Action:

Site Name	
Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA does have an Unpaid Meal Charge Policy in place. However it is not communicated and distributed to families annually as required by SP 46-2016.</p> <p>Corrective Action: Provide a timeline/statement of when and how the policy will be distributed to households annually.</p>
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	<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. See the TA section of this report for further information on minimally processed foods and a spreadsheet for easily tracking the funds.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	801
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>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)) at or before the beginning of the school year. See the Technical assistance portion of this report for the Public Release template.</p> <p>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the 24/25 school year.</p>
Site Name	
Form Name	Civil Rights (800 - 807)

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Question #	803
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Findings: The SFA does not have internal procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), develop procedures for the SFA, share with your school staff, and upload into SNACS.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	805
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs or to whom they would make the request.</p> <p>Corrective Action: Provide a timeline for when a Special Dietary Needs procedure will be put in place. Provide the name and title of the SFA representative that will ensure compliance. It is recommended that SFAs utilize the Special Dietary Needs policy template. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx). The SFA's existing Special Dietary Needs Policy will meet the requirements with the addition of this information.</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>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (specific program goals in the areas of 1) Nutrition Education, 2) Nutrition Promotion and 3) Physical Activity are required) (7 CFR 210.31).</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	Local School Wellness (1000 - 1006)
Question #	1004
TA Log #	No TA Log# found

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Due Date	
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 on an ongoing basis.</p>
Site Name	
Form Name	Local School Wellness (1000 - 1006)
Question #	1005
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA has not completed the triennial 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 or provide a link to this document on the district website.</p>
Site Name	
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1600
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12).</p> <p>Corrective Action: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials.</p>
Site Name	
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1601
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not adequately inform households about the national availability and location of free meals for students via the Summer Food Service Program (SFSP).</p>

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	<p>Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials. Use this information: 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. Acceptable outreach activities inform families about the availability and location of summer meals prior to the end of the school year. SFAs 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. SFAs can inform families of summer meals by promoting the following: Access the Summer Meals Site Finder on the Find a Summer Meals Site webpage Call 211 to locate meals in the area Text "food" (in English or Spanish) to 304-304 Visit the Summer Food Service Program webpage</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>Finding 1: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The households meal benefits were incorrectly calculated. See the SFA-1 provided by the consultant for details.</p> <p>Corrective Action: Notify the household of the correct meal benefit, per program requirements. Upload a copy of the Adverse Action letter or Increase in Benefits letter sent to each household. When all corrections have been made ensure the Benefit Issuance list student eligibilities and eligibility dates reflect the documentation. Upload the corrected BI list into SNACS.</p> <p>Finding 2: The extension of benefits capability within Infinite Campus software misidentified students as residing at same address as students who were categorically eligible for free meals based on Direct Certification. These extended eligibility statuses were automatically updated in the system so these students receive free meal benefits. Per USDA regulations, free meal eligibility status may only extended students who reside in the same household. Per page 19 of USDA's Eligibility Manual for School Meals , household is defined as a "group of related or unrelated individuals who are living as one economic unit and whose members share housing significant income, and expenses." Household application information which the SFA enters into IC is corrupted by existing records which should be eliminated.</p> <p>Corrective Action: Work with IC to turn off the extension of benefits capability within Infinite Campus to discontinue automatic extension of free meal benefits to students based on addresses. Turn off the address matching function in the Free and Reduced module. Extend benefits manually once information is obtained to determine if students reside in same household . If more than one household resides at an address, determining official must confirm through available records or contacts with school which students reside with children who are directly certified. Report back on the correction of this issue.</p>

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	<p>Finding 3: The household size indicated within Infinite Campus software incorrectly reports previous residents at an address, or previous members of a household. The SFA cannot override the household number to accurately enter new application information. Incorrect benefit determinations are made by the IC software based on incorrect household numbers.</p> <p>Corrective Action: Work with IC to base household size on current application period only and allow the determining official to enter/change the total household number for a specific application period based on the household application and not the address. If more than one household resides at an address, determining official must be allowed to distinguish the household size. Report back on the correction of this issue.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	142
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: One family declined their student's benefit as determined by DC but the school officials were unaware that this was possible and did not change the student's benefit in the SIS software.</p> <p>Corrective Action 1: Contact the household and confirm their desire to decline the benefit in writing. Ensure the change can be made and noted in the SIS software.</p> <p>Corrective Action 2: The determining official needs to complete 3 parts of the Free, Reduced and Verification training found on the DPI SNT's online learning library: Overview of the Free and Reduced Eligibility Process (Part 1), Special Situations in Free and Reduced Eligibility (Part 3), and the Knowledge Check (Part 4). Upload the certificate of completion emails into SNACS.</p>
Site Name	
Form Name	Verification (207 - 215)
Question #	207
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA did not complete the verification process per 7 CFR 245.2 by the required date but did begin the process and will complete and complete the VCR prior to Feb 28th.</p> <p>Corrective Action 1. Complete the verification process and upload all the completed verification documentation into SNACS.</p> <p>Corrective Action 2. Submit a statement of understanding that verification must be completed annually by November 15.</p>

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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>Finding: The correct non-discrimination statement was not included on all program materials.</p> <p>Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
Site Name	Albany El
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	402
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding : The daily minimum requirement for vegetable was not met for Albany Elementary at lunch during the day of review, 2/14/24. The daily minimum requirement for K-5 is 3/4 cup and 1/2 cup of corn was served. This is a repeat violation. If this finding is found on future Administrative Reviews, regardless of the site, it will be subject to fiscal action.</p> <p>Corrective Action : Describe specifically how the daily minimum requirement for vegetable would be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Albany El
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The meal pattern requires a minimum amount of each food component per age/grade group to be offered, regardless of what the student chooses to select. Each line (or entrée option) needs to meet the daily meal pattern requirements as well as the weekly meal pattern requirements. The 2.6 ounce PBJ Uncrustables were offered daily during the week of review as an alternate entree option, and provided 1 oz eq grain and 1 oz eq meat/meat alternate. Therefore, students were offered 5 oz eq grain and meat/meat alternate during the week, which does not meet the weekly K-8 meal pattern requirement of minimum 8 oz eq grain and 9 oz eq meat/meat alternate.</p> <p>Corrective Action: Describe how the menu would be changed to meet the minimum weekly grain requirement for grades K-8. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting</p>

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	documentation for items that would be planned. For district-wide menus, the State Agency must assess fiscal action for all sites, reviewed and non-reviewed, in which the non-reimbursable meals were served. Therefore, the State Agency will take back the PBJ alternate meals for both the K-8 menu and the high school on the lowest day of participation during the week of review, January 22-26, 2024.
Site Name	Albany El
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	431
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Daily production records are kept but are missing some information that would benefit your operation (accurate crediting and portion size information). Please start entering the serving size and portion control tool staff should use for each menu item. This may be a weight, volume, or unit measurement. Please also start entering the crediting information for produce in volume measurements (cup) instead of "1" serving.</p> <p>Corrective Action: Submit one full week of completed lunch production records. 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	Albany El
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>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. The typed instructions for recipes were incomplete.</p> <p>Corrective Action: Submit a standardized recipe for the grilled cheese, chicken alfredo, and a homemade casserole in your menu rotation. Be sure to include all requirements of a standardized recipe, including specific ingredients used, 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	Albany El
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1411
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Mandarin Oranges (China) Tuna (Thailand) Black Olives (Morocco) Cucumber (Mexico)</p>

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	Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products in the SFA's inventory. Noncompliant Product List templates can be found on the Buy American webpage. (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american)
Site Name	Albany El
Form Name	Special Milk Program
Question #	2
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Milks are being claimed in the Special Milk Program for students who have access to a meal and do not qualify for this program (7 CFR 215.7). The SFA has no students who qualify for this program and is mistakenly claiming all paid milks served in the SMP which it is not eligible to participate in.</p> <p>Corrective Action 1: A full reclaim will be applied to all SMP milks claimed back to the beginning of the school year.</p> <p>Corrective Action 2: Make an update to the SFA's online contract indicating the end of participation in SMP as of January 31, 2024.</p>
Site Name	Albany El
Form Name	Wisconsin School Day Milk Program
Question #	1
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA is not operating the Wisconsin School Day Milk Program (WSDMP) as indicated on Schedule A of the School Nutrition contract.</p> <p>Corrective Action1: Implement an accurate Point of Service for the milk program ensuring that every student choosing to receive a milk is present at the POS at the time that they receive a milk and their milk purchase is entered directly into the electronic POS system.</p> <p>Corrective Action 2: Have the Claim preparer and the Food Service Director complete the WSDMP e-learning course and each upload a certificate of completion email into SNACS.</p> <p>Corrective Action 3: Submit a statement explaining how the SFA will cover the cost of milks served to Paid-eligible students moving forward (In WSDMP you claim only milks served to Free and Reduced-eligible students in grades PreK-5)</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/06/2024	4443		Administrative Review		Food Service Director			
Comments							Created By	Created Date
It is the intention of the Food Service Director that the fruit portions credit as 1/2 cup. This is indeed helpful at the point of service when recognizing reimbursable								

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meals. Please be aware that a 135 count orange credits as 1/2 cup, therefore when pre-slicing the orange, all slices should be given. Per the typed instructions submitted under the document "Recipe - Review Week" it indicated the procedure was to slice an orange into 8 slices and provide 4 of the slices in a serving cup as one portion. This would credit as 1/4 cup, which is allowable but likely causes confusion for students and staff as the point of service.		
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03/05/2024	4417		Administrative Review		Food Service Director		
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Comments						Created By	Created Date
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Daily production records are neatly hand written but are missing some information that would benefit your operation (crediting information and forecasting). If production records are saved on your computer as word documents, consider typing each menu item to reduce time spent writing. These can then be easily reused by copying and changing the date and any other information that needs updating. Be specific on production records about the identity, brand, and description of the items served. Instead of "cereal or assorted muffins", list the names of the cereals or the flavors of muffins separately. Listing the specific type of cereal or muffin indicates exactly what was served. There can be a wide variation in formulation of the many products that fall into these categories. Fruit sizes (e.g. case count) 6 should also be recorded. A list of production record requirements ("Must Haves and Nice to Haves") and sample production record templates can be found on our Production Records webpage (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/productionrecords).		
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