

# Administrative Review Report

Randall J1 School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/13/2023	02/19/2024
On-Site Review	02/27/2024	02/28/2024
Site Selection Worksheet	12/13/2023	12/13/2023
Entrance Conference	02/27/2024	02/27/2024
Exit Conference	02/28/2024	02/28/2024

## Commendations:

**From the Public Health Nutritionist:** Thank you to the food service staff at Randall Elementary School for the warm welcome and cooperation during this Administrative Review (AR). Your time and patience in working through this review is greatly appreciated. The variety of menu options available to students is admirable and appreciated by your students. Thank you for serving your students and community.

## From the DPI Review Team:

Our sincere thanks to the administration and school nutrition staff of Randall 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](https://dpi.wi.gov/school-nutrition) (https://dpi.wi.gov/school-nutrition). 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](https://dpi.wi.gov/school-nutrition/training/school-nutrition-summer-training) (https://dpi.wi.gov/school-nutrition/training/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) (https://dpi.wi.gov/school-nutrition/training).

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## Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	100	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/23/2024 12:57 PM</p>	<p><b>Finding #1:</b> SFA <a href="#">Food Service   Randall Consolidated School J1 website</a> has link to 2022-23 USDA Meal application and does not also post FAQs and application instructions as required.</p> <p><b>Corrective Action #1:</b> Update link to correct year application and add FAQs and Instructions to webpage. Upload screen shot of updated site to SNACS.</p> <p><b>Finding #2:</b> District is not ensuring that all households have access to the USDA meal application as handbook indicates that "applications for meal benefits are available electronically in Skyward or can be printed, completed and turned in to the school office" and does not reference that applications are also available in the school office.</p> <p><b>Corrective Action #2:</b> Update the language in the handbook to include language that applications are also available at the school office or provide a timeline of when this will be updated.</p>
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	101	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/23/2024 01:00 PM</p>	<p><b>Finding:</b> Determining Official listed in online contract does not match answer given on Offsite #101.</p> <p><b>Corrective Action:</b> Update the online contract to indicate correct official's name.</p>
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	110	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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<b>Corrective Action History</b>	Flagged 02/23/2024 03:24 PM	<p><b>Finding:</b> The SFA's direct certification notification letter does not clearly identify the eligibility benefit level as one area of the letter indicates the DC matched benefit, but the next area indicates "receive free or reduced-price meals." (7 CFR 245.6).</p> <p><b>Corrective Action:</b> Provide a statement that the template letter used will be manually adjusted to convey the correct benefit or upload a corrected letter template for direct certification notification to the household into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	<b>Meal Counting and Claiming (300 - 311)</b>	
<b>Question #</b>	<b>305</b>	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/23/2024 02:18 PM	<p><b>Finding:</b> All SFAs must have an Unpaid Meal Charge policy that explains how the SFA will handle situations where children eligible to receive reduced-price or paid meals and do not have money in their account or in hand to cover the cost of their meal at the time of service and is annually communicated and distributed to the households (SP 46-2016). The SFA Unpaid Meal Charge Policy is not clear and not clearly communicated to families annually. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p><b>Corrective Action:</b> Provide a timeline of when the policy will be updated and implemented and how it will be annually communicated to households.</p>
<b>Site Name</b>		
<b>Form Name</b>	<b>Maintenance of Non-Profit School Food Service Account (700 - 705, 777)</b>	
<b>Question #</b>	<b>700</b>	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/01/2024 08:56 AM	<p><b>Finding:</b> Revenues and expenses on the Annual Financial Report, are not broken out by program and expense category for all participating programs (7 CFR 210.19).</p> <p><b>Corrective Action 1:</b> Review the <a href="https://media.dpi.wi.gov/school-nutrition/annual-food-service-financial-report/story.html">Annual Financial Report webcast</a> (https://media.dpi.wi.gov/school-nutrition/annual-food-service-financial-report/story.html) or <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-manual.pdf">manual</a> (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-manual.pdf) and review the <a href="#">Expenditure Categories for AFR</a></p>

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	(https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/expenditure-categories-for-food-service-annual-financial-report.docx ) on the DPI website.	
	<b>Corrective Action 2:</b> Provide a statement of understanding regarding need for correct cost allocation on AFR. As FSMC from 2022-23 is no longer at SFA, get breakdown of per meal expense category costs from current FSMC meal rates so expenses for 2023-24 can be allocated correctly on 23-24 AFR.	
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	777	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/23/2024 03:08 PM	<b>Finding:</b> The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed to receive the funds. The funds are not being tracked separately.  <b>Corrective Action:</b> 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. DPI has an <a href="#">SCA Funds tracker</a> that can be used.
Site Name		
Form Name	Paid Lunch Equity (706 - 708)	
Question #	706	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/23/2024 02:20 PM	<b>Finding:</b> Board Policy #8500 states, " Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students ..." Paid lunch prices are subject to PLE guidelines and cannot be reduced by "surplus funds."  <b>Corrective Action:</b> Provide a timeline of when this statement within the Meal Charges section of policy #8500 will be updated and provide the template language.
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/23/2024 03:17 PM</p>	<p><b>Finding:</b> The SFA completed the Nonprogram Foods Revenue Tool but did not sufficiently increase nonprogram food prices to meet the ratio requirement (7 CFR 210.14).</p> <p><b>Corrective Action 1:</b> Using the SFAs current <a href="#">Nonprogram Foods Revenue Tool</a>, modify the nonprogram food prices until the tool shows the ratio is in compliance. Upload a copy of the updated Nonprogram Foods Revenue tool (Excel Spreadsheet) into SNACS.</p> <p><b>Corrective Action 2:</b> Submit a statement of understanding that the Nonprogram Foods Revenue Tool is required to be run annually and utilized to set nonprogram food pricing to ensure compliance with this requirement. The prices adjusted in the updated tool should be used to set prices in the following school year.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/23/2024 12:40 PM</p>	<p><b>Finding:</b> The Public Release was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)).</p> <p><b>Corrective Action:</b> Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/23/2024 02:42 PM</p>	<p><b>Finding:</b> Current Local Wellness Policy (LWP) does not include all of the required content (needs policy statements for: <b>School Meals, Foods Sold Outside of the School Meals Programs, Foods Provided but Not Sold, Food and Beverage Marketing, &amp; the Triennial Assessment</b>) (7 CFR 210.31). See <a href="#">LWP Checklist</a> for guidance.</p> <p><b>Corrective Action:</b> Provide updated or missing policy</p>

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		statement(s) or 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	<p>Flagged</p> <p>02/23/2024 02:43 PM</p>	<p><b>Finding:</b> SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p><b>Corrective Action:</b> Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the <a href="#">Report Card</a> that includes WellSAT scores into SNACs or provide a link to this document on the district website.</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	<p>Flagged</p> <p>02/27/2024 12:33 PM</p>	<p><b>Finding:</b> The SFA does not adequately inform households of the availability of the School Breakfast Program. To the maximum extent practicable, school food authorities must inform families about the availability breakfasts for students. Information about the School Breakfast Program must be distributed just prior to or at the beginning of the school year. In addition, schools are encouraged to send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year. (7 CFR 210.12).</p> <p><b>Corrective Action:</b> 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	Randall Consolidated Sch	
Form Name	Dietary Specification Assessment Tool (Off Site Review)	
Question #	11	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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<b>Corrective Action History</b>	Flagged 02/28/2024 10:30 AM	<p><b>Finding:</b> The weekly minimum requirement for fruit was not met for K-8 grade group for breakfast during the review period. The following represent the planned portion sizes: Monday, January 8- 1 cup of fruit, Tuesday, January 9- 1 cup of fruit, Wednesday, January 10- 7/8 cup of fruit, Thursday, January 11- 1 cup of fruit, Friday, January 12- 1 cup of fruit which totals 4 7/8 cup of fruit. The weekly minimum requirement for K-8 age/grade group is 5 cups of fruit per week.</p> <p><b>Corrective Action:</b> Describe specifically how the weekly minimum requirement for fruit will be met for breakfast during the review period (e.g. portion sizes increased, additional menu items, product replacement, etc.).</p>
<b>Site Name</b>	Randall Consolidated Sch	
<b>Form Name</b>	<b>Dietary Specification Assessment Tool (Off Site Review)</b>	
<b>Question #</b>	20	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/28/2024 10:37 AM	<p><b>Finding:</b> The infant and preschool meal patterns require cereal to contain no more than 6 grams of total sugar per dry ounce. This requirement will help reduce children's consumption of added sugars. During the week of review, the cereal served to preschool students was above the sugar limit. Due to the site co-mingling 4K students with other grades during the onsite review, the site does not need to submit Nutrition Facts labels for all cereals served to preschool students ensuring they contain no more than 6 grams of total sugar per dry ounce.</p> <p><b>Corrective Action:</b> Submit a statement of understanding that in the future, if preschool students are no longer co-mingled with elementary grade students, the cereal provided will contain no more than 6 grams of total sugar per dry ounce for students following the preschool meal pattern.</p>
<b>Site Name</b>	Randall Consolidated Sch	
<b>Form Name</b>	<b>Dietary Specification Assessment Tool (On Site Observation)</b>	
<b>Question #</b>	20	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/28/2024 10:42 AM	<p><b>Finding:</b> The weekly juice limit was exceeded at breakfast. No more than half (50 percent) of the total fruit offerings may be in the form of juice. A total of 4 7/8 cups of fruit (including whole fruit and juice) were offered during the week of review</p>

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		<p>and of that 2 1/2 cups were juice. This means 51.28% of the fruit offered during the review week at breakfast was in the form of juice. This exceeds the 50% juice limit.</p> <p><b>Corrective Action:</b> Submit a statement that explains what changes will be made to the breakfast menu for the week of review to decrease the amount of juice offered and to be compliant with the weekly juice limit.</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	<p>Flagged</p> <p>02/29/2024 11:51 AM</p>	<p><b>16 free and reduced-price meal application determinations were reviewed, 6 errors were identified.</b></p> <p><b>Finding:</b> The SFA did not process all household applications in compliance with 7 CFR 245.6(a) (HH# mismatch and missing program name). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p><b>Corrective Action:</b> 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 communication outcome with each family or Adverse Action letter, if applicable, into SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	133	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/29/2024 11:36 AM</p>	<p><b>94 student eligibilities through Direct Certification (DC) reviewed. 15 DC errors noted.</b></p> <p><b>Finding:</b> Eligibility documentation is not on file from the appropriate liaison/agency for students certified for meal benefits through Direct Certification.</p> <p><b>Corrective Action:</b> Send Adverse Action Letter (per SFA-1) to families and upload copy to SNACS.</p>
Site Name		



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Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/28/2024 02:10 PM</p>	<p><b>Finding:</b> The SFA did not follow the proper steps in confirming the application chosen for verification -- did not sign and date back of application and record eligibility.</p> <p><b>Corrective Action:</b> Review pages 103-104 in the <a href="#">Eligibility Manual</a> and submit a statement of understanding regarding requirements of confirming official in verification.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/27/2024 04:19 PM</p>	<p><b>Finding #1:</b> The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). Meal counts were not taken as the student received their reimbursable meal (SFA staff retrieved a breakfast meal (during lunch) for student with special needs who does not like to eat breakfast in a.m.) Meal was counted as served in morning).</p> <p><b>Corrective Action #1:</b> Correct the meal counting process to ensure meals are tracked as the student receives their meal. Provide an explanation of how this will be corrected and a statement of understanding regarding accurate POS.</p> <p><b>Finding #2:</b> SFA is not following the current approved contract. Breakfast is being served to a student with special needs during lunch and outside of regulatory timeframe for breakfast. Breakfast is "a meal which meets the meal requirements set out in §§ 220.8 and 220.23, and which is served to a child in the morning hours. The meal shall be served at or close to the beginning of the child's day at school." (7 CFR 220.2)</p> <p><b>Corrective Action #2:</b> Provide of statement of understanding regarding breakfast service times and how this will be corrected.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	

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Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/23/2024 02:49 PM</p>	<p><b>Finding:</b> The correct non-discrimination statement was not included on all program materials--outdated nondiscrimination statement on Board policies 8500 and 8531; full nondiscrimination statement also needs to be added to LWP (8510).</p> <p><b>Corrective Action:</b> Update program materials to include the correct non-discrimination statement (upload into SNACS a copy of materials updated) or provide a timeline of when the policies will be updated.</p>
Site Name	Randall Consolidated Sch	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/01/2024 08:50 AM</p>	<p><b>Finding:</b> SFA did not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. The SFA is using the wrong software report and therefore not completing the required monthly edit check.</p> <p><b>Corrective Action:</b> Work with your software provider to confirm the edit check report (Skyward Accuclaim) and upload monthly edit checks for breakfast and lunch for September thru February into SNACS. Fiscal action will be calculated if meal counting and claiming errors are identified.</p>
Site Name	Randall Consolidated Sch	
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	<p>Flagged 03/06/2024 12:27 PM</p>	<p><b>Finding:</b> The SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. Meal counts by eligibility category were not correctly reported on the monthly claim.</p>

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		<b>Corrective Action:</b> Provide a statement of understanding regarding edit check meal counts and claim meal counts. (Edit checks from Sept - February are being loaded for CA in #322).
Site Name	Randall Consolidated Sch	
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	<p>Flagged</p> <p>02/28/2024 09:29 AM</p>	<p><b>Finding:</b> Two non-reimbursable meals were observed at lunch service on Tuesday, February 27, 2024. The meals did not contain the required 1/2 cup of fruit, vegetable, or combination under Offer vs. Serve.</p> <p><b>Corrective Action:</b> Submit a statement which indicates understanding that students must select three full components, one of which is 1/2 cup fruit, vegetable, or combination, under Offer vs. Serve. Additionally, in this statement, explain how this error will be corrected and avoided in the future.</p>
Site Name	Randall Consolidated Sch	
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	<p>Flagged</p> <p>02/28/2024 09:57 AM</p>	<p><b>Finding:</b> The daily minimum requirement for fruit was not met for K-8 age/grade group at breakfast during the review period. The following represents the planned portion size: Wednesday, January 10, 2024- 7/8 cup of fruit offered. The daily minimum requirement for K-8 age/grade group is 1 cup of fruit.</p> <p><b>Corrective Action:</b> Describe specifically how the daily minimum requirement for fruit will be met for breakfast during the day containing the shortage (e.g. portion sizes increased, additional menu items, product replacements, etc.).</p>
Site Name	Randall Consolidated Sch	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>02/28/2024 11:09 AM</p>	<p><b>Finding:</b> During the week of review, the breakfast and lunch daily production record had incorrect and/or inconsistencies on the production record including: the meal pattern grade grouping was incorrect, leftover amounts were not recorded consistently, milk choice not specifically recorded, and condiment usage was not tracked. Production records are intended to be useful tools to record information prior to production during production and following production. Review the Production Record requirements (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf</a>).</p> <p><b>Corrective Action:</b> Submit one full week of completed breakfast and lunch production records, including the correct meal pattern grade grouping, all food/condiment items being tracked with the number of foods/condiments prepared, served and leftover as well as specific milk choices recorded daily. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
<b>Site Name</b>	Randall Consolidated Sch	
<b>Form Name</b>	Smart Snacks (1104 - 1107)	
<b>Question #</b>	1104	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>03/06/2024 01:23 PM</p>	<p><b>Finding:</b> Student council sells non-compliant food to students during the school day and does not abide by the two-week exempt fundraiser limit. Noncompliant items include: Froot by the Foot (exceeds 35% sugar), Goldfish (exceeds sodium), Cheeze-Its (exceeds calories, calories from fat, calories from saturated fat, exceeds sodium), Spicy Cheetos (exceeds sodium), Regular Cheetos (exceeds sodium), Ruffles (exceeds sodium), Popcorn (calories from total fat), Vanilla Cupcake Goldfish Crackers (exceeds total fat), Xtra Cheddar Goldfish Crackers (exceeds sodium) and Pretzel Goldfish (exceeds sodium). These non-compliant products need to follow the exempt fundraiser two-week limit per student organization, per school year, or be discontinued.</p> <p><b>Corrective Action:</b> Submit a written statement outlining who will be responsible for oversight of Smart Snack regulations. Additionally, please address how current food items not meeting Smart Snack guidelines will be made to comply with these regulations.</p>

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Site Name	Randall Consolidated Sch	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1106	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 12:47 PM	<p><b>Finding:</b> It is the responsibility of the SFA to track exempt fundraisers, ensuring compliance, as well as tracking non-exempt fundraisers. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser. For exempt fundraisers ensure that no organization has more than two fundraisers and that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks</a>).</p> <p><b>Corrective Action:</b> Submit a statement of understanding that exempt fundraisers will be tracked on the Exempt Fundraiser Tracking Tool and non-exempt fundraisers tracked on the Compliant Tracking Tool.</p>
Site Name	Randall Consolidated Sch	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/28/2024 08:52 AM	<p><b>Finding:</b> Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). The food safety plan was not site-specific in that it has many SOPs which don't seem to apply to the present operation (SOPs 19, 23, 50, 51, 53, 56, 58, 60, 61, and 62).</p> <p><b>Corrective Action:</b> Update the food safety plan to include only the SOPs that apply to operation at Randall and upload a copy of the updated SOP list to SNACS.</p>
Site Name	Randall Consolidated Sch	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	

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<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/28/2024 11:47 AM</p>	<p><b>Finding:</b> The following products were identified in the SFA's storage area as non-domestic and not documented: Cucumbers (Mexico) and California Blend Vegetables (Mexico).</p> <p><b>Corrective Action:</b> Complete and submit a Noncompliant Product List Form for the non-domestic products: Cucumbers (Mexico) and California Blend Vegetables (Mexico). This was corrected onsite.</p>
<b>Site Name</b>	Randall Consolidated Sch	
<b>Form Name</b>	Wisconsin School Day Milk Program	
<b>Question #</b>	4	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/06/2024 01:31 PM</p>	<p><b>Finding:</b> Milks are being claimed based on attendance counts or another counting system rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p><b>Corrective Action 1:</b> Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS.</p> <p><b>Corrective Action 2:</b> Provide two weeks of WSDMP counts with the corrected counting system. Upload in SNACS.</p> <p><b>Corrective Action 3:</b> Retrain staff on the new POS procedures. Upload documentation to support the training that was completed, and staff sign in sheet into SNACS.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	Username
03/06/2024	4440	1219	Administrative Review	ALL	Auth Rep			
Comments						Created By	Created Date	

## Professional Training for Non-School Nutrition Staff

School staff whose job duties include tasks for the school nutrition program are required to get job-specific training on an annual basis. Maintain a record of the individual's name, title of training, training source, and dates of the civil rights and job-specific training received which may include attendance records, sign in sheets, email confirmations, etc.

# Administrative Review Report

Randall J1 School District

							3/6/2024 12:54:16 PM	
03/06/2024	4439		Administrative Review		Auth Rep			
Comments								
						Created By	Created Date	
<b>Verification Process</b>								
<ul style="list-style-type: none"> <li>Consult the verification letter, sent before October 1, to the Authorized Representative and Food Service Director of your SFA from the DPI School Nutrition Team, to find out which sample method is required at your SFA. The sample method determines how many applications need to be verified.</li> <li>Determine the number of approved applications on file as of October 1 from the current school year.</li> <li>Start the verification around October 1</li> <li>The Confirming Official must review only the application(s) selected for verification to ensure the initial determination was accurate. This person is listed in the School Nutrition Online Contract. The Confirming Official signs and dates the back of the application after checking the accuracy of initial determination.</li> <li>Refer to the Eligibility Manual for School Meals if errors on the initial determination are identified.</li> <li>Verification must be completed by November 15</li> </ul>								
							3/6/2024 12:01:18 PM	
02/28/2024	4375	215	Administrative Review	ALL	Authorized Representative			
Comments								
						Created By	Created Date	
<b>Timeframe</b>								
<ul style="list-style-type: none"> <li>Start the verification process around October 1 each school year.</li> <li>Use approved applications on file as of October 1 for the verification pool.</li> <li>Complete the verification process by November 15 each school year.</li> </ul>								
<b>Sampling Method</b>								
<ul style="list-style-type: none"> <li>If the SFA must use the standard sampling method, the SFA will receive a letter from DPI stating the required process.</li> <li>Other SFAs may choose one of three sampling methods: standard (error prone), alternate one (random), or alternate two (special calculator). Confirmation Review</li> <li>Confirming Official checks selected application(s) for accuracy before the Verifying Official contacts the household(s).</li> <li>Confirming Official signs and dates the application or the tracking tool. Tracking Verification</li> <li>The Verifying Official tracks the verification process using the back of the application or tracking tool provided on the DPI website.</li> <li>Send out the verification letter to household(s), which notifies the families that they have been selected for verification.</li> <li>Household must provide documentation to support information listed on the submitted application or the meal benefits expire.</li> <li>The Verifying Official signs and dates the application or tool when completed. Verification Collection Report (VCR)</li> <li>Complete the Verification Collection Report online and submit after verification is completed.</li> <li>Due by February 1 each school year. Record Retention</li> <li>Keep all documents three years plus the current school year.</li> </ul>								
							2/28/2024 2:14:57 PM	
02/28/2024	4363		Administrative Review		FSD			

# Administrative Review Report

Randall J1 School District

Comments								
					Created By	Created Date		
<p>At breakfast, brown paper bags were used for students to place their breakfast items in and take to the classroom. However, it made it difficult and time consuming for the point of service cashiers to determine if a reimbursable breakfast meal was taken. It is recommended that brown paper bags be eliminated, and tray/boats be used in the future which will easily allow the point of service cashiers to determine if a reimbursable meal was selected.</p>								
					2/28/2024 11:29:09 AM			
02/27/2024	4442	409	Administrative Review	Randall Consolidated Sch	FSD			
Comments								
					Created By	Created Date		
<p>During the day of onsite, it was observed that fresh apples, apple slices and applesauce was offered to the students as the fruit choice of the day. It is recommended to vary the fruit choices rather than having the same fruit but in different forms offered as the only fruit choice.</p>								
					3/6/2024 1:34:33 PM			
02/23/2024	4330		Administrative Review		Authorized Representative			
Comments								
					Created By	Created Date		
<p><b>Communication of Unpaid Meal Charge Policy</b> It would be recommended to add the Unpaid Meal Charge Policy or the link to the Board Policy #8500 to the handbook Breakfast and Lunch Information section.</p>								
					2/23/2024 1:40:40 PM			
02/23/2024	4329	305	Administrative Review	ALL	Authorized Representative			
Comments								
					Created By	Created Date		
<p><b>Communicating Unpaid Meal Charge Policy</b> Clearly communicating meal charge policies prevents confusion for families and promotes effective financial management of the school meal programs. Whether developed at the State or SFA level, SFAs must ensure the policy is provided in writing to all families at the start of each school year and to families transferring to the school during the school year. SFAs are encouraged to use multiple methods to disseminate the policy on an ongoing basis throughout the school year. For example, SFAs may:</p> <ul style="list-style-type: none"> <li>• Include a letter to households explaining the meal charge policy when sending out “back-to-school” packets with student registration materials;</li> <li>• Post the policy on school or district websites but inform families where it is and how to access it;</li> <li>• Include the policy in print versions of student handbooks if provided to families annually;</li> <li>• Share the policy with the family the first time the policy is applied to a specific child;</li> <li>• Mention the charge policy on reminder calls and include the policy in written notices of low or negative account balances; and</li> <li>• Include the written policy when using existing notification methods to inform households about applying for free or reduced price meals, such as distributing household applications at the start of the school year. SFAs also must provide the unpaid meal charge policy to all school or district-level staff responsible for policy enforcement. This includes school</li> </ul>								



# Administrative Review Report

Randall J1 School District

food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of the policy.

2/23/2024 1:33:45 PM

02/23/2024	4328		Administrative Review		Auth Rep		
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## Comments

Created By

Created Date

### 805 Special Dietary Needs

The Special Dietary Needs Policy template (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx>) indicates the updated USDA requirements that the medical statement must include:

- An explanation of how the student's physical or mental impairment restricts the diet
- The food(s) to be avoided
- The food(s) to be substituted

The current SFA food service policy #8500 indicates that the statement must identify the condition, how it affects the diet and foods to be omitted. This should be updated.

2/23/2024 11:50:15 AM

02/23/2024	4327	805	Administrative Review	ALL	Auth Rep		
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## Comments

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Created Date

**Special Dietary Needs Food Service Policy #8500** states that a special dietary needs request form for meal accommodation "must be submitted within five (5) school days from a health care provider..."

Sometimes, SFAs receive a modification request outside the regular meal pattern before a child's parent or guardian is able to submit the required medical statement.

Per Accommodating Children with Disabilities in School Meal Programs: Guidance for School Food Service Professionals (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/accommodating-children-with-disabilities.pdf>), "the SFA may not unduly delay providing the modification while awaiting the medical statement. Instead, the SFA should begin providing a reasonable modification to keep the child safe, and request the family provide a medical statement signed by a State licensed healthcare professional to support the meal modification as soon as possible." In these situations, school officials must document the initial interaction with the family where school officials first learned of the child's need for a modification. School officials should follow up with the family if the school does not receive the requested medical statement as anticipated and maintain a record of this contact. Schools should continue to follow up until the family submits a medical statement supporting the need for a modification.

2/23/2024 10:58:21 AM

01/08/2024	4362		Administrative Review		FSD		
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## Comments

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Created Date

According to the **USDA Food Buying Guide for Child Nutrition Programs** (<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>), one whole, peeled clementine credits as 3/8 cup of fruit. Therefore, two clementine's would need to be given to credit as 1/2 cup of fruit. Currently the production record lists 1 clementine as being 1/2 cup of fruit.

# Administrative Review Report

Randall J1 School District

2/28/2024 11:18:19 AM