

# Administrative Review Report

Trevor-Wilmot Consolidated Grade School

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/21/2023	02/12/2024
On-Site Review	02/12/2024	02/13/2024
Site Selection Worksheet	12/21/2023	12/21/2023
Entrance Conference	02/12/2024	02/12/2024
Exit Conference	06/13/2024	06/13/2024

## Commendations:

From the Public Health Nutritionist: Thank you to all staff at Trevor-Wilmot Consolidated Grade School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick responses to questions; this greatly expedited the AR. The Food Service Director was very receptive to the reviewer's suggestions, and this was greatly appreciated. Thank you for serving healthy, nutritious meals to your students.

From the Nutrition Program Consultant: Thank you to the Trevor-Wilmot Consolidated Grade School staff, as well as the Taher Food Service Management Company staff for the time and attention spent during the Administrative Review (AR). Your patience and openness to corrections and recommendations is greatly appreciated. Thank you for working diligently to meet program requirements.

## Recommendations:

No Recommendations found for this review.

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	101	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 11:02 AM	<p><b>Finding:</b> The Determining Official is indicated as a different individual on the School Nutrition Program contract than the designated Determining Official who is determining eligibility from applications.</p> <p><b>Corrective Action:</b> Update the 2024-25 school year contract with the correct individual listed as the Determining Official for the application approval process.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	110	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 12:20 PM	<p><b>Finding:</b> Households that qualify for free or reduced price meals due to direct certification were not notified in writing.</p> <p><b>Corrective Action 1:</b> Provide a statement of understanding that all households eligible through direct certification are required to be notified in writing.</p> <p><b>Corrective Action 2:</b> Upload a sample of the letter that will be used into SNACS. SFAs are strongly encouraged to use the DPI template letter (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility#:~:text=Direct%20Certification%20Approval%20Letter">https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility#:~:text=Direct%20Certification%20Approval%20Letter</a>).</p>
<b>Site Name</b>		
<b>Form Name</b>	Verification (200 - 204)	
<b>Question #</b>	202	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 12:34 PM	<p><b>Finding:</b> The School Nutrition Contract does not have the correct person listed as the Confirming Official. The confirming official reviews each application selected for verification to ensure the initial determination was accurate. This must be done by an individual other than the one who made the initial determination.</p> <p><b>Corrective Action:</b> Update the School Nutrition Contract to accurately reflect who the Confirming Official is.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged 06/13/2024 12:41 PM	<p><b>Finding:</b> The 2022-23 Annual Financial Reports beginning balance does not match ending balance of previous year and/or the ending balance does not match the PI 1505 (public schools).</p> <p><b>Corrective Action:</b> Print a copy of the 2021-22 Annual Financial Report (AFR) and the 2022-23 AFR and indicate that the beginning balance for the 2022-23 AFR matches the ending balance of the 2021-22 AFR. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the Online Services portal. As it is after December 31, the DPI accountant will make the adjustments in the system.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	777	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 12:42 PM	<p><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 SFA is not aware of what the funds can be spent on, the funds are used on unallowable costs and/or the funds are not being tracked separately.</p> <p><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.</p>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 12:45 PM	<p><b>Finding:</b> SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p><b>Corrective Action 1:</b> Complete the DPI Nonprogram Foods Revenue Tool (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/financial-management#:~:text=Tools,DPI%20Nonprogram%20Food%20Revenue%20Tool/Price%20Calculator,-(The%20DPI%20Nonprogram)">https://dpi.wi.gov/school-nutrition/program-requirements/financial-management#:~:text=Tools,DPI%20Nonprogram%20Food%20Revenue%20Tool/Price%20Calculator,-(The%20DPI%20Nonprogram)</a>) and upload into SNACS using a 5-day reference period from the current school year.</p> <p><b>Corrective Action 2:</b> Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</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>	Flagged 06/13/2024 12:49 PM	<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 (Public Release found here: <a href="https://dpi.wi.gov/school-nutrition/program-requirements/financial-management#:~:text=Tools-">https://dpi.wi.gov/school-nutrition/program-requirements/financial-management#:~:text=Tools-</a></p>

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	<a href="#">,DPI%20Nonprogram%20Food%20Revenue%20Tool/Price%20Calculator,-(The%20DPI%20Nonprogram)</a> will be sent in the following school year.	
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 12:50 PM	<p><b>Finding:</b> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><b>Corrective Action:</b> Utilizing the DPI template policy (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>), develop procedures for the SFA and upload into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	805	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 12:55 PM	<p><b>Finding 1:</b> The SFA does not have compliant written procedures in place to notify households how to request a meal modification for students with special dietary needs.</p> <p><b>Corrective Action 1:</b> Provide a timeline for when a Special Dietary Needs procedure will be put in place. Provide the name and title of the SFA representative that will ensure compliance. It is recommended that SFAs utilize the Special Dietary Needs policy template. (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx</a>).</p> <p><b>Finding 2:</b> Two areas of the Dietary Modifications Policy need to be changed. 1. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal. The USDA does not specify how long to wait or how many attempts are needed to receive documentation before discontinuing a meal modification. However, reasonable attempts should be made to get the correct documentation. 2. SFA should not ask for a student's medical condition, but only how the condition or symptom affects the student's diet.</p> <p><b>Corrective Action 2:</b> 1. Remove the language from the Dietary Modifications policy that indicates documentation must be submitted "within five (5) school days...or the dietary modification may be discontinued until such a statement is received". I recommend changing this to "must be submitted from a health care provider with prescriptive authority in the State of Wisconsin." 2. Change the items the certification must identify to: A. an explanation of how the child's physical or mental impairment restricts the child's diet B. the food(s) to be avoided C. the food(s) to be substituted</p> <p>Provide a timeline for when the Dietary Modifications policy will be changed and the name of the person responsible for ensuring the update is made.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	806	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 01:02 PM	<b>Finding:</b> Civil Rights training presentation was not uploaded into SNACS.  <b>Corrective Action:</b> Provide the civil rights training to all staff that interact with program applicants, the training is located here: <a href="https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html">https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html</a> . Upload the Civil Rights Training PowerPoint into SNACS.
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	807	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 01:03 PM	<b>Finding:</b> The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.  <b>Corrective Action:</b> Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action. The form is located here: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc</a> .
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 01:06 PM	<b>Finding:</b> SFA has not completed the assessment of the Local Wellness Policy within the last three years.  <b>Corrective Action:</b> Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card (blank report card found here: <a href="https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy#:~:text=Local%20Wellness%20Policy%20Triennial%20Assessment%20Report%20Card.%C2%A0">https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy#:~:text=Local%20Wellness%20Policy%20Triennial%20Assessment%20Report%20Card.%C2%A0</a> ) that includes WellSAT scores (determined from the WellSAT webpage: <a href="https://www.wellsat.org/">https://www.wellsat.org/</a> ) into SNACS or provide a link to this document on the district website.
<b>Site Name</b>		
<b>Form Name</b>	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
<b>Question #</b>	1601	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 01:09 PM	<b>Finding:</b> The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).  <b>Corrective Action:</b> 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 time frame for distributing SFSP outreach materials.
<b>Site Name</b>	Trevor - Wilmot School	
<b>Form Name</b>	Dietary Specification Assessment Tool (On Site Observation)	
<b>Question #</b>	1	

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<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 02/13/2024 09:26 AM</p>	<p><b>Finding:</b> All foods served as part of a reimbursable meal must contain zero grams of trans fat per serving (less than 0.5 grams per serving). The Prairie Creek Hot Dog contains .5 grams of trans fat. If it is likely that trans fat appearing on the label is naturally occurring, the SFA must request documentation from the manufacturer that report the source of the trans fat prior to continuing to use the product.</p> <p><b>Corrective Action:</b> Submit a nutrition facts label for a new hot dog product that will be served that contains 0 grams trans fat or submit documentation from the manufacturer citing the trans fat is naturally occurring.</p>
<b>Site Name</b>	Trevor - Wilmot School	
<b>Form Name</b>	Dietary Specification Assessment Tool (On Site Observation)	
<b>Question #</b>	12	
<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 02/13/2024 09:23 AM</p>	<p><b>Finding:</b> For grades K-12, up to 2oz eq. of grain-based desserts per week are allowed in the NSLP. The menu for the week of review exceeded the grain-based dessert limit. Daily Honey Graham Crackers were included with the Peanut Butter and Jelly Sandwich/String Cheese meal. Since graham crackers are a grain-based dessert it must be limited to 2oz eq. per week.</p> <p><b>Corrective Action:</b> Describe how the menu and/or recipe would be changed to comply with the grain-based dessert limit. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or other crediting documentation for items that would be planned in place of a grain-based dessert.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	126	
<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 06/13/2024 01:22 PM</p>	<p>99 free and reduced price meal application determinations were reviewed, 1 error was identified.</p> <p><b>Finding:</b> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The household's meal benefits were incorrectly determined. See the SFA-1 provided by the consultant for details.</p> <p><b>Corrective Action:</b> Notify the household of the correct meal benefit, per program requirements. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	128	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged 06/13/2024 01:23 PM	<p><b>Finding:</b> The correct income conversion factors were not used when determining meal eligibility on free and reduced price meal applications. Applications with one income frequency were annualized.</p> <p><b>Corrective Action:</b> Review the Income Conversions section of the Eligibility Manual (page 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced price meal application.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 06/13/2024 01:30 PM	<p><b>Finding:</b> The correct non-discrimination statement was not included on all required program materials. The non-discrimination statement is missing from the Local Wellness Policy. The non-discrimination statement on the Food Services Board Policy PO-8500 is altered to include an additional sentence, and is therefore unallowable.</p> <p><b>Corrective Action:</b> Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS, or in the case of policies that must get Board approval before finalizing, submit a timeline for the policies to be brought into compliance with the allowable non-discrimination statement and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
<b>Site Name</b>	Trevor - Wilmot School	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	404	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/13/2024 09:17 AM	<p><b>Finding:</b> Using the vegetables on the salad bar to meet the weekly vegetable requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage (<a href="https://dpi.wi.gov/default/files/imce/school-nutritoin/doc/salad-bar-signage-template.docx">https://dpi.wi.gov/default/files/imce/school-nutritoin/doc/salad-bar-signage-template.docx</a>)</p> <p><b>Corrective Action:</b> Submit a picture of lunch salad bar signage near the salad bar on the serving line.</p>
<b>Site Name</b>	Trevor - Wilmot School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	410	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/13/2024 11:06 AM	<p><b>Finding:</b> The daily minimum requirement for fruit was not met for students following the K-8 meal pattern for breakfast during the review period. The following represents the planned portion sizes: - Monday, January 22, 2024- 1/2 cup of fruit - Wednesday, January 24, 2024- 1/2 cup of fruit - Friday, January 26, 2024- 1/2 cup of fruit The daily minimum requirement for K-8 meal pattern grade grouping is offering at least 1 cup of fruit at breakfast.</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 replacement, etc.).</p>

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<b>Site Name</b>	Trevor - Wilmot School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	431	
<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 02/13/2024 11:12 AM</p>	<p><b>Finding:</b> During the week of review, the daily production record had incorrect and/or inconsistencies on the production record including: the meal pattern grade grouping was incorrect, not all food items had the amount served written down, milk, cereal and juice choice were not specifically written down, 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 items being tracked with the amount of foods prepared, served and leftover as well as specific milk, cereal and juice 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>	Trevor - Wilmot School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	435	
<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 02/13/2024 11:23 AM</p>	<p><b>Finding:</b> Standardized recipes are required for all menu items that have more than one ingredient and must include detailed information about the specific ingredients, equipment, and procedures used to prepare the recipes. Recipes should be standardized in each production kitchen to reflect the products and practices that are used in the kitchen. While reviewing the recipes and observing the day of onsite meal preparation and service there were some inconsistencies with certain recipes: -Cheeseburger- remove steamer as the cooking method and the burger wrapped in foil statement since it isn't happening. - Spicy Chicken Patty on a Bun- no oven temp is listed and remove the wrapped in foil statement since that isn't happening. - Ham Deli Sub Sandwich- Turkey is listed as the ingredient however Ham is in the recipe name, in the procedure and the crediting documentation was submitted for ham. The lettuce leaf would need to be removed since it is not being used.</p> <p>- Crispy Chicken Salad- need oven temp and how long to leave the product in the oven; no mention of cooling the chicken before placing on the salad and remove the chicken patty as an ingredient since it isn't being used. - BBQ Rib Sandwich- remove item being wrapped in aluminum foil since that isn't happening</p> <p><b>Corrective Action:</b> Submit an updated standardized recipe for the: Cheeseburger on a Bun, Spicy Chicken Patty on a Bun, Ham Deli Sub Sandwich, Crispy Chicken Salad and BBQ Rib Sandwich. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>).</p>
<b>Site Name</b>	Trevor - Wilmot School	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1411	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		



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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/15/2024 12:56 PM	<b>Finding:</b> The following products were identified in the SFA's storage area as non-domestic and not documented: Ardmore Farms Juice (USA, Brazil, Belize, Mexico and Costa Rica). <b>Corrective Action:</b> Complete and submit a Noncompliant Product List form for the non-domestic products: Ardmore Farms Juice. Noncompliant Product List templates can be found on the Buy American webpage.

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/22/2024	5060		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
<p><u>Summer Food Service Program Promotion:</u></p> <p>USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months through the Summer Food Service Program (SFSP). This is true even when the SFA itself may not participate in SFSP. Each year SFAs must retain documentation supporting that this outreach has been completed. SFAs can inform families of summer meals via the following methods:</p> <ul style="list-style-type: none"> <li>• Promotion of the summer meals locator on the DPI Summer Meals webpage</li> <li>• Promotion of calling 211 to locate meals in the area</li> <li>• Promotion of the ability to text 'food' to 304-304 to locate meals in the area</li> <li>• Promotion of the USDA Summer Food website (<a href="http://www.fns.usda.gov/summerfoodrocks">http://www.fns.usda.gov/summerfoodrocks</a>)</li> </ul>								6/14/2024 2:22:06 PM
02/22/2024	5059		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
<p><u>Special Dietary Needs</u></p> <p>Special Dietary Needs - The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars must accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan.</p> <p><b>Policy Requirements</b> - At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodations that provide notice and information to parents and guardians regarding how to request a meal accommodation and their right to file a grievance and participate in the grievance process. However, it is highly recommended that agencies develop a written meal accommodation policy to ensure clear communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination. The School Nutrition Team has created a <a href="#">Special Dietary Needs Policy template</a> which can be modified to fit the needs of the SFA. If the school already has a policy in place, it is recommended to compare this policy to ensure your policy includes all important information.</p> <p><b>Medical Statement</b> - It is recommended, but not required, for SFAs to use the <a href="#">prototype Medical Statement for Special Dietary Needs</a> posted on the <a href="#">DPI SNT Special Dietary Needs website</a>. This template is available in English, Spanish, and Hmong. At a minimum the statement must include:</p> <ol style="list-style-type: none"> <li>1. An explanation of how the child's physical or mental impairment restricts the child's diet</li> <li>2. The food(s) to be avoided</li> <li>3. The food or choice of foods that must be substituted</li> <li>4. The statement must be signed by a state authorized medical practitioner, which is a health care provider that can write a prescription in the state of WI. This will be a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner. A signed medical statement from a state authorized medical authority does not need to meet meal pattern requirements provided the statement supports food substitutions made outside of the meal pattern requirements.</li> </ol> <p>SFAs may choose to accommodate special dietary requests without a signed medical statement from a state authorized medical authority. These accommodations must meet the USDA meal pattern requirements and/or fall within Offer vs. Serve for the meals to be reimbursable. If an accommodation without a medical statement is made, then all requests for meal accommodations must be met to ensure civil rights compliance. A signed medical statement is not needed in order to provide low fat or fat-free lactose-free milk, since this is an allowable milk type and thus does meet the meal pattern requirements.</p>								6/14/2024 2:21:38 PM

# Administrative Review Report

Trevor-Wilmot Consolidated Grade School

<p><b>Brand Names</b> - In some situations, a State licensed healthcare professional may request a particular brand name of a product as a substitute on the medical statement. Generally, SFAs are not required to provide the specific brand requested, unless the brand name item is medically necessary. Instead, the SFA must provide a reasonable modification that accommodates the child's disability and provides equal opportunity for the child to participate in and benefit from the Program. In situations where the requested substitute is very expensive or difficult to procure or obtain, it would be reasonable for the SFAs to follow up with the family to see if a different substitute would be safe and appropriate for the child.</p> <p>For example, a medical statement for a child with gluten intolerance may request a specific brand of gluten-free bread. If a modification request indicates a brand name item, in most instances, a generic brand is sufficient, unless the brand name item is medically necessary. This can be determined through the interactive process with the child's parent or guardian. In the example above, if the medical statement lists a specific brand of gluten-free bread, the SFA could check with the family to see if it would be safe and appropriate for the SFA to provide a different brand. In this instance, the family could then affirm the brand name change.</p> <p><b>Timing of Medical Statements</b> - Sometimes, SFAs receive a meal modification request outside the regular meal pattern before a child's parent or guardian is able to submit the required medical statement. If the SFA is aware a meal modification is needed, 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 this situation, 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.</p> <p>When a new medical statement is submitted, school food service professionals must work closely with the Section 504/ADA Coordinator (see: Section 504/ADA Coordinator and Team) or other designated officials so that the medical statement is clear and includes the information necessary to provide the child with safe and nutritious meals. Establishing contact with parents or guardians may help to ensure all information needed to provide a safe meal is available. If a medical statement is provided and does not fully explain the modification needed, the SFA should immediately contact the child's parent or guardian for guidance and ask the family to provide an amended medical statement as soon as possible. However, clarification of the medical statement should not delay the SFA from providing a meal modification. SFAs should follow the portion of the medical statement that is clear and unambiguous to the greatest extent possible, while obtaining the additional information.</p> <p><b>Resources</b> - The <a href="#">Special Dietary Needs Flowchart</a> outlines the process of accommodation determination. The <a href="#">USDA Q&amp;A on Accommodating Special Dietary Needs</a> resource, the <a href="#">USDA Special Dietary Needs Handbook</a>, and <a href="#">Q&amp;As: Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability)</a> contain additional detailed information.</p>											
02/22/2024	5058		Administrative Review		FSD						
<b>Comments</b>											
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<p><u>Edit Checks:</u></p> <p>The U. S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. A school employee must review and confirm the monthly edit checks of meals served before the information is submitted for a claim, even if the edit check is done by the POS software. For further assistance understanding edit check requirements, it is recommended to review the Edit Check section of the <a href="#">Site-Based Online Claims Manual</a> (pg. 37-40) <a href="#">Site-Based Claiming webcast</a> or the <a href="#">Counting/Claiming/POS webcast</a>.</p>									6/14/2024 2:19:47 PM		
02/22/2024	5057		Administrative Review		AR						
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<p><u>Civil Rights Complaint Procedures:</u></p> <p>Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous.</p>									6/14/2024 2:19:04 PM		

# Administrative Review Report

Trevor-Wilmot Consolidated Grade School

<p>All SFAs must have <a href="#">procedures for receiving and processing complaints alleging civil rights discrimination</a> within the USDA Child Nutrition Programs. It is recommended SFAs use the <a href="#">Template Civil Rights Complaint Procedures</a> to create written procedures.</p> <p>An SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. If a complaint of discrimination is received at your district, the following procedures should be followed:</p> <ol style="list-style-type: none"> <li>1. Document the complaint using the <a href="#">USDA Program Discrimination Complaint Form</a>.</li> <li>2. Submit complaints within five days of receiving the complaint to:                             <ul style="list-style-type: none"> <li>• Wisconsin Department of Public Instruction (DPI)                                     <ul style="list-style-type: none"> <li>o Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841</li> <li>o Fax: (608) 267-0363</li> <li>o Email: <a href="mailto:jessica.sharkus@dpi.wi.gov">jessica.sharkus@dpi.wi.gov</a></li> </ul> </li> </ul> </li> <li>3. Maintain a <a href="#">Civil Rights complaint log</a> at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need-to-know.</li> </ol>								
02/22/2024	5056		Administrative Review		Business Manager			
<b>Comments</b>					<b>Created By</b>	<b>Created Date</b>		
<p><b>Supply Chain Assistance Funds:</b></p> <p><a href="#">Supply Chain Assistance (SCA) Funds</a> 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 <a href="#">Allocation of Supply Chain Assistance Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers</a> includes detailed information on allowable ways to utilize these funds.</p> <p>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 <a href="#">Supply Chain Assistance (SCA) Funds Expense Tracker</a> that SFAs may use to track these funds, however, SFAs may use any form of tracking. The school's vendor may be able to assist with this tracking process.</p> <p>SCA funds are recorded under WUFAR code 717 Revenue Source - federal reimbursement and 547 Program/Project Code - National School Lunch (NSL). Record the entire amount into NSL revenue on the AFR during the year it is received and expense it to NSL "food" as it is used. The NSL food expense may carry over into future AFR reporting year.</p> <p>Please work with the vendor representatives to ensure the SFA's supply chain assistance fund usage is being tracked properly. The SFA should retain the tracker and ensure it is accurate, since the SFA has a contract with DPI to operate the Child Nutrition Programs and fulfill all program requirements.</p>							6/14/2024 2:16:38 PM	
02/22/2024	5055		Administrative Review		Business Manager			
<b>Comments</b>					<b>Created By</b>	<b>Created Date</b>		
<p><b>Annual Financial Report:</b></p> <p>The <a href="#">Annual Financial Report Manual</a> is located on the <a href="#">DPI SNT Financial Management website</a> to assist you with completing the AFR. 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. All federal Child Nutrition Programs the SFA participates in must be included on the AFR, including the CACFP.</p> <p>The ending balance on June 30 from the previous year needs to be the same as the beginning balance on July 1 for the current year. The ending balance, on June 30, can never be a negative balance. A transfer must be made from non-federal funds to bring the ending balance to \$0.00.</p> <p>The categories of the AFR that should be addressed when tracking revenues and expenditures include:</p> <ul style="list-style-type: none"> <li>• 'Labor' is expenses for all direct food service labor including both wages and fringe benefit costs.</li> </ul>							6/14/2024 2:15:12 PM	

# Administrative Review Report

Trevor-Wilmot Consolidated Grade School

<ul style="list-style-type: none"> <li>• 'Other' is expenses for paper supplies, chemicals, equipment under \$5000 (or your SFA's capitalization threshold), etc.</li> <li>• 'Food' is expenses for edible food items and beverages.</li> <li>• 'Equipment' is expenses for equipment purchases over \$5000 or your SFA's capitalization threshold.</li> <li>• 'Purchased Services' is for services you pay someone to provide such as equipment repair, health inspections, etc.</li> <li>• '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.</li> </ul> <p>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 amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools.</p> <p>Please review the <a href="#">AFR webcast</a>, <a href="#">manual</a>, and "<a href="#">In a Nutshell</a>" resource before the next AFR is submitted.</p>	
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<p><u>Vended Meal Invoicing:</u></p> <p>The SFA should conduct their own internal audit of the billing and invoices from the vendor. The SFA may be being overcharged by the vendor. Once the SFA is billed by the vendor for the meals, the meal itself, all meal components including the milk (if meal includes milk in fixed price) becomes the property of the SFA and should be segregated from the other inventory that the SFA has not yet purchased from the vendor. There needs to be a delineation on-site between what inventory belongs to the vendor and what belongs to the SFA; inventory should not be commingled in any kind of way. The SFA should have a way to handle any leftovers. Any leftovers should not be returned to the vendor's inventory. Handling of any leftovers not served to students should follow health and safety procedures and if possible, be incorporated into future meal service to help manage food costs and food waste.</p> <p>Based on the on-site conversations with SFA staff, the vendor is billing for all meal components offered as part of a reimbursable meal. This meal count for billing is based on the number of meals set out each day and not based on what is used. The unserved food from these service locations is returned to kitchen and used in future meal service by the vendor. With the vendor creating the invoice for the SFA based on the number of meals put out in these service locations, it appears that the SFA may be billed multiple times for the same food items.</p> <p>For example, the SFA is billed for 100 breakfasts because the vendor put out 100 full breakfasts on a school day. If 50 of those milks and 50 of those granola bars were unserved, returned to the kitchen, put out for breakfast the next day, and the SFA is billed the next day for the 100 breakfasts put out that next day then the SFA would be paying the vendor twice for those 50 milks and 50 granola bars. In this example, those 50 milks and granola bars are the property of the SFA and should not be returned to the vendor's inventory. This SFA inventory could have been used for the following day meal service. The SFA should have a way to handle these leftover items that they purchased from the vendor and factor these leftovers, if possible, into future orders communicated to the vendor. The SFA should be reviewing its inventory prior to submitting meal count orders to the vendor. The vendor should never be accessing SFA inventory without SFA permission. Any inventory removed by the vendor or handed over by the SFA should be documented for SFA records. The SFA should closely review program records and current service and billing practices.</p> <p>Vended meals agreements (VMA) should include established procedures regarding how the school will communicate to the vendor each day how many lunches and breakfasts are needed. The SFA should be dictating to the vendor each day how many lunches and breakfasts to prepare. That is then what the SFA should be billed for. The SFA and the vendor could modify the VMA so that the school is billed for the amount of food actually used each day, but this must be spelled out in the agreement. As the VMA template is currently written, the vendor is supposed to invoice the SFA for the unitized meals in accordance with the number of meals requested by the SFA. The SFA must retain the management responsibilities for the school nutrition operations. The vendor should be following the SFA's directions. The vendor has a contract to provide meals to the SFA but should not be involved in any aspect of managing the Child Nutrition Programs. Any vendor management of Child Nutrition Programs requires a Food Service Management Company (FSMC) contract. If the SFA wishes, DPI School Nutrition Team specialists are available to discuss these types of contracts which are more robust due to the incorporation of delegated management responsibilities.</p> <p>The SFA should carefully review the full base year VMA that it has with the vendor and assess if it is being adhered to.</p>		6/14/2024 2:12:35 PM
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# Administrative Review Report

Trevor-Wilmot Consolidated Grade School

Please refer to the <a href="#">Vended Meals Agreement webpage</a> for more information, and let the <a href="#">DPI SNT Procurement Team</a> know if you have any questions.								
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Comments								
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<p>It is recommended to include Food Service Management Company staff on the Professional Standards Tracking Tool.</p> <p><u>Professional Standards Training Requirements:</u></p> <p>For professional standards purposes, staff that work 20 or more hours in school nutrition each week are "full time." Staff that work less than 20 hours each week in school nutrition are "part time." Full time staff need 6 hours of annual training, and part time staff need 4 hours of annual training. For staff hired January 1 or later, only half of the required annual hours are needed during the first school year of employment.</p> <p>Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this <a href="#">"In A Nutshell- Training"</a> document.</p> <p>Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.). SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The <a href="#">DPI Professional Standards Tracking Tool</a> or the <a href="#">USDA Professional Standards Tracking Tool</a> are encouraged but not required.</p> <p>The SFA did not have a training tracker for the on-site kitchen lead who is an employee of the meal vendor (not the school). The USDA Q&amp;A resource regarding professional standards from January 2020 specifies the information below in #40. This question does not fully apply to the SFA since the kitchen lead from the vended meal provider is working on-site daily preparing and serving bulk meals. The SFA must ensure this staff member has the knowledge and training needed to provide the meals in the Child Nutrition Programs. It is recommended that the SFA keep a training tracker for this person as well, collaborating with supervisors from the vended meal provider if necessary.</p> <p>For further questions about Professional Standards Training Requirements, please see the <a href="#">DPI SNT Professional Standards webpage</a>.</p>						6/13/2024 1:56:41 PM		
02/22/2024	5052		Administrative Review		FSD			
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<p>It is recommended to include Food Service Management Company staff on the annual Civil Rights Training and corresponding roster.</p>						6/13/2024 1:56:02 PM		
02/22/2024	5051		Administrative Review		FSD			
Comments								
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<p>It is best practice to determine which LEA programs utilize free and reduced price meal eligibility information, and to include these specific programs for households to opt into for the Sharing Information with Other Programs Fee Waiver.</p>						6/13/2024 1:54:29 PM		
02/22/2024	5050		Administrative Review		FSD			
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<p>SFA staff at the Point of Service are utilizing different entry methods to count student meals and enter claimed meals into the software system. It is recommended to provide oversight during meal service times to evaluate various staff procedures streamline this process for optimal accountability.</p>						6/13/2024 1:52:05 PM		
02/22/2024	5049		Administrative Review		FSD			

# Administrative Review Report

Trevor-Wilmot Consolidated Grade School

Comments									
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Each year School Nutrition Program Directors must complete 12 hours of annual continuing education/training (7 CFR 210.30).							6/13/2024 1:47:36 PM		
02/22/2024	5048		Administrative Review		SFA				
Comments									
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New Food Service Directors (FSD) must complete at least 8 hours of food safety training within 5 years prior to starting date or within 30 days of hire(7 CFR 210.30(b)(v).									
<u>New Food Service Director Hiring Requirements:</u>									
Each SFA must designate one staff member as the "Food Service Director" (FSD). The Food Service Director performs and/or oversees areas such as food safety, nutrition and menu planning, food production, procurement, financial management, customer service, and day-to-day program management.									
The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the NSLP and SBP, with further flexibilities for directors hired after April 29, 2019, in SFAs with under 2500 enrollment.									
The Hiring Standards for new SFA directors are based on the size of the SFA and includes education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. These requirements are listed in a summary document called " <a href="#">In a Nutshell- Hiring Requirements</a> ".							6/13/2024 1:47:01 PM		
Per SP 38-2016, SFAs may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards.									
Additional resources may be found on the <a href="#">DPI SNT Professional Standards webpage</a> , including a helpful <a href="#">USDA Q&amp;A resource</a> which is recommended to review. While it is acceptable for the Authorized Representative (AR) and Food Service Director (FSD) to be the same person, it is recommended to enter two different people into this field, so that in the event of a staffing change or other unforeseen circumstance, DPI still has valid contact information for your SFA.									
02/22/2024	5047		Administrative Review		FSD				
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The non-discrimination must be included on letters, menus, website, and other documents used to convey program information to the public. The current 2022 NDS statement must be used ( <a href="https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs">https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs</a> ). When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach materials when notifying households of benefits. Private Religious SFAs utilizing the exemption may continue to use the 2015 version of the NDS.							6/13/2024 1:46:04 PM		
02/22/2024	5046		Administrative Review		FSD, AR				
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The SFA must review and update the local school wellness policy (LWP) on a periodic basis. The frequency of updates is a local decision and is based on the content and structure of the plan (7 CFR 210.31).									
<u>Local Wellness Policy Guidance:</u>									
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 summarized " <a href="#">In a Nutshell</a> " resource, <a href="#">policy content checklist</a> , a <a href="#">wellness policy builder</a> , and <a href="#">wellness policy report card</a> found on the <a href="#">DPI SNT LWP webpage</a> . The policy builder contains a variety of sample language that SFAs can adopt and modify to suit their needs instead of needing to come up with language from scratch.							6/13/2024 1:44:05 PM		

# Administrative Review Report

## Trevor-Wilmot Consolidated Grade School

<p>The SFA must review and update the local school wellness policy (LWP) on a periodic basis. The frequency of updates is a local decision and is based on the content and structure of the plan (7 CFR 210.31). SFAs are required to actively seek members for the wellness committee that represent a diverse group and to the extent possible, allow them to participate. The SFA must permit parents, students, physical education teachers, school health professionals, school administrators, school board members, and the general public to be involved in the development, implementation, periodic review, and update of the LWP. The SFA must retain documentation on stakeholders invited to participate in the committee, their relationship to the SFA, and those who participated in the review and update of the LWP (7 CFR 210.31). SFAs are encouraged to notify key stakeholders through various methods of communication (7 CFR 210.31). Suggestions for including a variety of stakeholders include:</p> <ul style="list-style-type: none"> <li>• sending a letter to parents/families;</li> <li>• providing status updates in teacher/staff trainings;</li> <li>• posting a call for volunteers on the school website;</li> <li>• partnering with community organizations to spread the information; and</li> <li>• posting information about the process on social media.</li> </ul> <p>SFAs must inform the public each school year of basic information about the local school wellness policy, including its content and any updates as described in 7 CFR 210.31(d)(2). The SFA must inform the public about the content, implementation of, and updates to the Local Wellness Policy (LWP) on an annual basis.</p> <p>SFAs may use a variety of methods to notify the public about the LWP. This may include mailing flyers, newsletters, emails, newspaper articles. The SFA must retain documentation regarding the notification (7 CFR 210.31).</p> <p>An assessment of the Local Wellness Policy (LWP) must be conducted once every three years, with the first assessment completed no later than June 30, 2021. It requires SFAs to describe how the language in the SFA's LWP compares to the model LWP, measure the SFA's compliance with its LWP, and describe the SFA's progress toward meeting its LWP goals.</p> <p>SFAs must use the <a href="#">Wisconsin Local Wellness Policy Triennial Assessment Report Card</a> in order to fulfill the triennial assessment requirement. The first page includes instructions for completing the Local Wellness Policy Triennial Assessment Report Card which can be found on page two. The SFA is required to inform and update the public about triennial assessment. SFAs are required to retain a copy of the assessment and documentation regarding the public notification. SFAs may use a variety of methods to notify the public including: mailing flyers, newsletters, emails, website postings, and newspaper articles.</p> <p>For additional ideas on the "public notification" requirements surrounding the local wellness policy, please refer to questions 29-33 in the <a href="#">USDA LWP Q&amp;A</a> found on the <a href="#">LWP webpage</a>.</p>									
02/13/2024	4283		Administrative Review		FSD				
<b>Comments</b>									
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Although information was kept on separate papers and later compiled onto the daily production record this could lead to mistakes or inaccuracies. It is recommended to solely utilize the production records before meal service, during meal service and after meal service.						2/15/2024 1:12:17 PM			
02/13/2024	4282		Administrative Review		FSD				
<b>Comments</b>									
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It was noticed on the production record that the steamed broccoli during the week of review didn't have a specific portion size listed on the production records. it is recommended that the production records be reviewed prior to meal service to ensure all serving sizes are written down and staff are aware of what the portion size should be.						2/15/2024 1:09:15 PM			
02/13/2024	4256	402	Administrative Review	Trevor - Wilmot School	FSD				
<b>Comments</b>									
					<b>Created By</b>	<b>Created Date</b>			
It was not observed but rather discussed that the required daily minimum amount of each component given in a field trip bagged meal for the K-8 meal pattern is 1oz eq. meat/meat alternate, 1oz eq. grain, ¾ cup of vegetable, ½ cup of fruit and 8oz of milk.						2/13/2024 11:27:52 AM			