

Administrative Review Report

Alma Center School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/09/2023	03/07/2023
On-Site Review	03/07/2023	03/09/2023
Site Selection Worksheet	01/09/2023	01/09/2023
Entrance Conference	03/07/2023	03/07/2023
Exit Conference	03/09/2023	03/09/2023

Commendations:

From the Nutrition Program Consultant: Staff at the Alma Center School District were very friendly and open to State Agency feedback. Thank you for completing the offsite questionnaire and uploading documentation in SNACS before the onsite visit. The Food Service Director shows a willingness to comply with program regulations and implement ways to improve the program for students.

From the Public Health Nutritionist: Thank you to all staff at the Alma Center School District for the cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The kitchen at Lincoln Elementary is clean and well-organized and the School Nutrition staff are hard-working. The salad bar at Lincoln Elementary is fresh and colorful and is a great addition to the lunch meal. Thank you for serving healthy, nutritious meals to your students!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 10:14 AM	<p>Finding 1: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p>CA 1: Review the Annual Financial Report webcast or manual on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p> <p>Finding 2: The SFA has received Supply Chain Assistance Funds and not in compliance with the Attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on, and the funds are not being tracked separately.</p> <p>CA: 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. It is recommended that the SFA utilize DPI SNT's Supply Chain Assistance Funds Expense Tracker (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/sca-funds-expense-tracker.xlsx).</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	701	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 10:17 AM	<p>Finding: Based on the SY 2021-22 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of 3 months average expenditures. The SFA does not have an approved spend down plan from the State Agency (7 CFR 210.9(a)).</p> <p>CA: Submit a plan and timeline for reducing the net cash resources to below 3 months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process.</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	Flagged 03/08/2023 03:54 PM	<p>Finding: The SFA did not accurately calculate the nonprogram food ratio. The SFA completed the Nonprogram Foods Revenue Tool but did not include all required information into the tool. The Program food cost/revenue section was not completed. (7 CFR 210.14).</p> <p>CA 1: Watch the Nonprogram Food Revenue webcast on the DPI website (https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html). CA 2: Update the Nonprogram Foods Revenue Tool, including all missing information and upload the updated tool into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	

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Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 09:00 AM	Finding: The Public Release was not distributed to the required locations. Specifically, the public release was not distributed to a media outlet. CA: Upload into SNACS the names of a media outlet that the public release will be sent in the following school year.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 09:02 AM	Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). CA: Provide a timeline for when a school meal program civil rights complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance. It is recommended the SFA utilize DPI SNT's template procedure. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx)
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	Flagged 02/22/2023 02:58 PM	Finding: Current Local Wellness Policy (LWP) does not include all of the required content (Policy Leadership, Triennial Assessment, & Update/Inform the Public) (7 CFR 210.31). CA: 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.
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	Flagged 02/22/2023 03:00 PM	Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years. CA: 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.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 01:36 PM	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 for specific details on which applications need to be corrected. CA: Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	138	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 09:16 AM	Finding: The benefit issuance (BI) list contains "census children" that are not enrolled in the district and do not have access to meal benefits. Corrective Action: Remove all "census children" from the BI list and contact your enrollment software company for assistance.
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	Flagged 03/08/2023 08:58 AM	Finding 1: The correct non-discrimination statement was not included on all program materials. CA: Update the sharing of information form and LWP to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated. Finding 2: The non-discrimination statement was not included on the unpaid meal charge policy. CA: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 03:18 PM	Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. CA: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS. It is recommended the SFA use the USDA Professional Standards Tracking Tool Version 2.0 (https://pstrainingtracker.fns.usda.gov/) or the DPI Professional Standards Tracking Tool (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx).
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	

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Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 09:09 AM	Finding: The food safety plan is missing a standard operating procedure (SOP) for the sharing/no thank you table. Corrective Action: Update the food safety plan to include a SOP for the sharing/no thank you table and upload the SOP into SNACS. It is recommended the SFA refer to DPI SNT's Sharing No Thank You Toolkit (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-no-thank-you-toolkit.docx).
Site Name	Lincoln El	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 01:03 PM	Finding: SFA is not using the highest enrollment number per the edit check report on the claim. Corrective Action: Upload the month of onsite (March) edit check report before submitting the online claim and a statement of understanding that the highest enrollment value will be used on the monthly claims going forward.
Site Name	Lincoln El	
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	Flagged 03/07/2023 03:00 PM	Finding: One non-reimbursable 4K (preschool) meal was observed at lunch on 3/7/23. 4K meals follow the preschool meal pattern, (without Family Style Dining) which requires all components to served, unless a valid medical statement is on-file. The non-reimbursable meal was missing the required milk component. Per the teacher, the child has a milk intolerance but there was no medical statement on-file. The child was provided juice instead of milk. Corrective Action: Submit a statement of understanding that preschool students must receive all components, unless a valid medical statement is on-file. In this statement explain how this error will be corrected and avoided in the future.
Site Name	Lincoln 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	Flagged 03/07/2023 02:22 PM	Finding: There was a weekly meat/meat alternate shortage at lunch during the week of review (2/6-2/10/23). Only 8.0 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 age/grade group meal pattern. Corrective Action: Submit a statement explaining how this weekly meat/meat alternate shortage will be corrected during the week of review (2/6-2/10/23). Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.
Site Name	Lincoln El	

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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>Flagged 03/07/2023 02:40 PM</p>	<p>Finding: Pasteurized full-strength juice may only be served once per day, per child, under the preschool meal pattern. The Dole Smoothie Cup, served at lunch on 2/7/23 credits as ½ cup of juice. ½ cup of juice was also served for breakfast on 2/7/23. This exceeds the allowable juice amount per day for preschool (4K) students.</p> <p>Corrective Action: Submit a statement explaining how the preschool menu will be modified to ensure preschool students are only served juice up to once per day.</p>
Site Name	Lincoln El	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/07/2023 02:28 PM</p>	<p>Finding: There was a weekly beans/peas/legumes vegetable subgroup shortage at lunch during the week of review (2/6-2/10/23). Only ¼ cup of refried beans was offered over the course of the week, which does not meet the minimum ½ cup beans/peas/legumes requirement for the K-8 age/grade group meal pattern.</p> <p>Corrective Action: Submit a statement explaining how the weekly beans/peas/legumes vegetable subgroup shortage will be corrected during the week of review (2/6-2/10/23). Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Lincoln El	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/08/2023 09:12 AM</p>	<p>Finding: SFAs must ensure that food storage, preparation and service is in accordance with the state and local sanitation and health laws and regulations (7 CFR 210.13). The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas. The following food storage violations were observed: food boxes were on the floor in the freezer. CA: If possible, correct all observed storage violations during the on-site review. If the violation cannot be corrected during the on-site review, submit documentation indicating that food safety violations have been corrected.</p>
Site Name	Lincoln 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	Flagged	Finding:

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	03/07/2023 02:06 PM	<p>The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> -Cucumber (Mexico) -Kiwi (Greece) -Red Pepper (Mexico) <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products; cucumber, kiwi, and red pepper. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).</p>
Site Name	Lincoln El	
Form Name	Afterschool Snack Program (1700)	
Question #	1700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 04:13 PM	Finding: The online approved school nutrition contract indicates the ASP is operating at the elementary school beginning in November, however, the ASP has not operated at the elementary school at all this school year. Corrective Action: Update the online school nutrition contract to accurately reflect ASP operations.
Site Name	Lincoln El	
Form Name	Wisconsin School Day Milk Program	
Question #	10	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/08/2023 03:38 PM	Finding: Documentation was not available to determine if the milk served as part of the Wisconsin School Day Milk Program (WSDMP) meets the criteria for "Wisconsin produced milk". Wisconsin produced milk means that all or part of the raw milk used by the milk processor was produced in Wisconsin. Per the Agreement for the WSDMP the SFA agrees to serve Wisconsin produced milk. CA1: Submit documentation showing the milk used in the WSDMP is produced or partially produced in Wisconsin. Documentation may include a statement from the distributor, milk invoices showing where the milk is produced or any other documentation showing the milk used in the WSDMP is a Wisconsin agricultural product. CA2: Provide a statement of understanding that procurement documents for milk must include language that WI produced milk be provided for this program.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/08/2023	3112	305	Administrative Review	ALL	FSD			
Comments						Created By		Created Date
All meals claimed for reimbursement must be counted, recorded, consolidated, and reported through a system that consistently yields accurate claims. Forecast counts are unallowable. (7 CFR 210.7). For field trip meals, teachers should record meal counts at the POS, when the student receives their reimbursable meal instead of marking them off in the morning.								3/8/2023 2:46:58 PM
03/08/2023	3111		Administrative Review		FSD			

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Comments										
					Created By	Created Date				
DPI SNT will allow schools who cannot get Wisconsin produced milk (live on the border) to participate in WSDMP, but there should be language in their procurement documents to show they requested WI produced milk and be able to show documentation on why they were unable to receive it.						3/8/2023 2:41:49 PM				
03/08/2023	3110		Administrative Review		FSD					
Comments										
					Created By	Created Date				
Milk Substitutes in WSDMP: 1. A statement from a medical provider for a substitute is not required since this language is not included in the statute, so the request may be accepted from anyone. The reason does need to be for an allergy, metabolic disorder or other condition that prohibits him/her from drinking milk as stated in the statute. A parent note that my child does not like milk as a preference, would not be acceptable. 2. A juice substitute is 8oz to be consistent with the serving of milk. Discretion can be used if a 6oz juice box is served, this would be ok.						3/8/2023 2:40:14 PM				
03/08/2023	3108		Administrative Review		FSD					
Comments										
					Created By	Created Date				
USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: •Promotion of the summer meals locator on the DPI Summer Meals webpage •Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 304-304 to locate meals in the area •Promotion of the USDA Summer Food website (http://www.fns.usda.gov/summerfoodrocks) 7 CFR 210.12(d)						3/8/2023 12:07:56 PM				
03/08/2023	3106		Administrative Review		FSD					
Comments										
					Created By	Created Date				
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. For anyone receiving eligibility information, the Disclosure Agreement form should be signed and kept on file at the district.						3/8/2023 11:29:06 AM				
03/08/2023	3104	1600	Administrative Review	ALL	FSD					
Comments										
					Created By	Created Date				
Excellent job promoting the SBP in the beginning of the school year. Best practice is to promote the SBP throughout the school year. For example, promote the SBP at the beginning of the second semester or quarterly. Consider strategies available on the SNT Marketing Your Program Webpage.						3/8/2023 11:07:45 AM				
03/08/2023	3101		Administrative Review		FSD					
Comments										
					Created By	Created Date				
The DPI School Nutrition Team will host two live summer training courses and one virtual option. It is recommended that the FSD attends one of these training opportunities and bring staff as applicable. Additionally, the Wisconsin School Nutrition Association (WI-SNA) hosts a summer and fall conference annually. Fund 50 can be used to pay for foodservice staff to attend training opportunities and conferences.						3/8/2023 10:23:52 AM				
03/08/2023	3100	701	Administrative Review	ALL	FSD					
Comments										
					Created By	Created Date				
The non-profit food service account cannot have a net cash resource exceeding three months of operating expenses. Supply Chain Assistance (SCA) funds are included in the excess cash balance. A few ideas on how to spend down the excess cash balance include: • Marketing to increase student participation. • Eliminating the reduced cost category for breakfast and/or lunch. Note, reduced eligible students will still be claimed at the reduced rate. • Offering universal free breakfast to all students. Breakfast meals will be claimed by						3/8/2023 10:20:48 AM				

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individual student eligibility. • Higher food quality items • Labor costs for food service-related tasks. Note, a time study will need to be completed annually to determine the labor costs for staff with shared responsibilities outside the food service department. Refer to DPI SNT's Time Study Tool (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/time-study-tool.xlsx). • Food service equipment. Please refer to the preapproval equipment list (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/Preapproved_Equipment_List_April_2022_WA.docx) and allowable costs section on the financial management webpage (https://dpi.wi.gov/school-nutrition/program-requirements/financial-management).								
03/08/2023	3091		Administrative Review		FSD			
Comments								
				Created By		Created Date		
All food substitutions made outside of the meal pattern must be supported by a signed medical statement from a licensed medical professional and include the child's physical or mental impairment and how it restricts the child's diet; accommodations needed; foods to omit and recommended alternatives. Food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement. These accommodations made for students must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is recommended that the SFA develop a policy for handling these types of accommodations and use the DPI SNT's Special Dietary Needs Sample Policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx). (7 CFR 210.10(m)(1) and 7 CFR 210.10(m)(2)).						3/8/2023 9:04:23 AM		
03/08/2023	3090		Administrative Review		FSD			
Comments								
				Created By		Created Date		
All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced price meals and free milk are available. SFAs must annually distribute the Public Release to: local news media, grassroots organizations, local unemployment office, as applicable. SFAs are not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.						3/8/2023 9:03:44 AM		
03/07/2023	3064		Administrative Review	Lincoln EI	FSD			
Comments								
				Created By		Created Date		
Currently, condiment usage is excessive for some students. Please monitor your school's condiment usage and communicate appropriate portion sizes to students, as condiments can be a significant source of calories, saturated fat, and sodium. Promote appropriate serving sizes by adding signage at the condiment station and/or photos of the planned portion size of the condiments.						3/7/2023 3:15:54 PM		
03/07/2023	3063	500	Administrative Review	Lincoln EI	FSD			
Comments								
				Created By		Created Date		
Under Offer versus Serve at lunch, students are required to take three components, one of which is a ½ cup fruit or vegetable for the meal to be claimed as complete and reimbursable. Five students did not take the required ½ cup fruit or vegetable on 3/7/23; therefore, their meals were not claimed for reimbursement. School Nutrition staff are encouraged to place a basket of ½ cup fruit and/or vegetable offerings on the table by the point of service in the view of students. This can encourage students to take a fruit or vegetable to make their meal reimbursable. In addition, School Nutrition staff may more strongly encourage students to take the required fruit/vegetable to make a reimbursable meal. Students can be reminded that they may place self-contained, unopened fruit and vegetables on the sharing table if they choose not to eat them.						3/7/2023 3:12:43 PM		
03/07/2023	3062	502	Administrative Review	Lincoln EI	FSD			
Comments								
				Created By		Created Date		
Because the vegetables on the salad bar are being used to meet the weekly vegetable requirements and 1/2 cup is the planned portion size for all vegetable offerings, this should be communicated to students with signage. The Salad Bar Signage Template can be found on the DPI Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).						3/7/2023 3:03:57 PM		

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03/07/2023	3061	433	Administrative Review	Lincoln EI	FSD			
Comments								
Please utilize the USDA Food Buying Guide (https://foodbuyingguide.fns.usda.gov/) to determine the crediting for foods with a standard of identity, such as fresh fruit and vegetables for the salad bar. After logging in to the USDA Food Buying Guide (FBG), click on "Food Items Search" and type a food in the "keywords" search box. Different options may appear. Find the one that most closely matches your product and click the hyperlink for more information (e.g. Carrots, fresh, baby, ready-to-use). After clicking, you will be able to view the purchase unit, servings per purchase unit of the Edible Portion (EP), serving size per meal contribution, and purchase units for 100 servings. The Food Buying Guide can also be used to credit standardized recipes using the Recipe Analysis Workbook (RAW) function.						Created By		Created Date
								3/7/2023 2:53:23 PM
03/07/2023	3060	436	Administrative Review	Lincoln EI	FSD			
Comments								
The Vanilla Educational Snack Crackers and Cinnamon Crisps are grain-based desserts for the preschool meal pattern and cannot credit towards the grains component. These may be served as extra items or can be removed from the preschool menu. These items were not the only grains offered during the review period and day of onsite review thus, a grain shortage was not an issue.						Created By		Created Date
								3/7/2023 2:42:50 PM
03/07/2023	3059	435	Administrative Review	Lincoln EI	FSD			
Comments								
Recipes should be updated to reflect current practices and products. A standardized recipe exists but is not accurately reflecting what is happening in the kitchen for the Cheeseburger Mac. Specifically, the beef crumble product has changed that is used in the recipe which has impacted the meat/meat alternate crediting. Please update the recipe using the DPI Standardized Recipe template (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/recipe-template-multiple.docx).						Created By		Created Date
								3/7/2023 2:37:56 PM
03/07/2023	3058	430	Administrative Review	Lincoln EI	FSD			
Comments								
Production records are intended to be useful tools to record production information, aid in accurate forecasting for future meals, and serve as a record that reimbursable meals were served. The planned/actual quantity prepared in purchase units (i.e., 2-No. 10 cans, 10 lb. case, 2-96 count cases) is not detailed on the breakfast production records. Please instruct staff to complete this information for all items offered as part of the reimbursable meal. In addition, the food items written on the production record must be specific. This helps to ensure correct crediting of each food item as well as documenting what was served. This includes the specific types of juice and cereal served at breakfast. Instead of including a generic "juice" or "cereal," please specify the type(s) of juice offered and the brand name and type of cereals available.						Created By		Created Date
								3/7/2023 2:26:26 PM
03/07/2023	3057	430	Administrative Review	Lincoln EI	FSD			
Comments								
Weight and volume measurements are not interchangeable on production records. Weight is a measure of how heavy something is and is measured in units of grams, ounces, or lbs. The meat/meat alternate and grain components are crediting by weight. Volume is a measure of how much space something takes up and is measured in fluid ounces or cups. The fruit, vegetable, and fluid milk components are measured by volume. When indicating the planned portion size of a fruit or vegetable on the production record refer to the portion size in cups instead of ounces unless you are truly weighing each portion. For example, the portion size of 2 oz by weight can look very different based on the food; think about the difference in weight between ½ cup of popped popcorn vs. ½ cup of peas. Instead of writing 4 oz for a portion size of raisins, instead write ½ cup to indicate that this is a volume measurement. As another example, fruit juice is measured in volume. Instead of indicating the portion size as 4 oz on the production record, change the portion size to 4 fl. oz. to indicate that this is a volume measurement.						Created By		Created Date
								3/7/2023 2:25:13 PM
02/22/2023	2967		Administrative Review		FSD			

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Comments	Created By	Created Date
Visiting students can be charged the paid student meal price and claimed for in the paid category.		2/22/2023 2:01:30 PM