

# Administrative Review Report

Brodhead School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/04/2023	01/12/2024
On-Site Review	02/06/2024	02/07/2024
Site Selection Worksheet	12/04/2023	12/08/2023
Entrance Conference	02/06/2024	02/06/2024
Exit Conference	02/07/2024	02/07/2024

## Commendations:

Thank you to the Brodhead High School staff for the warm welcome during this Administrative Review. They were knowledgeable in all aspects of their job duties, kept the cafeteria clean throughout meal service, and had complete accuracy at the point of service. The breakfast cashier was friendly and addressed all students by name.

Thank you to the Food Service Director for her organization, swift responses, and for planning and submitting a week of review with no meal pattern errors. Well done!

## Recommendations:

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

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.

## Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date	March 15, 2024	
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p><b>Finding:</b> Student field trip meals are being entered into POS prior to the students receiving the meal.</p> <p><b>Corrective Action:</b> Provide a statement of the procedures for counting field trip meals.</p>
	02/06/2024 04:34 PM	

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Form Name	Local School Wellness (1000 - 1006)	
Due Date	March 15, 2024	
Corrective Action Status	1000	
Corrective Action History	No TA Log# found	
Form Name	Flagged	
Question #	Flagged 02/06/2024 06:57 PM	<p><b>Finding:</b> Current Local Wellness Policy (LWP) and policy 8500 does not include the most recent NDS (insert missing content) (7 CFR 210.31).</p> <p><b>Corrective Action:</b> Provide updated Non-Discrimination Statement on both the Local Wellness Policy and 8500 policies. Submit updated policies into SNACS once updated.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Due Date	March 15, 2024	
Corrective Action Status	126	
Corrective Action History	No TA Log# found	
Site Name		
Form Name	Flagged	
Question #	Flagged 02/06/2024 04:55 PM	<p><b>Finding:</b> one application was missing the household signature. This application is considered incomplete; therefore, this application is now considered a paid status.</p> <p><b>Corrective Action:</b> Family qualified for free meals by DC on February 2, 2024. No further action needed.</p>
Form Name:	Civil Rights (809 - 810)	
Due Date	March 15, 2024	
Corrective Action Status	810	
Form Name	Flagged	
Question #	Flagged 02/06/2024 04:05 PM	<p><b>Finding:</b> The correct non-discrimination statement was not included on the Unpaid Meal Policy materials.</p> <p><b>Corrective Action:</b> Update revised Unpaid Meal Policy to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>

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<b>Form Name</b>	Civil Rights-POS	
<b>Due Date:</b>	March 15, 2024	
<b>Question #</b>	<p>Flagged</p> <p>02/06/2024 04:10 PM</p>	<p><b>Finding:</b> The SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students, which constitutes overt identification.</p> <p><b>Corrective Action:</b> Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.</p>
<b>Form Name:</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Due Date:</b>	March 15, 2024	
<b>Question #</b>	<p>Flagged</p> <p>02/07/2024 08:27 AM</p>	<p><b>Finding:</b> It was observed that two staff members were given two meals. The cashier stated that they help with clean up in the cafeteria. Only staff directly responsible for providing meals are eligible for a free meal paid using food service funds (Fund 50).</p> <p><b>Corrective Action:</b> As of February 8, 2024, either stop providing free meals or food items to other staff members or develop a procedure to make a ledger transfer from Fund 10. A monthly transfer is recommended.</p>
<b>Form Name:</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Corrective Action Status</b>	410	
<b>Date Due:</b>	March 15, 2024	
<b>Question #</b>	<p>Flagged</p> <p>02/06/2024 01:54 PM</p>	<p><b>Finding:</b> If meals are provided to children on a field trip and claimed for reimbursement, they must meet daily meal pattern requirements. The field trip form for Brodhead High School indicates that students may choose 1/2 cup fruit, 1/2 cup vegetable, or both. The 9-12 lunch meal pattern requires that high school students can select up to 1 cup fruit and 1 cup vegetable.</p> <p><b>Corrective Action:</b> Please update the ordering form to make it clear that students attending field trips may order the full portion size of each component. Please also add verbiage for students to select their preferred milk variety. The updated form may be uploaded in SNACS.</p>

Technical Assistance Entries:

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TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/07/2024	4228		Administrative Review		AR and FSD			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
Subsidizing reduced-price and paid meals/snacks in the USDA School Breakfast Program (SBP) and Afterschool Snack Program (ASP) is an allowable cost to the nonprofit food service account. In addition, subsidizing reduced-price meals in the National School Lunch Program (NSLP) is an allowable cost to the nonprofit food service account. Paid Lunch Equity (PLE) statutory and regulatory requirements only apply to prices for paid lunches. SFAs considering implementing universal free SBP and ASP should first conduct an analysis of whether this would be cost-effective and sustainable.							2/7/2024 8:50:50 AM	
02/06/2024	4227	1007	Administrative Review	ALL	SFA			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
Contact Neola and let them know to update the USDA Non-Discrimination Statement.							2/6/2024 7:02:22 PM	