

Administrative Review Report

Fort Atkinson Sch District

Commendations:

From the Public Health Nutritionist:

Thank you to all the school nutrition professionals at the School District of Fort Atkinson for the warm welcome and cooperation during the school district Administrative Review (AR). All daily and weekly breakfast and lunch meal pattern components and quantity requirements were met for the week of review, and you offered a great variety of food to your students! Thank you to the Food Service Director for keeping organized records, including Buy American tracking, crediting documentation, standardized recipes, and production records on file. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant:

Our sincere thanks to the administration and school nutrition staff of Fort Atkinson 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>).

Recommendations:

Recommendations from the Public Health Nutritionist: School cafeterias are classrooms, for students, staff, parents, and all community members. The signage posted and the meals offered will educate everyone. Helping children understand what a portion size is, visually and nutritionally is part of our job as school nutrition professionals. Celebrate your program! Market your program!

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/03/2024 10:29 AM</p>	<p>Finding: The SFA has an outdated Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually and throughout the school year (SP 46-2016)</p> <p>Corrective Action: Update the Unpaid Meal Charge Policy so that it details at what point a student will be provided an alternate meal or cut off from being allowed to have a meal when they have a negative balance. This is a local decision that must be provided in writing in the Unpaid Meal Charge Policy and upheld by all staff. Submit a copy of the updated Unpaid Meal Charge policy in SNACS.</p>
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 04/03/2024 10:53 AM</p>	<p>Finding: 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>Corrective Action: Calculate the total bad debt (students no longer enrolled) from unpaid meal charges accrued by students from July 1, 2018-June 30, 2023. Make a transfer from an Angel Fund and/or Fund 10 to Fund 50 to cover the bad debt accrued during this time. Submit a copy of the report showing the total bad debt from unpaid meal charges accrued from July 1, 2018 - June 30, 2023 and a copy of the general ledger documenting that a transfer was made to Fund 50 to cover the total bad debt.</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 04/03/2024 10:20 AM</p>	<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, specifically the Program Revenue (7 CFR 210.14).</p> <p>Corrective Action: 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)	
Question #	803	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/03/2024 10:56 AM	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), add the template to the school website. Submit a statement when this has been completed.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1600	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/03/2024 11:03 AM	<p>Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12).</p> <p>Corrective Action: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/03/2024 11:07 AM	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). There were two meal applications with case numbers longer than 10 digits. There was one application listed as migrant with no documentation included.</p> <p>Corrective Action: Reach out to the households to get the correct information for the applications. Submit a statement in SNACS of when this has been completed.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/19/2024 10:35 AM	<p>Finding: Overt identification of students eligibility for meal benefits was observed during meal service. The price of a meal (\$0, \$0.40, or \$3.10) is visible on the point of service screen in two spots. This is unallowable per 7 CFR 245.8.</p> <p>Corrective Action: Contact the software provider to make the change in the software. Submit a statement when all meal prices are removed, including the ending balance.</p>
Site Name		
Form Name	Verification (207 - 215)	

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Question #	212	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/19/2024 10:39 AM</p>	<p>Finding: The SFA's follow up letter does not include the full USDA Non-discrimination statement in the same size lettering as the content of the letter. Corrective Action: Update the letter in the software system to include the full USDA Non-discrimination statement in the same size lettering as the content of the letter. Submit a copy of the new letter and submit a statement when this has been uploaded.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	213	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/19/2024 10:44 AM</p>	<p>Finding: The SFA's notice of adverse action did not contain all required information (7 CFR 245.6a). The letter does not have the USDA nondiscrimination statement in the correct format or same size lettering as the content of the letter. Corrective Action: Update the letter to include the USDA nondiscrimination statement in the correct size font. Submit a statement that either the DPI template letter will be used moving forward, or upload an updated copy of the notification letter that the SFA will use moving forward.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	215	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/19/2024 10:42 AM</p>	<p>Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a). Corrective Action: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame for the next school year.</p>
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	<p>Flagged 03/19/2024 11:48 AM</p>	<p>Finding: The correct non-discrimination statement was not included on all program materials. The Local Wellness Policy does not have the USDA non-discrimination statement on it. Corrective Action: Update the Local Wellness Policy to include the correct non-discrimination statement. Submit a statement when this has been updated.</p>
Site Name	Fort Atkinson Mid	
Form Name	Food Safety, Storage and Buy American (1404-1411)	

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Question #	1406		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 04/03/2024 11:01 AM	Finding: The most recent food safety inspection report was not posted in a publicly visible location.	Corrective Action: Provide a statement of where the most recent food safety inspection report will be posted and visible to the public.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/19/2024	4644	1700	Administrative Review	Luther El	FSD			
Comments						Created By	Created Date	
When completing the Afterschool Snack Program (ASP) monthly claim, make sure to include the Average Daily Attendance (ADA) as the attendance of the afterschool program rather than the attendance of the entire school. Also, document the total days of the month that only the ASP is operated.							4/3/2024 10:01:11 AM	