

Administrative Review Report

Twin Lakes #4 School District

Commendations:

From the Nutrition Program Consultant:

Our sincere thanks to the administration and school nutrition staff of Twin Lakes #4 School District. We really 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 being open to discussion and suggestions. Thank you for everything that you do to help the kids succeed!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. 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 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>).

From the Public Health Nutritionist:

Thank you so much to all of the staff at Twin Lakes #4. This was a very pleasant review with zero meal pattern related findings. I appreciated how organized and thorough you were with your documentation and for all of the assistance and time dedicated to assisting us on site. Your meals looked appealing, with a variety of options and colorful salad bar. Continue the great work you are doing to serve your students.

Administrative Review Report

Twin Lakes #4 School District

Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	309	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 10:42 AM</p>	<p>Finding: The SFA has a Vended Meal Agreement and food service employees are supplied by the vendor. The food service employees are not permitted to be responsible for the Point of Service. Additionally, two points of service at the end of the line were observed at breakfast as being chaotic and disorganized. It was difficult to tell if each student was counted for taking a reimbursable meal. The length of time for students to move through the line was concerning as it took up designated learning time. It is suggested to redirect the flow of service to allow for the Point of Service at the beginning of the line with two lines (one on each side of the check off with a pin pad on each side), and allow students to choose a reimbursable meal for themselves utilizing the salad bar/milk cooler and the kitchen main line serving area.</p> <p>Corrective Action: Submit a statement of who will be handling the point of service moving forward and how you will ensure all reimbursable meals are counted and claimed properly at the point of service.</p>
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 10:27 AM</p>	<p>Finding: The SFA does not track and account for all revenues and expenditures for the nonprofit school food service account properly (7 CFR 210.19).</p> <p>Corrective Action: Review the Annual Financial Report webcast on the DPI website. Complete the quiz at the end of the webcast. Forward a copy of the Certification of Completion email. Review and revise the numbers for the 22-23 SY Annual Financial Report and email an updated copy to the Consultant.</p>
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	<p>Flagged 03/06/2024 10:18 AM</p>	<p>Finding: 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 tracking what the funds are being used for.</p> <p>Corrective Action: Submit a copy of the completed SCA Funds tracking tool. Corrected on-site. No further action required.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	

Administrative Review Report

Twin Lakes #4 School District

Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 10:16 AM</p>	<p>Finding: The Public Release was not distributed to the required locations including the media, local unemployment office, grassroots organizations (library, post office, food pantry, grocery store, laundromat) and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)). If the organization is requesting payment for posting the public release, the SFA can cancel the posting and keep the documentation of attempting to publish the public release.</p> <p>Corrective Action: Upload into SNACS the names of 3 organizations that the public release will be posted at in the upcoming school year.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 10:13 AM</p>	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx),upload a copy to the school website. Corrected on-site. No further action required.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 10:51 AM</p>	<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: Use the SFSP flyer and provide copies to households prior to the start of summer. Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	316	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 10:10 AM</p>	<p>Finding: Learning by Design Academy does not qualify for Severe Need Breakfast reimbursement until 25-26 SY. All breakfasts for the SFA were being claimed under Lakewood School for Severe Need Breakfast. The breakfast claims from July 2023 - February 2024 will be adjusted to ensure the SFA is paid at the proper reimbursement rate.</p> <p>Corrective Action: Submit a statement of understanding that Learning by Design Academy will be claimed under the School Breakfast Program until the end of the 2024-25 SY.</p>
Site Name		

Administrative Review Report

Twin Lakes #4 School District

Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 10:12 AM	<p>Finding: The USDA non-discrimination statement was not included on the Local Wellness Policy.</p> <p>Corrective Action: Update the Local Wellness Policy to include the USDA non-discrimination statement. Submit a statement of when this will be completed.</p>
Site Name	Learning by Design Academy	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/06/2024 11:47 AM	<p>Finding: At breakfast service, milk and cheese sticks were not temperature controlled using a refrigerated cooler, ice packs, or ice. Cheese sticks are returned to the cooler after service with the intention they will be served another day. This practice does not adhere to the Time as a Public Health Control SOP in the food safety plan.</p> <p>Corrective Action: Milk, cheese, and other dairy products are considered time/temperature control for safety (TCS) foods, and thus must be held under temperature control or be handled using time as a public health control procedure. Saving and re-servicing TCS foods held outside of temperature control is not allowable per the Wisconsin Food Code, although local enforcement by the sanitarian conducting food safety inspections may vary. Regardless of which option for serving TCS foods is used, a corresponding SOP must be included in the site-specific food safety plan and adhered to. Consider the following options to modify the current procedures:</p> <ol style="list-style-type: none"> 1. Utilize time as a public health control (TPHC) procedure and throw out extra TCS foods after service (if they are not temperature controlled). 2. Utilize ice or ice packs so that temperature control is used, along with monitoring of temperatures. 3. Work with local regulatory authority/sanitarian to develop an alternative, approved method for re-serving TCS foods that have been held outside of temperature control during meal service. <p>Submit a statement describing how TCS food items will be kept under 41 degrees during service going forward.</p> <p>Finding: Staff operating the Point of Service in the kitchen were not wearing a hairnet. All staff entering the kitchen must have their restraining with a hairnet or hair covering to reduce the risk of hair contaminating the food.</p> <p>Corrective Action: Submit a statement of how this is communicated to all staff.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/06/2024	4435		Administrative Review		FSD			
Comments								
							Created By	Created Date
Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Thorough, accurate production records aid the								3/6/2024 10:38:13 AM

Administrative Review Report

Twin Lakes #4 School District

<p>menu planner with forecasting, ordering, menu planning, and reducing food waste. A copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).</p>		
---	--	--