

Administrative Review Report

Dodgeville Sch District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/20/2019	03/29/2019
On-Site Review	04/05/2019	04/30/2019
Site Selection Worksheet	02/21/2019	02/28/2019
Entrance Conference	04/08/2019	04/09/2019
Exit Conference	04/09/2019	04/09/2019

Commendations:

Thank you to the staff at Dodgeville School District for the courtesies extended to us during the on-site review. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

Recommendations

The High School Kitchen had a beautiful set up with lots of great selections. During the first day of meal observation, majority of students went through the line without taking or being encouraged to take a reimbursable meal. There were many opportunities where the students could have taken a fruit from the fruit basket right by the register and would have had a reimbursable meal. We recommend encouraging more students to take reimbursable meals rather than all a la carte, as the intention of the program is to provide students with healthy reimbursable meals.

SFA was using the old "Medicaid-Sharing of Information Form". This form is now irrelevant since SFA's upload their enrollment through Direct Certification and households automatically match to Medicaid.

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Findings and Corrective Action:

Form Name	Civil Rights (800 - 807)	
Question #	801	
Corrective Action History	Flagged 04/03/2019 10:43 AM	<p>Finding: The Public Release was posted on the SFA's website. It cannot be posted on the website.</p> <p>CA: Submit a statement the public release will be removed from the district website.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
Corrective Action History	Flagged 04/03/2019 11:36 AM	<p>Finding: Current LWP does not include all of the required content related to public involvement, triennial assessment and updating the public on the wellness policy.</p> <p>CA: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	S-1	
Corrective Action Status	Flagged- See finding on final report #19 on S-1 form.	
Corrective Action History	Flagged 05/03/2019 03:34 PM	<p>Finding:</p> <p>A: SFA was using the incorrect report for counting and claiming. The Monthly Transaction Summary Report was used instead of the monthly Edit Check Report. This is considered to be a systemic claim consolidation error because the correct counts were available but were not used for claiming.</p> <p>B: During the review period of March there was a clerical error which was non-systemic. On one of the school's claim, rather than the full month of numbers being entered into the claim, only one operating day was entered into the claim. This error will be corrected through the corrective action requested below.</p> <p>CA: Upload into the "Documents" tab in SNACS the Edit Checks and Monthly Transaction Summary Reports for breakfast (regular and severe need) and lunch for all 4 school sites starting from September 2018 until April 2019. Fiscal Action will be assessed based on the differences between the Edit Checks and Monthly Transaction Summary Reports.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #		
Corrective Action History	Flagged 05/01/2019 01:37 PM	<p>Finding: SFA created their own registration form, which has information on it that does not align with the intent of the Child Nutrition Programs. The primary intent is to improve meal access for families in need and provide children with</p>

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		<p>nutritionally balanced meals. The form focuses on saving money for fee waivers and additional funding opportunities. The Federal Income Chart is also prominent on the page.</p> <p>CA: SFA can eliminate the form or update the form to have the correct information on it. Submit a statement on how the SFA will move forward. If updating the form, upload the new template into the Documents tab in SNACS.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
Corrective Action History	<p>Flagged 05/01/2019 02:06 PM</p>	<p>Finding: The SFA did not process 3 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>CA: Notify the household of the correct meal benefit, per program requirements with the adverse action template letter that the consultant sent via e-mail. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	129	
Corrective Action History	<p>Flagged 05/01/2019 02:20 PM</p>	<p>Finding: The Determining Official (DO) did not sign and date the back of the applications. There was an application that was entered into the Benefit Issuance List two months after the date the household signed it. Since there was no signature or date from the DO, it was difficult to determine if this household should have been receiving benefits for two months or if the household turned in the application at a later time.</p> <p>CA: Submit a statement of understanding that the Determining Official will sign and date the applications within 10 operating days upon receiving the application.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	133	
Corrective Action History	<p>Flagged 05/01/2019 02:09 PM</p>	<p>Finding: Students directly certified were not receiving appropriate free or reduced meal benefits.</p> <p>CA: Notify the household of the correct eligibility and upload a copy of the letter and documentation verifying your system has been updated into SNACS.</p>
Form Name	Verification (207 - 215)	
Question #	208	
Corrective Action History	<p>Flagged 05/01/2019 04:21 PM</p>	<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p>

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		CA: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.
Form Name	Civil Rights (809 - 810)	
Question #	810	
Corrective Action History	Flagged 05/03/2019 02:51 PM	<p>Finding: The following program materials did not have to correct format for the nondiscrimination statement.</p> <ul style="list-style-type: none"> • DC Notification Letter • Verification-“We Must Check” & “We Have Checked” Letters <p>CA: Submit a statement of understanding that the nondiscrimination statement must be the same size and font as the other text and that the format can not be changed. Upload the new templates for the DC Notification Letter, Verification-“We Must Check” and “We Have Checked” into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
Corrective Action History	Flagged 05/03/2019 02:48 PM	<p>Finding: Training is not being monitored on a tracking tool.</p> <p>CA: Include all current training hours for each food service employee onto the DPI tracking tool and submit as part of corrective action.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
Corrective Action History	Flagged 04/09/2019 12:44 PM	<p>Finding: Production records are intended to be useful tools to record information prior to production, during production, and following production. The production record template currently in use is out of date and uses language that is not currently applicable (e.g., Traditional Menu Planning). The following information is either incorrect or incomplete on the current production records: Planned/actual number of servings prepared Grade grouping (6-12 is not a grade group) Number of reimbursable and non-reimbursable meals planned and served</p> <p>CA: Send 3 days of completed breakfast and lunch production records from DHS. Choose a week that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
Corrective Action Status	CAP Accepted	

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<p>Corrective Action History</p>	<p>CAP Accepted 04/22/2019 11:38 AM</p>	<p>Finding: Daily and weekly grain shortage: Uncrustable only provides 1 oz eq grain daily and 5 oz eq weekly. Students in grades 9-12 must have access to 2 oz eq grain daily and 10 oz eq weekly. Submit an explanation of what will be added to the Uncrustable meal to bring it into compliance.</p> <p>Cupcakes were offered at breakfast during the week of review. Cupcakes fall under Group F on Exhibit A, and are noted with superscript 3, which reads “allowed only as dessert at lunch.” Submit a signed statement of understanding that grain-based dessert items (superscript 3 and 4) are not creditable at breakfast. Note: cupcakes were served to celebrate National School Breakfast Week. Cupcakes are not part of a healthy and balanced breakfast. CA: Please find alternate and healthy ways to celebrate in the future. CAP Accepted</p>
<p>Form Name</p>	<p>Offer vs Serve (500-502)</p>	
<p>Question #</p>	<p>500</p>	
<p>Corrective Action Status</p>	<p>CAP Accepted</p>	
<p>Corrective Action History</p>	<p>CAP Accepted 04/22/2019 11:39 AM</p>	<p>Finding: Students are not asked or encouraged to make reimbursable meals. The majority of transactions are a la carte sales. The pricing and availability of a la carte items is undermining the success and intention of the program. The intent of the National School Lunch Program is to serve students nutritiously balanced meals and teach them healthy habits to last a lifetime. Offering a large variety of inexpensively priced a la carte items does not aid in teaching students to make balanced meals. WI DPI encourages schools to “keep in mind the best interests of the students and provide our school children with the most healthful and nutritious meals possible.” It is recommended that DHS offer fewer a la carte items, or limit daily a la carte purchases (ex; 2 items per meal daily). CAP Accepted</p>
<p>Form Name</p>	<p>Smart Snacks (1104 - 1107)</p>	
<p>Question #</p>	<p>1104</p>	
<p>Corrective Action Status</p>	<p>CAP Accepted</p>	
<p>Corrective Action History</p>	<p>CAP Accepted 04/22/2019 11:31 AM</p>	<p>Finding: The Chewy Chocolate Chip Granola Bar contains more than 10% of calories from saturated fat.</p> <p>CA: State what will be done with this product to comply with the Smart Snack regulations. CAP Accepted</p>
<p>Form Name</p>	<p>Food Safety, Storage and Buy American (1404-1411)</p>	
<p>Question #</p>	<p>1410</p>	
<p>Corrective Action Status</p>	<p>CAP Accepted</p>	
<p>Corrective Action History</p>	<p>CAP Accepted 04/25/2019 01:01 PM</p>	<p>CA: Please submit a copy of completed non-domestic documentation for products identified, as well as any other products found in inventory.</p>

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		Garlic powder- China Watermelon- Mexico Grapes- Chile Cucumbers- Mexico Bagged tropical fruit salad- Philippines Pineapple- Indonesia (documentation needs updated) CAP Accepted
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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/09/2019	461		Administrative Review	Dodgeville High School				
Comments					Created By		Created Date	
Currently, DHS is offering ¾ cup juice boxes. At breakfast, high school students need access to 1 cup of fruit, with no more than 50% in the form of juice. It is recommended that DHS offer one ½ cup juice box and one ½ cup serving of fruit (fresh, frozen, canned, dried) daily.							4/9/2019 1:44:55 PM	
04/09/2019	460	411	Administrative Review	Dodgeville High School				
Comments					Created By		Created Date	
Potatoes were offered at lunch on 11 of the 16 service days in the month of review. Please consider implementing a menu with more diverse offerings.							4/9/2019 1:32:51 PM	
04/09/2019	459	400	Administrative Review	Dodgeville High School				
Comments					Created By		Created Date	
Currently, DHS is offering ¾ cup juice boxes. At breakfast, high school students need access to 1 cup of fruit, with no more than 50% in the form of juice. It is recommended that DHS offer one ½ cup juice box and one ½ cup serving of fruit (fresh, frozen, canned, dried) daily.							4/9/2019 1:31:13 PM	
04/09/2019	458	1107	Administrative Review	Dodgeville High School				
Comments					Created By		Created Date	
Recommended that DHS open a second POS for a la carte only, offer fewer a la carte options, or only allow a la carte purchases after students have been through the line to purchase a reimbursable meal.							4/9/2019 1:29:56 PM	
04/09/2019	457	1105	Administrative Review	Dodgeville High School				

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Comments					Created By			Created Date	
<p>Juice boxes are offered daily as part of the reimbursable breakfast. Several students were seen purchasing what would have been a reimbursable meal, if they would have selected the juice box instead of a bottled juice. It is recommended that DHS stop selling bottled juice a la carte. Students who wish to purchase juice may either get a juice box with a reimbursable meal, or pay a la carte for an individual juice box.</p>								4/9/2019 1:29:14 PM	