

Administrative Review Report

Kenosha Common School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/20/2022	12/04/2022
On-Site Review	12/06/2022	12/08/2022
Site Selection Worksheet	10/20/2022	12/03/2022
Entrance Conference	12/05/2022	12/05/2022
Exit Conference	12/08/2022	12/08/2022

Commendations:

Thank you to the SFA staff members that worked so hard to prepare for the review! The timely responses to communications and completion of the off-site portions of the review were much appreciated. All of the staff members interviewed during the review were welcoming and helpful.

The benefit issuance list provided by the SFA was very organized, easy to understand, detailed, and timely. This made it quick and easy to select the sample of eligibility statuses to review. Thank you!

At Stocker Elementary, the food service employee did an excellent job! It was clear that customer service and food safety are valued. The staff take care to ensure that all children can get a meal, even if they late to the meal period. The clicker process for POS used at breakfast is working well for the meal server. Great job!

At Reuther High, the school staff and food service employees were very welcoming! There are many daily options available to the students, as well as a variety of a la carte. The meal service line setup seems efficient. It is nice that the students have options on where to eat their meals after getting them from the kitchen. The staff do a great job taking and recording temperatures. Great job!

At McKinley Elementary, the food service employees do a great job ensuring students are receiving safe food and were also very welcoming to a larger amount of state employees in their kitchen! Employees are also very familiar with the students and greet them with a smile and often call them by name.

At Indian Trail Academy, the cashiers do a great job ensuring students are getting a reimbursable meal, asking students to show them the component they might be missing for a meal when necessary. The school has a large enrollment and staff still know most students and will refer to them by name. Great job!

Thank you to McKinley Elementary School for participating in the Fresh Fruit and Vegetable Program (FFVP)! A special thanks to the coordinator for providing documentation and answering questions related to the FFVP. The claim validation and program review did not result in any findings. Excellent work!

Recommendations:

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 will offer School Nutrition Summer Training online and in person. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

Help the SNT reach our goal of 80 SFAs participating in Around the World in 80 Trays the week of January 16-20, 2023. Take the pledge to participate in any capacity from adding a new dip or seasoning to showcasing several new dishes. It is up to you! Visit the [Around the World in 80 Trays webpage](#) to take the pledge and find more event information. Document the event (pictures, video, sound clips, etc.) and send to DPIFNS@dpi.wi.gov so we can share your success!

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	109	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 12/07/2022 10:04 AM</p>	<p>Finding: KTEC West students have been run through direct certification (DC) under the code 1139 which is not a recognized DPI school code for the school. When completing full enrollment DC runs, all KTEC students should be run through DC under the code 190 which is the DPI school code assigned school code for KTEC, which DPI recognizes as one school even though it has two building.</p> <p>CA: Begin running all KTEC students under code 190 in DC. Discontinue use of code 1139 when running DC. Corrected on-site, no further action required.</p>
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 12/12/2022 10:51 AM</p>	<p>Finding: The negative balance snack of milk, applesauce, and graham crackers sold for \$0.50 (when criteria in unpaid meal charge procedure are met) does not comply with the Smart Snacks requirements when bundled together. Bundled foods may only be sold if the bundled unit meets the Smart Snacks general and nutrient standards. When alternative meals/snacks are not reimbursable but are charged to the students, each item must be priced individually, each item must meet Smart Snacks requirements, and the item pricing is subject to the non-program foods regulation.</p> <p>CA: Modify the alternate snack procedure so that it meets the applicable USDA requirements. Provide a description of the change and upload any supporting documents. Please refer to the technical assistance in this report and the corresponding "In a Nutshell" resource.</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	Flagged	
Corrective Action History	<p>Flagged 12/07/2022 04:36 PM</p>	<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on or 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. A DPI-created tracker is available to assist.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	701	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/08/2022 10:55 AM</p>	<p>Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category correctly (7 CFR 210.19). The revenue for Grants only included FFVP allocation A, but did not include FFVP allocation B.</p> <p>The non-program food expenditure allocations may be over-allocated for the 2021-22 school year, which will result in a negative balance in this area. These allocations should be double-checked and corrected.</p> <p>CA: 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, which can be done by the SFA up until December 31. The DPI accountant will make any adjustments after December 31.</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	CAP Submitted	
Corrective Action History	<p>Flagged 12/08/2022 10:39 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. Adult lunch, adult breakfast, and paid milk given away for free at "milk break" was not included. Additionally, there was a calculation error for the total number of free lunches in the program foods section to correct. (7 CFR 210.14).</p> <p>CA: 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 #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 12/07/2022 10:31 AM</p>	<p>Finding: The Public Release was not distributed to the required locations. It was sent to many media outlets but not any grassroots organizations that reach minority or under-represented groups of people.</p> <p>CA: Upload into SNACS the names of 2-3 grassroots organizations that the public release will be sent in the following school year.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/08/2022 10:24 AM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content. Specific content is lacking regarding Policy Leadership, Food and Beverage Marketing, Triennial Assessment, and Update/Inform the Public (7 CFR 210.31).</p> <p>CA: Provide updated or missing policy statement(s) and submit a timeline for</p>

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	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 #	1006	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/08/2022 10:26 AM	<p>Finding: The SFA did not share the results of the Local Wellness Policy (LWP) assessment with the public per 7 CFR 210.31.</p> <p>CA: Notify the public of the results of the LWP assessment and upload a copy of the documentation to support this or the appropriate Web site URL linking to the assessment.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	133	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 12/08/2022 10:26 AM	<p>Finding: One student was given a free meal status based on a household member extension. However, at the time of the review, no documentation could be provided to show that the students shared a household at any point during the school year. Documentation to support benefit statuses must be retained.</p> <p>CA: Send the family an adverse action letter explaining that their benefit will change from free to paid after 10 days. Upload the letter into SNACS. It is recommended to advise the household to fill out an application to see if they may qualify for a benefit that way.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 12/08/2022 10:34 AM	<p>Finding: The correct non-discrimination statement was not included on all program materials. The unpaid meal charge policy only contains the shortened statement but it should have the full statement included.</p> <p>CA: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
Site Name	Indian Trail HS & Acad	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 12/12/2022 01:19 PM	<p>Finding: During breakfast observation at Indian Trail, it was noted that one classroom of students does not come to the cafeteria to pick up their meals. Instead, a school staff member takes the number of meals needed back to the</p>

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		<p>classroom and then calls down to the food service department afterwards to report which children in the class did not get a breakfast.</p> <p>This is not an acceptable point of service as it constitutes a "back out" system. Reimbursable meals must be counted at the point it can be determined an eligible child received a reimbursable meal, and not based on which students were absent or did not take a meal. Since this site is not CEP, the names of the children that receive meals each day are needed to ensure they are charged correctly and claimed correctly.</p> <p>CA: Adjust the POS for this specific group of students at Indian Trail has their meals recorded through an acceptable point of service. Submit a statement that describes the adjusted process.</p>
Site Name	Reuther Central Hi	
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 12/21/2022 02:41 PM</p>	<p>Finding: There were missing serving sizes on the production records for Reuther and Indian Trail Academy. For items that are portioned on-site (rather than pre-packed and sent from the ESC), actual serving sizes must be documented rather than "1 each" in order to fulfill the Production Record Requirements.</p> <p>CA: Provide a statement describing the plan to ensure that either production records have serving sizes listed for all items or that sites will only use pre-portioned items coming from the ESC.</p>
Site Name	Indian Trail HS & Acad	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/21/2022 03:01 PM</p>	<p>Finding: An exempt fundraiser tracking form was submitted for Indian Trail Academy and overall the school has done a good job tracking exempt fundraisers and complying with the State defined limit.</p> <p>However, the following issues were noted:</p> <ul style="list-style-type: none"> No location was listed for the Varsity Softball sub sandwich sale on 9/20/22 or JV Softball sub sandwich sale on 10/25/22. The Girls Swim and Dive Team Crumbl Cookie sale on 9/27/22 indicates that it took place in the cafeteria during lunch. This is not allowable as non-compliant foods cannot be sold in the meal service area during meal times. No times are included in the Date(s) & Time column for any of the Pizza Sales. During the on-site review, state agency staff noticed flyers for a sub sale during lunch on Tuesday, December 6. This fundraiser was not included on the tracking form. During the on-site review, state agency staff also saw flyers for a Candy Gram sale that school administration was not aware of. Per an email received from the principal on 12/19/22, this fundraiser was shut down and is now a non-food fundraiser. <p>All fundraisers (exempt and non-exempt) selling food to students during the school day must be documented on a Tracking Tool. This tracking tool must include the date, time, and location of each fundraiser. See WI DPI's Smart Snacks webpage for more information.</p> <p>CA: Submit an updated fundraiser tracking tool for Indian Trail Academy that includes the sub sale on 12/6/22. Additionally, either update the form with the missing information noted above or if this information is documented separately, please submit the supplemental documentation. Finally, submit a statement of understanding that exempt fundraisers cannot take place in the meal service area during meal times as was indicated for the Crumbl Cookie fundraiser.</p>

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Site Name	Reuther Central Hi	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/21/2022 02:48 PM	Finding: Reuther High School has had one exempt fundraiser this school year, but no documentation was provided. All fundraisers (exempt and non-exempt) selling food to students during the school day must be documented on a Tracking Tool. This Tracking Tool must include the date, time and location of each fundraiser. See WI DPI's Smart Snacks webpage for more information (http://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). CA: Submit a fundraiser tracking tool for Reuther High School that includes the PBIS.
Site Name	Indian Trail HS & Acad	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/22/2022 07:48 AM	Finding: The following products were identified in the SFA's storage area as non-domestic and did not have documentation on file: <ul style="list-style-type: none"> ● Broccoli (from Mexico) at ESC ● Pineapple (from Thailand) at Indian Trail Academy ● Fruit Salad Mix (from Thailand) at Indian Trail Academy CA: Complete and submit a Noncompliant Product List Form for the non-domestic products: broccoli, pineapple and fruit salad mix. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/13/2022	2566		Administrative Review		FSD			
Comments								
						Created By	Created Date	
<p>On the Annual Financial Report, all revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program--this will aid the school in calculating its "yearly" reference period for nonprogram food compliance.</p> <p>The categories of the AFR that should be addressed when tracking revenues and expenditures include:</p> <ul style="list-style-type: none"> ● 'Other' is expenses for paper supplies, chemicals, equipment under \$5000 (or your SFA's capitalization threshold), etc. ● 'Food' is expenses for edible food items and beverages. ● 'Equipment' is expenses for equipment purchases over \$5000 or your SFA's capitalization threshold. ● 'Purchased Services' is for services you pay someone to provide such as equipment repair, health inspections, etc. ● 'Nonprogram Foods' is expenses for any food items served that are not claimed as part of the reimbursable meal. This would include adult meals, a la carte, and caterings. ● When revenues are recorded from the federal reimbursement payments, record the full reimbursement based on the printed claim form and not what is deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling, and processing fees for USDA Foods. The 							12/13/2022 8:40:36 AM	

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amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools.								
Revenues and expenses for the Wisconsin School Day Milk Program should be allocated as follows: Revenues are only the state reimbursement. Expenses are only the milk expense for free and reduced priced students. Revenues and expenses for paid students should be recorded under non-program foods.								
When allocating labor expenses for each program, SFAs should use a time study to approximate how much labor is actually used for each program. When allocating food expenses for each program, SFAs should use food invoices to correctly categorize food purchases for each program. When allocating purchased services, equipment, or other expenses, the allocation tool may be used to assist in dividing out the expenses between SBP, NSLP, and non-program foods.								
12/12/2022	2565		Administrative Review		FSD			
Comments								
					Created By		Created Date	
At some of the review sites, it was observed that some TCS foods (such as milk) are outside of temperature control for a period of time during service and returned to the cooler at the end of service for later use. The temperatures of these items are not taken but the staff instead rely on having the items out of temperature control for two hours or less. While this practice does not exactly fit with time as a public health control requirements, the SOPs in the food safety plan align with the practices observed.							12/12/2022 12:10:26 PM	
Discussion with the production manager in the district revealed that the manager is in close contact with the local regulatory authority throughout the year. The manager meets with the health inspector(s) at least annually to discuss school food safety practices and food safety plans. The two-hour procedure described above has been discussed with the inspector(s). The production manager reviews and updates the food safety plans at least annually and continues collaborating with the local regulatory authority to make these updates.								
12/12/2022	2564		Administrative Review		FSD			
Comments								
					Created By		Created Date	
If there is not sufficient revenue generated from non-program food sales to cover the full cost of the items (including the free milk for paid students at milk break) then a fund transfer from a non-federal funding source is required to cover the deficit.							12/12/2022 12:03:25 PM	
12/12/2022	2563		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.							12/12/2022 12:01:33 PM	
12/12/2022	2562		Administrative Review		FSD			
Comments								
					Created By		Created Date	
The SFA offers the WSDMP to provide a "milk break." The paid-eligible students that have "milk break" are given free milk and Fund 50 covers this cost as a non-program food given away for free. Since these milks are a non-program food, they must be accounted for when assessing compliance with the non-program food revenue requirements. See corrective action item related to correction of the non-program food revenue tool. The milks given away for free at milk break must be added to the tool.							12/12/2022 11:59:52 AM	
12/12/2022	2561		Administrative Review		FSD			
Comments								
					Created By		Created Date	
SFAs may use their non-profit food service account to support CEP. Based on 7 CFR 245.9(f)(4)(viii) that discusses cost differential, non-Federal funds must only be expended when all operating costs are not covered by Federal assistance provided. Federal funds received from CACFP, SFSP, and any other federal funds received under the National School Lunch Act and Child Nutrition Act of 1966 may be used to cover any cost differential from CEP. Please refer to SP 61-2016 and SP 54-2016 . When assessing CEP, financial viability, and excess food service funds, SFAs are strongly encouraged to consider the sustainability of using excess funds to cover the cost differential to operate CEP.							12/12/2022 11:55:36 AM	

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12/12/2022	2560		Administrative Review		FSD				
Comments									
					Created By	Created Date			
<p>SFAs are required to retain basic records demonstrating compliance with local wellness policy (LWP) requirements. For assistance in the creation and updates of a LWP, Wisconsin Team Nutrition has several wellness policy resources available. A toolkit, a wellness policy builder, and wellness policy report card found on the LWP webpage.</p> <p>Each year, stakeholders must be provided with the opportunity to participate in the development, implementation, periodic review, and update of the local school wellness policy as stated in 7 CFR 210.31(d)(1). It is at the discretion of the LEA on how stakeholders are invited to participate. Suggestions for including a variety of stakeholders include:</p> <ul style="list-style-type: none"> • sending a letter to parents/families; • providing status updates in teacher/staff trainings; • posting a call for volunteers on the LEA website; • including a blurb on the school, LEA, or local community newspaper, newsletter, and/or blog; • partnering with community organizations to spread the information; and • posting information about the process on social media. 						12/12/2022 11:37:35 AM			
12/12/2022	2559		Administrative Review		FSD				
Comments									
					Created By	Created Date			
<p>The allowable negative balance amount for elementary students is listed differently in several locations. It is recommended that the SFA double check all unpaid meal charge procedure documents and webpages to ensure consistency -- specifically the Meal Prepayment System webpage, School Meal Charge Procedures webpage, and messaging sent to households.</p>						12/12/2022 10:59:19 AM			
12/12/2022	2558		Administrative Review		FSD				
Comments									
					Created By	Created Date			
<p>The district's unpaid meal procedures specify that students will be offered a non-reimbursable alternate snack including applesauce, graham crackers, and milk for a price of \$0.50 when certain criteria are met.</p> <p>Per USDA SP 23-2017, if the SFA charges households for a non-reimbursable alternate meal/snack, the meal is subject to Smart Snacks requirements (7 CFR 210.11) and the requirement for revenue from non-program foods (7 CFR 210.14(f)). This is summarized in the corresponding "In a Nutshell" resource.</p> <p>To comply with the Smart Snacks requirements, the SFA could assess the graham crackers/applesauce combo using the Smart Snacks calculator and assess it as a combination snack item. If compliant, this combo could then be priced as a unit and sold with an a la carte milk as the alternate snack.</p> <p>Alternatively, the district could eliminate the alternate meal/snack and establish a different procedure for handling negative balances. The USDA "Overcoming the Unpaid Meal Challenge" may provide ideas for alternative procedures.</p>						12/12/2022 10:42:11 AM			
12/08/2022	2555		Administrative Review		FSD				
Comments									
					Created By	Created Date			
<p>Additional record retention rules apply for CEP schools. These are detailed in 7 CFR 245.9 and the USDA CEP Planning and Implementation Guidance. The records listed below must be kept as long as the SFA is in CEP (including any extensions), plus three fiscal years after the submission of the last Claim for Reimbursement which was based on the data. In any case, if audit findings have not been resolved, these records must be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit.</p> <ul style="list-style-type: none"> • Data used to calculate the identified student percentage (which is usually primarily direct certification data) • Annual selection of the identified student percentage CEP applications • Annual CEP intent forms • Eligibility worksheets submitted with CEP applications • CEP approval packets sent by DPI after application is submitted and approved 						12/8/2022 10:54:00 AM			

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<ul style="list-style-type: none"> Total number of breakfasts and lunches served daily Free and paid claiming percentages used to claim meal reimbursement Non-Federal funding sources used to cover any excess meal costs School-level information provided to the State agency for publication 							
12/08/2022	2626	430	Administrative Review		FSD		
Comments							
						Created By	Created Date
Currently, condiments are not tracked on-site at the elementary schools. The central kitchen keeps track of the condiments sent out to all elementary sites combined. It is recommended that condiment usage be tracked by site.							12/22/2022 8:51:33 AM
12/08/2022	2625	432	Administrative Review	Stocker El	FSD		
Comments							
						Created By	Created Date
Currently, the daily transport sheets for the elementary pre-packs just state Choice A or B. It is recommended that the contents of the packs be specified on the transport sheet so that staff at the receiving sites can confirm that the correct items were received, ensure the correct hot/cold packs are paired together and have more complete documentation.							12/22/2022 8:49:51 AM
12/08/2022	2624	1104	Administrative Review	McKinley El	FSD		
Comments							
						Created By	Created Date
Staff at McKinley mentioned that the PTO plans to offer a popcorn fundraiser monthly, the first of which occurred in November. Foodservice indicated that a compliant popcorn recipe has been provided for these fundraisers. However, the fundraiser tracker that was submitted was for exempt fundraisers. If the recipe being used meets Smart Snacks standards, the compliant fundraiser tracking form should be used. If the recipe is non-compliant, a reminder that exempt fundraisers have a limit of two per student organization per school year and therefore could not be offered monthly.							12/22/2022 8:47:43 AM
12/08/2022	2623	406	Administrative Review	Reuther Central Hi	FSD		
Comments							
						Created By	Created Date
Based on the production records reviewed for Reuther, there does not appear to be a difference between 6-8 grade and 9-12 grade (Reuther/Harborside) menu or portion sizes. As a reminder, there is no overlap in the dietary specifications for 6-8 and 9-12 meal patterns. Therefore, there should be some differences in what is offered to these two grade groups. Note that Harborside was not a review site, so the 6-8 menu was not reviewed.							12/22/2022 8:46:18 AM
12/08/2022	2622	1104	Administrative Review	Indian Trail HS & Acad	FSD		
Comments							
						Created By	Created Date
The majority of fundraisers at Indian Trail Academy occur down the hall from the cafeteria during lunch service. As this is outside of the meal service area, it is technically allowable under the Smart Snacks regulations. However, food service staff noted that lunch counts were down when the sub sale took place on 12/6. Therefore, the practice of offering food fundraisers that compete with a reimbursable lunch during meal service is discouraged.							12/22/2022 8:41:52 AM
12/08/2022	2621	1910	Administrative Review	McKinley El	FSD		
Comments							
						Created By	Created Date
Honeydew melon was observed as the fresh fruit eaten by the students participating in the FFVP program. Fruit was delivered at 7:45am and not consumed until 9:30am or later. This is a concern due to cut melon being a TCS food (time/temperature control for safety). While it was within the allowable four-hour window for consumption, it is recommended that these items either be delivered closer to the time they will be consumed or that temperature control (ex: ice packs) be used to minimize the time these items spend in the temperature danger zone.							12/22/2022 8:17:20 AM
12/08/2022	2620	402	Administrative Review	Indian Trail HS & Acad	FSD		

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Comments							Created By	Created Date
During the lunch observation at Indian Trail Academy, the orange chicken was portioned using a slotted spoon rather than a proper portioning utensil. The staff mentioned that they portion out an entire batch to ensure that the pan provides the correct number of portions prior to putting lids on the containers. It is strongly recommended that a scoop or spoodle is used to ensure that the correct portion size is provided for each serving.								12/22/2022 8:08:53 AM
12/08/2022	2619	401	Administrative Review	Indian Trail HS & Acad	FSD			
Comments							Created By	Created Date
If running out of items prior to the end of meal service (this was specifically observed at Indian Trail Academy), this should be noted on the production records and staff should ensure that students receiving meals at the end of meal service are still meeting weekly subgroup requirements.								12/22/2022 8:04:22 AM
12/08/2022	2618	400	Administrative Review	Indian Trail HS & Acad	FSD			
Comments							Created By	Created Date
Appearance- Many food items at the high school were in closed containers which does not allow the students to see the food items before selecting. Improving visibility of food items can increase the appeal of school meals.								12/22/2022 8:00:35 AM
12/08/2022	2617	400	Administrative Review	Indian Trail HS & Acad	FSD			
Comments							Created By	Created Date
Vegetable variety- The SFA should consider offering a greater variety of vegetables to students on their cycle menu and in their daily high school choices.								12/22/2022 7:58:38 AM
12/07/2022	2550		Administrative Review		FSD			
Comments							Created By	Created Date
Supply Chain Assistance (SCA) Funds are to be exclusively used to purchase unprocessed or minimally processed domestic food products served in the National School Lunch (NSLP), School Breakfast (SBP), and Afterschool Snack (ASP) Programs. The USDA Allocation of Supply Chain Assistance Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers includes detailed information on allowable ways to utilize these funds. SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e., unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. These funds must be tracked as they are used. DPI has developed a Supply Chain Assistance (SCA) Funds Expense Tracker that SFAs may use to track these funds, however, SFAs may use any form of tracking. SCA funds are recorded in the entire amount as NSL revenue on the AFR during the year it is received and are expensed to NSL "food" as it is used. The NSL food expense may carry over into future AFR reporting year.								12/7/2022 4:35:02 PM
12/07/2022	2547		Administrative Review		FSD			
Comments							Created By	Created Date
While reviewing electronically submitted meal applications, there were several applications with discrepancies between the number of household member names and the total number of household members in the box. Upon further investigation, it was noted that the actual information entered by the household through the meal application module did have the correct number of household names. However, when the application was printed from the software through a slightly different module there was occasionally a name missing. These were not recorded as errors since the complete, correct information was available and the determination was correct. However, the SFA should contact the software vendor to investigate this discrepancy.								12/7/2022 1:47:20 PM
12/07/2022	2546		Administrative Review		FSD			

Administrative Review Report

Kenosha Common School District

Comments					Created By	Created Date
At Reuther on the day of lunch review, the packaged baby carrots being served were a few days past the "best by" date on the package. While this is allowable (as the date pertains to quality and not safety), the SFA may consider the potential for negative customer perception. The lead employee at the school stated that the carrots are visually assessed for quality before being put out for service. The carrots served on the day of review did appear to be of acceptable quality.						12/7/2022 1:40:49 PM
12/07/2022	2544		Administrative Review	FSD		
Comments					Created By	Created Date
SFAs may claim visiting students in the paid category or the individual's category with documentation (unless they are from a CEP school). When visiting students are coming from or going to a CEP school, please refer to the CEP Visiting Students Flow Chart .						12/7/2022 1:24:08 PM
12/07/2022	2542		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 where appropriate, free milk) are available. SFAs must annually distribute the Public Release to:						12/7/2022 10:41:58 AM
<ul style="list-style-type: none"> • Local news media • Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.)) • Local employment office • Major employers contemplating or experiencing large layoffs 						
12/07/2022	2541		Administrative Review	FSD		
Comments					Created By	Created Date
The "And Justice for All" posters displayed were the most updated version that the district chose to print based on written guidance given by DPI SNT in August 2022. It is acceptable to continue using the 2019 version if desired.						12/7/2022 10:39:34 AM
12/02/2022	2538		Administrative Review	FSD		
Comments					Created By	Created Date
The SFA should run all KTEC students in direct certification (DC) under the school code 190, even KTEC has two separate buildings and had previously been recognized separately under codes 190 and 1139. If KTEC will continue to be recognized on the DPI school directory as one school with school code 190, then KTEC West-1139 will be removed from DC and only KTEC-190 will remain. Full enrollment DC runs should have all students coded to DPI recognized schools and school codes. This will help ensure that DC data used in various reports accurately captures the KTEC students.						12/2/2022 12:31:43 PM
12/02/2022	2537		Administrative Review	FSD		
Comments					Created By	Created Date
The non-program food revenue tool was completed as required and indicated compliance upon submission. The SFA did a great job breaking down the details of the per meal cost for the tool. There were a few minor errors in the tool that should be corrected. Adult meals should be included in the top non-program food section of the tool. The free lunch count in the program section of the tool was incorrect based on a calculation error—the CEP breakfast count was used in the free lunch calculation instead of the CEP lunch count. The actual number of free meals for the reference period should be 31544.						12/2/2022 12:21:58 PM
12/01/2022	2533		Administrative Review	FSD		

Administrative Review Report

Kenosha Common School District

Comments								Created By	Created Date
FNS recommends keeping low or negative account balances confidential to minimize student distress and embarrassment. Direct communications to the adult in the household privately (and ahead of time) via mail, phone, or email. If low balance reminders and/or meal applications are sent home with the student, communicate this in a discrete manner (e.g. white paper and envelope). Consider re-evaluating current practices and centralizing communications through the determining official and/or food service director.									12/1/2022 9:45:29 AM
12/01/2022	2531		Administrative Review		FSD				
Comments								Created By	Created Date
The SFA does a great job tracking professional standards hours and ensuring all staff receive the training they need. The SFA created their own tracking tool that is very detailed and organized.									12/1/2022 8:40:21 AM
12/01/2022	2530		Administrative Review		FSD				
Comments								Created By	Created Date
At the time of the on-site review, nearly all of the food service employees had completed the annual civil rights training. Please ensure that the two staff members that have not yet completed the training do so as soon as possible.									12/1/2022 8:38:54 AM
11/30/2022	2523	1207	Administrative Review	ALL	FSD				
Comments								Created By	Created Date
SFAs may utilize the two-year flexibility offered by the state agency for professional standards training. The SFA may define a two-year period and allow staff members to complete twice their annual training hour requirements over two years, however some training must be completed each year. For example, a full-time staff member could complete 12 hours of training over the defined two-year period. This option does not require additional approval from the state agency.									11/30/2022 1:55:56 PM