

# Administrative Review Report

Monticello School District

## Commendations:

### **From the Public Health Nutritionist:**

Thank you to all staff at Monticello School District for the warm welcome and cooperation during this Administrative Review (AR). A special thanks to the Food Service Director for their great organizational skills which helped expedite this AR. All standardized recipes, production records, and crediting documentation was well-organized and easy-to-follow. All daily and weekly meal pattern requirements were met for the high school. In addition, thank you to the school nutrition professionals who brought great energy into the cafeteria. Lastly, thank you to the administrative staff for supporting such a great school nutrition program.

### **From the Nutrition Program Consultant:**

Our sincere thanks to the administration and school nutrition staff of Monticello School District. We really appreciate the time and effort spent preparing for and participating in the administrative review process, especially the organization of documents! 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> ).

No Recommendations found for this review.

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/19/2024 01:33 PM</p>	<p><b>Finding 1:</b> The SFA has an Unpaid Meal Charge policy in place but students are still accruing large amounts of meal debt with no penalty. Unpaid meal charges are an unallowable expense to food service.</p> <p><b>Corrective Action 1:</b> Update the unpaid meal charge policy, clearly communicate the policy multiple times throughout the school year with households and staff, and collect student payments. Utilize the <a href="#">Unpaid Meal Charge Policy 'In a Nutshell'</a> to revise the current policy. It is suggested to provide an alternate meal once the students meet a determined negative account balance. Submit a copy of the updated policy.</p> <p><b>Finding 2:</b> The SFA is allowing students to charge meals and rack up a large unpaid meal debt. This is an unallowable cost to Fund 50. All debt accrued while the student is still enrolled is considered delinquent debt. The SFA must make every effort to recoup the unpaid meal debt while the student is still enrolled. A strong, enforced Unpaid Meal Charge Policy is necessary here. Once all efforts to recoup the unpaid meal debt are exhausted, the SFA can determine the delinquent debt as bad debt. When the unpaid meal debt is considered bad debt, the district is responsible for paying it off by transferring money to Fund 50 from an Angel Fund or from Fund 10.</p> <p><b>Corrective Action 2:</b> Submit a statement of how you intend to determine the total bad debt annually and ensure that a transfer is made to Fund 50 to cover the annual bad debt.</p>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/19/2024 01:36 PM</p>	<p><b>Finding:</b> 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. All a la carte items sold at breakfast were not included on the Nonprogram Revenue Tool.</p> <p><b>Corrective Action:</b> Submit a statement of understanding that this tool is required to be completed annually and must include all a la carte items.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/19/2024 01:37 PM</p>	<p><b>Finding:</b> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p>

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		<p><b>Corrective Action:</b> Utilizing the DPI template policy (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>),upload a copy to the school website. Submit a statement when this has been completed.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/19/2024 01:39 PM</p>	<p><b>Finding:</b> SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p><b>Corrective Action:</b> Complete the <a href="#">assessment of the Local Wellness Policy</a> 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>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	126	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/19/2024 03:10 PM</p>	<p><b>Finding:</b> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). One student was listed as Free, but should have been Reduced. Three students were determined free based on a 7 digit case number which is not a qualification for free meals.</p> <p><b>Corrective Action:</b> Follow up with the families as needed. Send out a copy of the adverse action letter. Submit a copy of the adverse action letters.</p>
<b>Site Name</b>		
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	209	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/19/2024 12:50 PM</p>	<p><b>Finding:</b> Applications selected for verification were not verified correctly (7 CFR 245.6a).</p> <p><b>Corrective Action:</b> Mail the adverse action letter to the household. Give the household 10 calendar days from the date of the letter prior to changing the eligibility status to paid. Submit a copy of the letter. Submit a statement of understanding on how the verification process will be completed correctly in the following school year.</p>
<b>Site Name</b>		
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	211	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged 04/19/2024 12:47 PM	<b>Finding:</b> The "We must check" Verification letter is outdated and has the incorrect USDA nondiscrimination statement. <b>Corrective Action:</b> Update the letter with the correct USDA nondiscrimination statement. Submit a copy of the updated letter and submit a statement this has been corrected in SNACS.
<b>Site Name</b>		
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	214	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 04/19/2024 12:50 PM	<b>Finding:</b> The SFA did not provide ten calendar days notice to the household(s) when benefits were reduced as a result of verification (7CFR 245.6a). <b>Corrective Action:</b> Submit a statement of understanding that ten calendar days must be provided to households prior to reducing benefits, as a result of verification.
<b>Site Name</b>	Monticello Hi	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	401	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 04/09/2024 02:27 PM	<b>Finding:</b> Three non-reimbursable meals were observed at breakfast during service on April 9, 2024. Two meals did not contain the required 1/2 cup fruit, vegetable, or combination and one meal did not contain three items as required under Offer versus Serve. Technical assistance was provided onsite to staff regarding additional signage indicating the 1/2 cup fruit and/or vegetable requirement and keeping a fruit basket at the POS so that students would not have to return to the line for the fruit requirement.  Pancake on a stick and milk (missing 1/2 cup fruit and/or vegetable) Poptart and milk (missing 1/2 cup fruit and/or vegetable) Muffin and juice (missing third item). <b>Corrective Action:</b> Submit a statement which indicates understanding that students must select three items, one of which is 1/2 cup fruit, vegetable, or combination, under Offer versus Serve. Additionally, in this statement explain how this error will be corrected and avoided in the future.
<b>Site Name</b>	Monticello Hi	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	402	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 04/10/2024 06:34 AM	<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 order form indicates that meals come with a sandwich, apple, chips, bottled water, and a cookie.  The current field trip meals do not meet daily meal pattern requirements. The 9-12

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		<p>lunch meal pattern requires that high school students have the ability to select up to 1 cup fruit and 1 cup vegetable and 1 cup of milk.</p> <p><b>Corrective Action:</b> Please update the ordering form for 9-12 students 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. This was completed onsite; no further action required.</p>
<b>Site Name</b>	Monticello Hi	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 04/10/2024 06:27 AM</p>	<p><b>Finding:</b> The same meal pattern is used for grades K-12 at lunch. In addition, grades 6-12 are given a third build-your-own entrée option. Because there is no overlap with the dietary specifications for these age groups under the NSLP, a separate K-5, 6-8 and 9-12 or K-8 and 9-12 meal pattern must be followed.</p> <p><b>Corrective Action:</b> Submit a statement explaining how a separate K-5, 6-8 and 9-12 or K-8 and 9-12 meal pattern will be followed going forward.</p>
<b>Site Name</b>	Monticello Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	431	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 04/10/2024 06:28 AM</p>	<p>Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Production records currently have all the requirements; however, all required information is not being documented. The purchase unit prepared column is either not filled in, or filled in with how the leftovers were discarded or saved. Additionally, for fruits and vegetables the total quantity prepared in bulk units is being documented in the number of planned servings.</p> <p>The prepared quantity in bulk units column communicates how many cases, bags, pounds, or items are needed to prepare the planned number of portions. For example, if the plan is to serve 280 half cup servings of baked beans, documenting in the bulk quantity column that school production staff need to pull 12 - #10 cans communicates how much bulk needs to be pulled to prepare the intended number of total servings.</p> <p>The unit to document leftovers is up to the discretion of the SFA and what makes sense for the production and forecasting; whether this is documented in bulk quantity, or the number of portions.</p> <p>Lastly, it is important that staff continue to document any items added to the menu the day of service, e.g. use of leftover vegetables from the day before, and to document any substitutions, e.g. the use of an enriched dinner roll rather than the whole grain roll documented on the production record. Production records communicate the plan of the day, and how that plan was carried out on the day of meal service.</p>

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		<p>In a K-12 building, all grade groups may be documented on the same production record, but planned serving sizes, number of servings prepared, and crediting must be indicated for each grade group. Additionally, it is imperative to indicate the menu options available only to the 6-8 and 9-12 grades on the production record. Please reference the DPI templates for two and three grade groups as an example on our Production Records Webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records</a> ) .</p> <p><b>Finding:</b> The planned serving sizes per grade group, number of planned/actual servings prepared, total quantity prepared in bulk units, and menu options only available to older grade groups were not consistently filled or documented daily on lunch production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf</a> ).</p> <p><b>Corrective Action:</b></p> <p>Submit one full week of completed breakfast and lunch production records, including all required information recorded daily. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date. Additionally, have all staff complete the DPI production record training (e.g. SNT Production Records e-learning courses: <a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns</a>:~:text=Production%20Records%20Standardized%20Recipes ). Submit a certificate of completion for each staff member, or if completed as a group, submit a meeting agenda detailing the date, training material reviewed including the required webcast, and the staff who attended.</p>
<b>Site Name</b>	Monticello Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	434	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 04/10/2024 06:32 AM</p>	<p><b>Finding:</b> The Pony Wrap entrée is not being prepared according to the recipe. The recipe calls for the assembly of 3/8 chicken patty, 0.25 oz cheese, 1 oz shredded lettuce tossed in ranch dressing on a 9" whole wheat tortilla. Instead, the staff are assembling the 9" wrap and 1 whole chicken patty and allowing students to select their fillings: cheese, lettuce, jalapeno, tomatoes, pickles, and onions as toppings. The cheese is served via gloved hand by a staff member, not a standardized measuring utensil, and the other fillings are self-serve with tongs. None of the fillings have planned serving sizes.</p> <p><b>Corrective Action:</b> Submit an updated recipe for the Pony Wrap and a production record template indicating all toppings with the intended serving sizes for each.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
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04/09/2024	4719		Administrative Review		FSD				
Comments									
					Created By	Created Date			
When vegetables on the garden bar are served with tongs and are used to meet the weekly vegetable requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx</a> ).									4/10/2024 7:27:29 AM
04/09/2024	4718		Administrative Review		FSD				
Comments									
					Created By	Created Date			
There is confusion about what the planned menu is for breakfast for students. A variety of grain items are offered daily (poptarts, muffins, snack breads, and graham crackers), rotating main entrée, and cereal bowl. Additional signage should be used to communicate to students which items may be selected together and which items would be charged a la carte above the reimbursable meal price as a second entrée.									4/10/2024 7:27:10 AM
04/09/2024	4717	434	Administrative Review	Monticello Hi	FSD				
Comments									
					Created By	Created Date			
Recipes should be updated to reflect current practices and products. Standardized recipes exist, but many are not accurately reflecting what is happening in the kitchen. • Meatloaf recipe: The recipe calls for 80/20 ground beef; however, USDA 85/15 product is being used. The quantity prepared in the recipe credits as 2.0 oz eq M/MA; however, the different product changes the dietary specifications of the recipe. • Sub recipe: Calls for a 2 oz whole grain-rich bun; however, a 2.5 oz whole grain-rich bun is being used. This affects the grain component crediting as well as the dietary specifications. • Pizza Munchable: Calls for 1.75 oz cheese, crediting as 1.75 oz eq. School Nutrition Professionals were going to use 1.5 oz of cheese before state agency staff intervened to correct the portion size. This would have resulted in a recipe crediting less than the intended 2.0 oz eq M/MA for the high school level. For more information on what essential information must be on a standardized recipe, review the Standardized Recipes in a Nutshell document ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipes-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipes-in-a-nutshell.pdf</a> ). Recipes come from corporate but should be site-specific to reflect the actual products and procedures used in each individual kitchen. Additionally, consider purchasing a scale that can accurately measure ounces for weighing out smaller amounts of products; i.e. 1.75 oz of cheese, or 2.48 oz of carrots, 1.43 oz of turkey, etc.									4/10/2024 6:29:48 AM