

Administrative Review Report

Salem School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/08/2024	02/09/2024
On-Site Review	03/05/2024	03/06/2024
Site Selection Worksheet	01/08/2024	01/08/2024
Entrance Conference	03/05/2024	03/05/2024
Exit Conference	03/6/2024	03/6/2024

Commendations:

From the Nutrition Program Consultant: Thank you for the attention to detail in all aspects of the School Nutrition Program at Salem School District. It was apparent that everyone on the team has the same goal and that was to feed the students a nutritious meal exceeding the requirements with a smile on their faces.

From the Public Health Nutritionist: Thank you to all staff at Salem Grade 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.

Recommendations:

It would be helpful for the students and families as well as the staff, to offer the same main entrees for all K4-8 students.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 09:33 AM</p>	<p>Finding: Unallowable expenses charged to nonprofit school food service account per 7 CFR 210.21 (f)(2) and fixed price FSMC contract: FSMC prebilled SFA in 8/2023 for \$23,600.00 with no services rendered.</p> <p>Corrective Action: FSMC must refund the SFA for \$23,600 on the February 2024 invoice. Upload FSMC invoice showing credit and Fund 50 revenue entry into SNACS.</p>
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 09:04 AM</p>	<p>Finding: Civil Rights training did occur, but documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p>Corrective Action: Provide the civil rights training to all staff that interact with program applicants the training is located here: https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Form Name	Local School Wellness (1007)	
Question #	1007	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 03/05/2024 07:29 PM	Finding: The SFA does not make the Local Wellness Policy (LWP) publicly available on the School Nutrition Webpage in accordance with 7 CFR 210.31. Corrective Action: Notify the public of the LWP and upload documentation for how the public was notified.
Form Name	Local School Wellness (1007)	
TA Log #	No TA Log# found	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 08:53 AM	Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years. Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website.
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	Flagged 03/06/2024 11:32 AM	Finding: Eighteen non-reimbursable meals were observed at lunch service on the day of onsite. The meals did not contain the required 1/2 cup fruit, vegetable, or combination under Offer vs. Serve. Corrective Action: Submit a statement which indicates understanding that students must select three full components, one of which must be at least 1/2 cup of fruit, vegetable, or combination, under Offer vs. Serve at lunch meal service. Additionally, in this statement explain how this error will be corrected and avoided in the future.
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 11:28 AM	Finding: Four non-reimbursable breakfast meals were observed during service on Tuesday, March 4, 2024, due to

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		<p>running out of Fruit Punch Juice and only offering the students the raisins with a planned portion size of 1/2 cup and no additional fruit being offered. At breakfast, one cup of fruit must be offered daily.</p> <p>Corrective Action: Submit a statement of understanding that students must be offered at least 1 cup of fruit daily at breakfast for the entirety of meal service. In addition, explain how this issue will be prevented in the future.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/06/2024 11:35 AM</p>	<p>Finding: Offer vs. Service is not an allowable meal service style under the preschool meal pattern. Instead, preschool students should be served all the required components in at least the minimum amounts at each meal. It was observed on the day of onsite that students were able to decline the milk at breakfast meal service resulting in 9 non-reimbursable meals.</p> <p>Corrective Action: Submit a statement of understanding that students following the preschool meal pattern are required to be given all their meal components and are not allowed to participate in Offer vs. Serve unless co-mingled.</p>
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/06/2024 11:17 AM</p>	<p>Finding: The production records did not contain all the required information. Production records should state the planned serving size for each grade group as well as the planned/actual quantity prepared in bulk units (e.g. number of cans, boxes, pounds). While reviewing the production records every single day the fruit serving size was missing as well as the squash and zucchini serving sizes.</p> <p>Corrective Action: Submit a statement of understanding that all serving sizes will be reviewed to ensure a portion size is listed. In addition, if the planned/actual quantity prepared in bulk units is not listed on a daily work assignment form for staff than it must be listed on the production record.</p>

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Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 11:59 AM</p>	<p>Finding: The following recipes had incorrect preparation methods and should be revised with what the operation is currently doing: Cold Turkey and Cheese Sandwich, Crispy Chicken Salad with Goldfish and Crispy Chicken Sandwich.</p> <p>Corrective Action: Submit revised recipes for the Turkey and Cheese Sandwich, Crispy Chicken Salad with Goldfish Crackers and Crispy Chicken Sandwich.</p>
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 11:38 AM</p>	<p>Finding: Six non-reimbursable breakfast meals were observed during service on the day of onsite. These meals did not contain the required 1/2 cup of fruit, vegetable, or combination under Offer vs. Serve.</p> <p>Corrective Action: Submit a statement of understanding that breakfast meals must contain at least three items, one of which must be the required 1/2 cup of fruit, vegetable, or combination under Offer vs. Serve. In addition, explain how this issue will be prevented in the future.</p>
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 08:58 AM</p>	<p>Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12).</p>

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		Corrective Action: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing breakfast promotion materials.
Form Name	Civil Rights	
Question #	902	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 08:59 AM	<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p>Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and timeframe for distributing SFSP outreach materials.</p>
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 10:33 AM	<p>Finding: The Sugar Cookie is not smart snack compliant. Snacks sold a la carte must contain zero grams of trans fat per serving. This product contains .1 grams of trans fat per serving.</p> <p>Corrective Action: Please remove the sugar cookie from inventory and submit a statement of understanding that only smart snack compliant items will be sold a la carte.</p>
Form Name	Smart Snacks (1104 - 1107)	
Question #	1107	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 10:42 AM	<p>Finding: Chicken Nuggets and Goldfish Crackers were bundled together and sold at one unit price. When sold together, this bundled unit exceeds the Smart Snack nutrient standards. During the day of onsite review, the chicken</p>

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		nuggets were considered the entrée item therefore if they were being sold on the same day a la carte they must be sold separately from the Goldfish Crackers and cannot be bundled together. Corrective Action: Please submit a written statement confirming that you will no longer sell chicken nuggets with pretzel goldfish crackers together as a bundled unit.
Form Name	Water (1300)	
Question #	1300	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/05/2024 07:21 PM	Finding: Free, potable water was not accessible to students during breakfast (7 CFR 220.8 and 7 CFR 210.10). Corrective Action: Submit a statement explaining how free potable water will be made available to all students during breakfast meal service.
Form Name	Civil Rights	
Question #	1502	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 08:37 AM	Finding: 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)). Corrective Action: Upload into SNACS the names of 2-3 grass root organizations that the public release will be sent in the following school year.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/05/2024	4424	1500	Administrative Review	ALL	SFA			

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Comments									
					Created By			Created Date	
Follow Annual Requirements for Child Nutrition Programs. https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/calendar-of-requirements-general.pdf to ensure deadlines are met.								3/5/2024 5:58:22 PM	
03/05/2024	4438	406	Administrative Review	Salem Elementary	FSD				
Comments									
					Created By			Created Date	
Preschool students that are eating at nearly the same time and in the same place as other grades can follow the co-mingled guidelines and therefore do not need to follow the preschool meal pattern guidelines. This would allow the students to have the same menu as the older students.								3/6/2024 11:46:15 AM	
03/05/2024	4436	431	Administrative Review	Salem Elementary	FSD				
Comments									
					Created By			Created Date	
The preschool production records listed the serving size of milk as 3/4 cup however 1 full milk carton was served to students. It is recommended that the production records accurately reflect what is being served to the preschool students at breakfast and lunch.								3/6/2024 10:45:43 AM	
03/05/2024	4434	900	Administrative Review	ALL	SFA				
Comments									
					Created By			Created Date	
On-Site monitoring is not required for a one site SFA.								3/6/2024 9:49:38 AM	
03/05/2024	4428	201	Administrative Review	ALL	SFA				
Comments									
					Created By			Created Date	
Please remove Income Eligibility Guideline from verification email								3/6/2024 9:15:04 AM	
03/05/2024	4427	314	Administrative Review	ALL	SFA				
Comments									
					Created By			Created Date	
Please upload copy of VCR report into SNACS								3/6/2024 9:12:58 AM	
03/04/2024	4432	400	Administrative Review	ALL	FSD				
Comments									
					Created By			Created Date	

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Scan K5 student ID cards as they accept the meal. Do not wait to scan all at once.		3/6/2024 9:19:49 AM
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