

Administrative Review Report

Black River Falls Schools

Commendations:

Our sincere thanks to the administration and school nutrition staff of the Black River Falls School District. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping in the DPI review team to gather the needed documentation and information. The Middle School offers an array of fresh fruits and vegetables on a salad bar. Photos of the fruit and vegetables offered in portion sizes of 1/4 cup, 1/2 cup, and 3/4 cup are on display prior to the salad bar to remind students how much they may take. By doing this, majority of students took heaping servings of fruits and vegetables! Thank you for encouraging students to eat foods that nourish their bodies!

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>).

Recommendations:

During breakfast service, it was observed that the students do not have much time to consume their breakfast prior to school starting. The district provides free breakfast to all students, but roughly 25% of the students at the Middle School partake in breakfast daily. This is likely due to students arriving at school just before school begins and not having enough time to grab a breakfast. Plus, they may not have permission to eat food in the classroom. It is recommended to work with administration and move the time that breakfast is offered to mid-morning such as after first period. Participation greatly increases when students are served breakfast after school has begun for the day and they have adequate time to consume the breakfast. An option would be to allow students to come to the cafeteria to get breakfast mid-morning and take it back to their classroom or allow them to eat in the cafeteria just like lunch.

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	102	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2023 11:22 AM</p>	<p>Finding: Start date of eligibility should be the date that the application is signed by the determining official. If the application was entered electronically online, review the online application and the start date of eligibility being the date the application was submitted in the online system.</p> <p>Corrective Action: Submit a statement of understanding of when the start date of eligibility is for when approving applications.</p>
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 04/05/2023 03:48 PM</p>	<p>Finding: The SFA has an Unpaid Meal Charge Policy that is not being upheld and needs updating.</p> <p>Corrective Action: Update the Unpaid Meal Charge Policy to be clear and concise with when students with negative accounts will be offered an alternate meal, when they will be cut off from receiving the alternate meal, and how the district will continue to collect on the debt owed, etc. Once the policy is updated, communicate and distribute it to households and all staff. Refer to the In a Nutshell for Unpaid Meal Charge Policy. Submit a copy of the updated policy in SNACS.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2023 11:34 AM</p>	<p>Finding: 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>Corrective Action: Review the Annual Financial Report webcast and 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 Consultant will work with the DPI accountant to make any adjustments. Submit a statement in SNACS that this has been completed.</p>
Site Name		
Form Name	Indirect Costs (712)	
Question #	712	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	

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Corrective Action History	Flagged 04/05/2023 08:37 AM	<p>Finding: Indirect costs of waste management are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. All costs charged to the nonprofit school food service account must be made into direct costs. A trash weight study was completed in the past but is not being done annually. Identify if indirect charges can be made into direct costs by using a weight study for waste, a time study for staff with job responsibilities for both food service and non-food service, separate meters for utilities, or separate billing for food service from a provider. If the indirect charge for waste management is discontinued, previously charged amounts will not need to be paid back to the food service account.</p> <p>Corrective Action: Provide a statement of when the district will complete a trash weight study to determine how much of the waste management is billed to Food Service or submit a statement of how you plan to be in compliance regarding Indirect Costs and trash removal billing.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 04/05/2023 04:31 PM	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Using the template, add the district letterhead and upload a copy to the school website. Submit a statement in SNACS when this has been completed.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 04/05/2023 03:51 PM	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The households meal benefits were incorrectly calculated.</p> <p>Corrective Action: Notify the household of the correct meal benefit by mailed letter, per program requirements. Change the benefit status in the software system 10 calendar days from the date the letters are mailed. Upload a copy of the letter to the households into SNACS.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 04/04/2023 12:06 PM	<p>Finding: The Food Safety Manual for the Middle School is missing the Standard Operating Procedure for the Afterschool Snack Program.</p> <p>Corrective Action: Using the SOP for the Afterschool Snack Program available on the DPI website, edit it to be site specific and add it to the Food Safety Manual. Submit a statement in SNACS this has been completed.</p>
Site Name	Black River Falls Mid	

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Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged</p> <p>04/04/2023 12:12 PM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Post a copy of the most recent food safety inspection report, visible to the public. Corrected on-site, no further action required.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/04/2023	3376	1217	Administrative Review	ALL	FSD			
Comments								
						Created By	Created Date	
Professional Standards Tracking Tool: It is recommended to use the DPI Professional Standards Tracking Tool to keep track of all employees' training hours completed.							4/5/2023 4:33:32 PM	
04/04/2023	3603	700	Administrative Review	ALL	FSD			
Comments								
						Created By	Created Date	
<p>Supply Chain Assistance Funds must be tracked to document what they are used for. There is a tracker form listed below. The funds can only be used for Domestic (USA) food products that are unprocessed or minimally processed such as USA produced milk, fruits and veggies.</p> <p>More information: Supply Chain Assistance Funds In a Nutshell: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sca-funds-in-a-nutshell.pdf</p> <p>Supply Chain Assistance Tracker: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/sca-funds-expense-tracker.xlsx</p>							5/10/2023 1:38:47 PM	