

Administrative Review Report

Watertown Unified School District

Commendations:

Our sincere thanks to the administration and school nutrition staff of the Watertown Unified 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 the DPI review team to gather the needed documentation and information. Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2022-23 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>).

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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	Flagged 02/28/2023 11:48 AM	<p>Finding: The SFA has an Unpaid Meal Charge Policy in place that states a student can charge up to \$10 and then will be provided an alternate meal. However, the policy states the student cannot charge a breakfast. Additionally, there is no language explaining what happens after a student has had a negative account balance and had been offered the mini meal for 5 days.</p> <p>Corrective Action: Update the policy to allow students to charge a breakfast up to -\$10 listed in the Unpaid Meal Charge Policy, specifically removing the language about not being permitted to charge a breakfast. Update the language to include what happens after a student has been offered the mini meal for 5 days. Submit a copy of the updated Unpaid Meal Charge Policy to SNACS.</p>
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		
Corrective Action History	Flagged 02/27/2023 02:09 PM	<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: 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>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 02/28/2023 02:59 PM	<p>Finding: The Public Release was not distributed to three locations.</p> <p>Corrective Action: Submit a statement in SNACS the names of 3 places (such as library, unemployment office, food pantry, grocery store, post office, church) that the public release will be posted to in the following school year.</p>
Site Name		

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Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/27/2023 10:18 AM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include specific language regarding Nutrition Education. The LWP needs to include a goal for Nutrition Education that is measurable such as having a unit in Health class dedicated to Nutrition Education or something equivalent. (7 CFR 210.31).</p> <p>Corrective Action: Update the LWP with this specific language, implement and upload a copy into SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	132	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/27/2023 03:36 PM</p>	<p>Finding: The direct certification (DC) list does not contain all of the 4K students that are enrolled throughout the district at the Elementary schools. Currently, all 4K students are run through the Community 4K site. Ideally, 4K students that attend school at one of the Elementary schools should have a corresponding school code to the Elementary school they attend. A full enrollment DC run of all 4K-12 grade students in the district must be completed four times each year. This aids in determining Community Eligibility Provision (CEP) eligibility and specifically which schools qualify.</p> <p>Corrective Action: Complete a full enrollment DC run that includes all 4K students coded to the Elementary school they attend school at. For all 4K students that attend a daycare at a community site, they must be coded to the Community 4K site. Submit a statement this has been completed.</p>
Corrective Action Status	Watertown High School	
Corrective Action History	Meal Counting and Claiming - Day of Review (317-321)	
Site Name	317	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	<p>Flagged 02/28/2023 03:23 PM</p>	<p>Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Students were overtly identified as free or reduced based on the breakfast price showing on the Point of Service screen.</p> <p>Corrective Action: Submit a statement that the meal prices have been removed from view on the Point of Service screen.</p>
Corrective Action Status	Schurz El	
Corrective Action History	Meal Components and Quantities - Review Period (409-412, 430-437)	
Site Name	410	
Form Name	No TA Log# found	

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Question #	
TA Log #	Flagged
Due Date	<p>Flagged 03/27/2023 12:56 PM</p> <p>Quantity Shortage - Menu planner consistently plans, ½ cup of vegetable daily and 1 - 1½ cup fruit daily. Days that only have prebagged baby carrots (1.06 oz/45g) crediting documentation not provided. On the December menu provided, please notice that days that have breakfast for lunch, no vegetables are planned.</p> <p>Finding: There was a daily/weekly vegetable shortage for the following days during the week of review:</p> <p>Monday December 5, 2022: ½ cup of baked beans was planned, offered, and served</p> <p>Tuesday December 6, 2022: ½ cup of corn was planned, offered, and served</p> <p>Wednesday December 7, 2022: one prepackaged bag of baby carrots (1.6 oz/45g) was planned, offered, and served.</p> <p>Friday December 9, 2022: ½ cup broccoli was planned, offered, and served.</p> <p>Corrective action: Submit menu planning worksheets for the week of review for all grade grouping that are planned for by Watertown Unified School District. Showing that all components and quantities will be met. Complete the menu planning worksheets to reflect the changes to the originally planned and served menu.</p> <p>K-8, 9-12, prek (CACFP)</p> <p>Watch and take quiz on menu planning - Lunch Meal Pattern https://media.dpi.wi.gov/school-nutrition/lunch-meal-pattern/story.html</p>
Corrective Action Status	Watertown High School
Corrective Action History	Meal Components and Quantities - Review Period (409-412, 430-437)
Site Name	410
Form Name	No TA Log# found
Question #	
TA Log #	Flagged
Due Date	<p>Flagged 03/29/2023 03:20 PM</p> <p>The structure of the meal service lines at Watertown High School does not allow for cross over between lines, so each line must stand on its own and meet the meal pattern daily and weekly. Each line needs to have its own complete production record, combining fruits and vegetables on to one and writing "attached" does not meet the requirement.</p> <p>Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. Production records are intended to be useful tools to record production information. Be specific on production records about the identity, brand, portion size, and description of items served.</p> <p>On production records, the planned portion sizes are required for every meal component. Even in self-service, the menu planner must plan a specific portion size that he or she intends students to take. Students must inform how many or how much of each fresh cut fruit and vegetable to take to equal the amount the menu planner plans. Example: how many baby carrots, celery sticks, or grape tomatoes equal a ½ cup serving. The DPI SNT signage webpage has salad bar signage templates https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx.</p> <p>Please refer to the Production Record Requirements for a list of all mandatory items that must be listed and filled in on production records (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Finding: The production record template currently in use lacks required information:</p>

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		<p>Breakfast and lunch - menu item missing recipe name/reference number or product name/description, appropriate serving size. List actual portion or serving size. "Each" or "1 each" is not the serving size. Garden bar portion size, half cup for all, does not work how many pieces = ½ cup of ...? Fresh fruit and vegetables in measurements help students build their own reimbursable meals. Weigh vs Volume chart https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/weight-vs-volume-chart.pdf can be very helpful.</p> <p>Finding: For the week of review:</p> <p>Mainline - Daily shortages.</p> <p>Wednesday, red/orange veg, ¼ cup shortage. 0.25 oz eq m/ma shortage</p> <p>Pizza Place - no beans/peas/legumes offered.</p> <p>Corrective Action: Submit two weeks of completed high school production records, including Production Records for Discovery Academy.</p>
Corrective Action Status	Watertown High School	
Corrective Action History	Meal Components and Quantities - Review Period (409-412, 430-437)	
Site Name	435	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	<p>Flagged 03/29/2023 03:28 PM</p>	<p>Standardized recipes are required for all menu items that have more than one ingredient. All standardized recipes must include detailed information about the specific ingredients, equipment, and procedures used to prepare the recipes. A standardized recipe has been tried, tested, evaluated, and adapted for use by your foodservice operation. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used, which is crucial for crediting school food service recipes. Recipes should be standardized in each production kitchen to reflect the products and practices that are used in that kitchen. This same process must be done to standardize USDA quantity recipes, especially when substitutions are made. Instructions for standardizing recipes and recipe templates can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p> <p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. The standardized recipe for the following menu items needs to be update and standardized to current practices so that anyone could make the planned recipe in the kitchen where the meal will be served out of.</p> <p>Garden Salad Spanish Rice Yogurt & Fruit Parfait</p> <p>Current recipe indicates that it is Smart Snack compliant, provide documentation if it is....</p> <p>Crouton's Meatball Sub</p> <p>Corrective Action: Submit a standardized recipe for the MENU ITEM. 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 (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
Corrective Action Status	Watertown High School	
Corrective Action History	Offer vs Serve (500-502)	
Site Name	500	

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Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	<p>Flagged 03/29/2023 03:50 PM</p>	<p>It is critical that food service staff thoroughly understand Offer versus Serve (OVS) in order to ensure that all students select reimbursable meals. OVS resources on WI DPI's Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve) may be used as training resources.</p> <p>The school must offer the required portions of fruit, vegetable, grain, meat/meat alternate, and milk at each meal at lunch. From these offerings, students must select at least three full, different, food components, one of which is ½ cup fruit and/or vegetable.</p> <p>Use the OVS In a Nutshell for guidance (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ovs-in-a-nutshell.pdf).</p> <p>Finding: Offer Versus Serve (OVS) is not being properly implemented at the Discovery Academy. Students are served all five components rather than being allowed to select three components, including ½ cup fruit and/or vegetable. OVS is required at lunch for grades 9-12.</p> <p>Corrective Action: Have the Discovery Academy 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. https://dpi.wi.gov/school-nutrition/training/online-learning#offer-versus-serve</p>
Corrective Action Status	Watertown High School	
Corrective Action History	Smart Snacks (1104 - 1107)	
Site Name	1105	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	<p>Flagged 03/29/2023 03:39 PM</p>	<p>Coffee drinks are allowable beverages at the high school level. Accompaniments such as cream and sugar must be included in the nutritional analysis of the coffee drinks. The calories of the coffee, cream, and sugar needs to be added together when determining if the beverage meets the guidelines.</p> <p>See the Coffee as a Smart Snack flowchart for more guidance (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/coffee-smart-snacks.pdf).</p> <p>Finding: The iced coffee beverage offered and served during the onsite portion of the review does not meet Smart Snack standards for beverages. The students were served a 24 fl oz ice coffee beverage. 12 fl oz is the maximum size for an ice coffee beverage.</p> <p>Corrective Action: Submit a standardized recipe for the ice coffee beverages you will offer and serve that are within the range for allowable beverages.</p>
Corrective Action Status		
Corrective Action History		

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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/01/2023	3292		Administrative Review		FSD			
Comments								
							Created By	Created Date
Meal Pattern Question #409 During the week of review no vegetable offerings from the Other vegetable subgroup were offered. The vegetable subgroups are categorized based on nutrient composition. In order to ensure that students get a variety of nutrients each week, the lunch meal pattern requires the menu planner to offer students a certain amount of each vegetable subgroup over the course of the week. Refer to the Vegetable Subgroups handout (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf) to identify vegetables in each subgroup.								3/27/2023 2:00:28 PM
02/28/2023	3012		Administrative Review		FSD			
Comments								
							Created By	Created Date
Highly recommend updating website to have the updated prices for the current school year. Currently website includes meal prices for the 2020-2021 school year.								2/28/2023 10:56:49 AM
02/28/2023	3011		Administrative Review		FSD			
Comments								
							Created By	Created Date
All costs associated with nonprogram foods, including food, labor, equipment, and purchased services, must be covered by revenues received from the sale of those foods. This ensures nonprogram foods are not supported by reimbursable meals. For example, the iced coffee must include all costs including cups, straws and lids. It is highly recommended to complete this tool prior to the school year beginning to ensure pricing is adequate to cover all costs.								2/28/2023 10:31:27 AM
02/27/2023	3008		Administrative Review		FSD			
Comments								
							Created By	Created Date
When requesting pay stubs for verification, make sure to get enough information to determine what is the typical income. Also, don't forget to request documentation for all types of income listed on the application.								2/27/2023 10:40:14 AM
02/27/2023	3007		Administrative Review		FSD			
Comments								
							Created By	Created Date
When running the report in Skyward to determine how many applications are required to be selected for Verification, make sure to select the total approved applications on file as of October 1.								2/27/2023 10:37:59 AM
02/27/2023	3006		Administrative Review		FSD			
Comments								
							Created By	Created Date
LEAs may establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves the application. This flexibility applies only to complete applications containing all required information at the time of submission. Approval from the state agency is required for this flexibility. Submit an email to DPI school nutrition team for approval.								2/27/2023 10:36:21 AM

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02/27/2023	3005		Administrative Review		FSD				
Comments									
						Created By	Created Date		
When cloning an application in Skyward for extension of benefits or adding a student on an application, the start date is the date the SFA finds out the student is residing in the same household. There is no backdating of these benefits.							2/27/2023 10:32:56 AM		
02/27/2023	3004		Administrative Review		FSD				
Comments									
						Created By	Created Date		
Extension of Benefits start dates must be the date the SFA finds out that the student resides in the same household. There is no backdating of these benefits.							2/27/2023 10:27:46 AM		