

Administrative Review Report

Iowa-Grant School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/08/2023	01/15/2024
On-Site Review	01/30/2024	01/31/2024
Site Selection Worksheet	12/08/2023	12/11/2023
Entrance Conference	01/29/2024	01/29/2024
Exit Conference	01/31/2024	01/31/2024

Commendations:

Thank you to all staff at Iowa Grant School District for the warm welcome and cooperation during this Administrative Review (AR). A special thanks to the Food Service Director and District Bookkeeper 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 for completing the offsite portion of this review. In addition, thank you to the school nutrition professionals who brought great energy into the cafeteria and work diligently every day to provide students with the nutrition they need. The salad movement line is a great idea for providing additional fruits and vegetables to students and we hope that those options will expand into a future salad bar or into alternate menu options for the younger students, too. We appreciate your willingness to learn and improve the School Meal Programs at Iowa-Grant School District. Lastly, thank you to the administrative staff for supporting such a great school nutrition program.

Recommendations:

We hope you consider joining the School Nutrition Team at our [summer training series](#) either in-person or virtually.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/31/2024 09:39 AM</p>	<p>Finding 1: On the Annual Financial Report (AFR), all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). Finding 2: The beginning fund balance on the AFR does not match the PI-1505 report. Finding 3: The total revenue reported on the AFR does not match the PI-1505 report.</p> <p>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/31/2024 09:42 AM</p>	<p>Finding: 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.</p> <p>Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year.</p> <p>Corrective Action 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/22/2024 11:51 AM</p>	<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.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 09:05 AM	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant (uploaded in the documents tab of SNACS) for specific details on which applications need to be corrected.</p> <p>Corrective Action: Notify the household of the correct meal benefit, per program requirements. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	131	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 09:06 AM	<p>Finding: One application was incorrectly denied.</p> <p>Corrective Action: Provide a notification letter to the household that was incorrectly denied benefits with the correct eligibility and correct the student meal benefits in the system within three operating days. Upload a copy of the letter and documentation showing the student meal benefit has been updated in the system into SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	133	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 09:07 AM	<p>Finding: Students directly certified were not receiving appropriate free or reduced meal benefits.</p> <p>Corrective Action: Notify the household of the correct eligibility and upload a copy of the letter and documentation verifying your system has been updated with the correct eligibility into SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	137	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 09:07 AM	<p>Finding: The SFA did not effectively update student eligibility changes to the benefit issuance (BI) list or the point of service (POS).</p> <p>Corrective Action 1: Update the BI list and POS to accurately reflect the eligibility of the students in error and upload into SNACS.</p> <p>Corrective Action 2: Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely from the eligibility document to the BI list and POS.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 09:11 AM	<p>Finding: The non-discrimination statement was not included on all required program materials (unpaid meal charge policy, special dietary needs policy, and local wellness policy).</p> <p>Corrective Action: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 09:17 AM	<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. This must include a minimum of civil rights training and training related to job duties.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 09:18 AM	<p>Finding: The SFA did not have a site-specific food safety plan. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13).</p> <p>Corrective Action: Update the food safety plan to be specific for each participating school in the SFA, ensure a copy is provided to each school and upload the updated food safety plan(s) into SNACS.</p>
Site Name	Iowa-Grant El/Mid	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	400	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 08:30 AM	<p>Finding: Two non-reimbursable meals were observed at Iowa-Grant Elementary Middle School during breakfast service on January 30, 2024. The two meals did not have access to the required 1 cup fruit offering at breakfast. Though 1/2 cup juice and 1 apple were available at the start of the meal service, the juice ran out mid-service and was restocked after state agency intervention. The apple then ran out by the end of service and was not restocked only leaving 1/2 cup juice as the fruit option for students. The cheese stick option also ran out mid-service but was replenished at the time the juice was replenished.</p>

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		<p>2 meals did not have access to a full cup of fruit.</p> <p>Corrective Action: Submit a statement explaining how access to planned menu items and thus, the daily minimum requirements, will be ensured in the event items run out during the meal service.</p>
Site Name	Iowa-Grant El/Mid	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/31/2024 08:33 AM</p>	<p>Finding: During breakfast observation on the grab n' go line, it was observed that students were not made to take a 1/2 cup fruit or three items to make a reimbursable meal. State agency staff intervened to redirect students to take the required number of items and/or 1/2 cup of fruit before handing it off to the point of service member to intervene. Two non-reimbursable meals were observed at Iowa-Grant Elementary Middle School during breakfast service on January 30, 2024. Two meals did not contain the required 1/2 cup fruit or vegetable, under Offer versus Serve.</p> <p>1. Muffin, cheese stick, milk (missing 1/2 cup fruit) 2. Muffin, milk (missing 1/2 cup fruit and third item)</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select three items at breakfast, one of which is 1/2 cup fruit, vegetable, or combination, under Offer versus Serve. Training on OVS is addressed in a separate finding.</p>
Site Name	Iowa-Grant El/Mid	
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	<p>Flagged</p> <p>01/31/2024 08:14 AM</p>	<p>Finding: Signage was not posted at the beginning of the grab n' go breakfast service line to show students what makes up a reimbursable meal. Signage must be posted near the beginning of the service line indicate to students the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The breakfast signage should list the items available and inform students that under Offer versus Serve (OVS), they must select at least three items, one of which must be at least 1/2 cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage 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 grab n' go service line.</p>
Site Name	Iowa-Grant El/Mid	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	<p>Flagged 01/31/2024 08:39 AM</p>	<p>Preschool students are allowed to be served the K-5 meal pattern when they are served at the same time and in the same place as the other grade groups, under the co-mingling flexibility. This flexibility may be used in situations in which it would be a challenge for staff to determine, during meal service if a child is in preschool or older. It may also be used when it would be difficult to provide each age group the proper foods and portion sizes according to the grade-appropriate meal patterns.</p> <p>When the preschool students are not comingled and following their own meal pattern, Offer Versus Serve (OVS) is not an appropriate service style for preschool students. It may interfere with the nutrition goals of the preschool meal pattern, as well as the goal of introducing new foods to children while they are still developing food preferences. Instead, preschool students should be served all the required components in at least the minimum amounts at each meal or the SFA may implement family style meal service.</p> <p>Finding: During the onsite visit, it was observed that preschool students were not comingled with the older grade groups; however, were receiving the K-8 meal pattern. The 4K students eat lunch first and are through the meal service line with ample time to swap out utensils for the next grade group.</p> <p>Corrective Action: Submit a statement describing the changes that will be made to serve the preschool meal pattern to the 4K students.</p>
Site Name	Iowa-Grant El/Mid	
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>Flagged 01/31/2024 09:20 AM</p>	<p>Finding: There was a weekly meat/meat alternate shortage at lunch during the week of review for the chicken ranch wrap entree. Only 7.5 oz eq meat/meat alternate was offered over the course of the week, which does not meet the minimum 9.0 oz. eq. meat/meat alternate requirement for the K-8 meal pattern.</p> <p>1. Chicken Ranch Wrap: 1.0 oz eq from the chicken, 0.5 oz eq from the cheese</p> <p>Corrective Action: Submit a statement explaining how this weekly meat/meat alternate shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Iowa-Grant El/Mid	
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>Flagged 01/31/2024 09:22 AM</p>	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. Though recipes were on file for the salad movement choices, recipes were not being followed as written. Additionally, the menu items "ham and cheese sandwich" and "chicken ranch wrap" are served with lettuce, a variety of vegetables, and fruits though this is not indicated on the recipe. Condiments served with menu items, e.g. mayo and mustard with the ham sandwich, were also not consistently noted on recipes. Lastly, quantity recipes will only be standardized once they have been tried, tested, and adapted to your food service operation. The Caesar Salad recipe, for example, is a quantity recipe and should be standardized to the kitchen in which it is being made.</p> <p>Corrective Action: Submit a standardized recipe for the Salad Movement Choices: Ham and Cheese Sandwich, Munchable, Chicken Ranch Wrap, Chef Salad, and the Caesar salad. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (</p>

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		https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).
Site Name	Iowa-Grant El/Mid	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/31/2024 09:23 AM</p>	<p>Finding: For grades K-12, up to 2 oz eq of grain-based desserts per week are allowed in the NSLP. The menu for the week of review exceeded the grain-based dessert limit for the munchable lunch choice. The munchable entrée contains 1.0 oz eq of grain-based dessert from Cinnamon Graham Scooby Snacks. As students are able to order this entrée daily, the total grain-based desserts they would have access to is 5.0 oz eq weekly.</p> <p>Corrective Action: Describe how the menu would be changed to comply with the grain-based dessert limit. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation for items that would be planned in place of a grain-based dessert.</p>
Site Name	Iowa-Grant El/Mid	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/31/2024 08:10 AM</p>	<p>During breakfast observation on the grab n' go line, it was observed that students were not made to take a 1/2 cup fruit or three items to make a reimbursable meal. State agency staff intervened to redirect students to take the required number of items and/or 1/2 cup of fruit before handing it off to the point of service member to intervene. It appeared that manually searching for students, checking items selected for a meal, and keeping up with a quick breakfast service did not allow ample time to double check items selected. Suggestions were provided to streamline the grab n go area, including:</p> <ol style="list-style-type: none"> 1. Using students ID cards for breakfast, as they do a lunch, to eliminate the time needed to manually search for students; and/or 2. Pre-bundling menu items and allowing Offer versus Serve (OVS) of the milk and second 1/2 cup of fruit; and/or 3. Adding signage to the grab n go area that clearly communicates the item requirement including the 1/2 cup fruit requirement at breakfast. <p>Finding: The Offer versus Serve (OVS) requirements are not fully understood by all staff at the point of service at breakfast and two students were allowed to leave the line without a 1/2 cup fruit and/or 3 items. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning). The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description).</p> <p>Corrective Action: Have staff responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
Site Name	Iowa-Grant El/Mid	
Form Name	Wisconsin School Day Milk Program	
Question #	4	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/31/2024 09:56 AM	Finding: Milks are being claimed based on attendance counts or another counting system rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable. Corrective Action 1: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS. Corrective Action 2: Provide two weeks of WSDMP counts with the corrected counting system. Upload in SNACS. Corrective Action 3: Retrain staff on the new POS procedures. Upload documentation to support the training that was completed and staff sign in sheet into SNACS.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/31/2024	4190		Administrative Review		Food Service Director			
Comments								
							Created By	Created Date
Special Dietary Needs: The special dietary needs policy does not include a link to the medical statement form or information on where the household can access it.								
01/31/2024	4189		Administrative Review		District Bookkeeper			1/31/2024 10:59:54 AM
Comments								
							Created By	Created Date
Other Source Categorical Applications: <ul style="list-style-type: none"> If a household submits an application that indicates Other Source Categorical Eligibility, such as homeless, migrant, runaway or Head Start program, the SFA must confirm the children's status by an appropriate program official either through direct contact with the agency or by a list of names provided by the agency before meal benefits can be provided. Once confirmed, this eligibility is only available to the designated child and is not extended to other members of the household. The effective date is the date the Determining Official is made aware of the eligibility. 								
01/31/2024	4188		Administrative Review		District Bookkeeper			1/31/2024 10:46:38 AM
Comments								
							Created By	Created Date
Annual Income reported on Free and Reduced Meal Applications: <ul style="list-style-type: none"> USDA SP-19, 2017 on March 20, 2017, allows households to report current income as an annual figure. Annual income is typically reported for households with jobs that are seasonal, self-employed, or agricultural work since that is a more accurate representation of current income. These applications may be processed at face value. However, households that receive regular pay checks, will report income based on what is currently earned and the frequency of that pay, e.g., weekly, biweekly, bimonthly, or monthly. 								
01/31/2024	4187		Administrative Review		District Bookkeeper			1/31/2024 10:44:52 AM
Comments								
							Created By	Created Date
Disclosure: The information provided by the family on the free and reduced-price application is to be used only for determining eligibility for meal or milk benefits. Each school year, the SFA must seek written consent from the parent or guardian to use the information provided on the application or through DC for non-program purposes, such as fee waivers. Detailed consent must be obtained each school year. Find the Sharing of Information with Other Programs template on the Free and Reduced Meal Eligibility webpage . Also available in								
							Created By	Created Date
1/31/2024 10:42:24 AM								

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Spanish and Hmong. For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the Disclosure Agreement form should be signed and kept on file at the district. There are two template forms available on the Free and Reduced Meal Applications and Eligibility webpage. One for SFA staff one for outside agencies. Both Disclosure Agreement templates are available in English and Spanish.							
01/31/2024	4186		Administrative Review		Authorized Representative		
Comments							
				Created By	Created Date		
<p>Unpaid Meal Charge Policy:</p> <ul style="list-style-type: none"> •The policy must explain how the SFA will handle situations where children eligible to receive reduced-price or paid meals do not have money in their account or in-hand to cover the cost of their meal at the time of service. If a child has money to purchase a reduced-price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay unpaid charges if the child intends to use the money to purchase that day's meal. •Should be implemented and enforced SFA-wide. •Local discretion to vary policy based on student grade level. •Must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement. •Must be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported. o Schools may not enlist the assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts. •Policies regarding the collection of unpaid meal charges should be included in the written unpaid meal policy. •SFAs are encouraged to review the policy on a regular basis (e.g., annually or biannually). •Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left "unclaimed", they cannot be used to offset another student's negative account, unless paid households have chosen to donate those funds to the school food service account. Funds remaining in a reduced student account cannot be donated to the school food service account. Any funds left in a student meal account, which cannot be returned, must be turned over to the Wisconsin Department of Revenue as unclaimed property. <p>Resources: For a snapshot of what the policy should include, see the Unpaid Meal Charges In a "Nutshell". For a comprehensive overview including best practices and helpful materials, see the Unpaid Meal Charges section of the Financial Management Webpage or the USDA Unpaid Meal Charges Webpage.</p>						1/31/2024 10:39:39 AM	
01/31/2024	4185		Administrative Review		Authorized Representative		
Comments							
				Created By	Created Date		
Since multiple staff members have responsibilities within the School Meal Programs, it is recommended to use the calendar of program requirements and assign who will oversee each task at the beginning of the school year. This ensures no requirements are missed and a clear understanding of who is responsible for what.						1/31/2024 10:18:32 AM	
01/31/2024	4184		Administrative Review		Food Service Director		
Comments							
				Created By	Created Date		
For cleaner reporting on nonprogram foods revenue and accurate marketing of a reimbursable meal in NSLP, it is recommended to change the "super meal" verbiage and charging process. For example, the cashier can select a "lunch charge button" and an "extra entrée button."						1/31/2024 10:13:17 AM	
01/31/2024	4183		Administrative Review		Food Service Director		
Comments							
				Created By	Created Date		
It is recommended that all students have their student IDs during breakfast service to improve the efficiency of the breakfast line. The staff taking breakfast POS counts have to type in the student's names to look them up on the register in order to charge them. The line moves very fast at breakfast and it is difficult for the POS staff to remember all						1/31/2024 10:09:15 AM	

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student names. Scanning IDs would be quicker and easier.														
01/31/2024	4182		Administrative Review		Food Service Director									
Comments														
					Created By	Created Date								
In order to maintain an accurate counting and claiming system, each classroom or service area for the WSDMP must document on a daily basis which students received a half-pint of milk. The count must be taken at the time the student receives the milk, this is referred to as the 'point of service' (POS). The Daily Participation Prototype Form or a similar tracking system can be used to document the count. The tracking system used can be manual or electronic. It is important that the person completing the checklist record which student took a milk (by name). This will help the individual consolidating the claim determine which milks are eligible for reimbursement. It might be helpful to have weekly or monthly classroom rosters in the binder over the milk cooler that way teachers can mark off the daily milk counts as students take a milk from the cooler. A record of the daily milk counts must be kept for 3 years plus the current school year.										1/31/2024 10:06:08 AM				
01/30/2024	4181	406	Administrative Review	Iowa-Grant El/Mid	FSD									
Comments														
					Created By	Created Date								
Though the school is using the K-8 meal pattern, the breakfast grab n' go area is reserved for 5-8th grade as their classes start 15 minutes earlier than the K-4th grades. It is recommended that all main menu items be available to all through the main cafeteria line and to reserve the grab n go line for a subset of the main cafeteria line choices that are easy to grab n' go with, e.g. cereal, cheese sticks, fruit, etc. It is not advised to offer a menu item, such as an apple fruedel, only through the grab n' go area where the K-4 grade cannot access it while also not offering it through the main line.										1/31/2024 9:57:08 AM				
01/30/2024	4180	400	Administrative Review	Iowa-Grant El/Mid	FSD									
Comments														
					Created By	Created Date								
Salad Bars: Fruits and vegetables on a garden bar can credit towards the meal pattern. Even with garden bars, the menu planner must plan a specific portion size that they intend students to take. If the fruits or vegetables on the garden bar are used to meet the weekly requirements, portion sizes of at least 1/2 cup each should be communicated to students. This encourages students to take the planned amount, and ensures the amount needed for a reimbursable meal is selected. Check out our Webpage for resources including salad bar production records, signage, and salad bar service line options (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning#accordion-80241-5). Reach out to the PHN on your review for additional questions and assistance in implementing a salad bar.										1/31/2024 9:35:47 AM				
01/30/2024	4179	431	Administrative Review	Iowa-Grant El/Mid	FSD									
Comments														
					Created By	Created Date								
The Salad Movement production records listed each ingredient in the recipe individually on the production record during the week of review. As each entrée choice is assembled prior to serving on the line, each ingredient does not need to be listed on the production record. The Salad Movement entrée choices may be added to the main production record on an individual line, e.g. "Chicken Ranch Wrap, Recipe" or the four entrée choices may be kept on a separate production record and supplemental to the main production record. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).										1/31/2024 9:27:02 AM				
01/30/2024	4178	1411	Administrative Review	Iowa-Grant El/Mid	FSD									
Comments														
					Created By	Created Date								
Buy American is currently being tracked closely by the SFA. However, to streamline tracking and to keep data in a single electronic location, it is recommended and desired by the SFA to track using the DPI Excel template										1/31/2024 9:16:18 AM				

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<p>(https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/noncompliant-product-list_3_logo.xlsx).</p>		
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