

# Administrative Review Report

Kewaunee School District

## Commendations:

Due to the unprecedented COVID-19 related school closures beginning in March 2020, the State Agency (SA) was not able to perform the on-site portion of this Administrative Review (AR). The SA has, to the maximum extent feasible, continued to assist School Food Authorities (SFAs) with items that would normally be addressed in the on-site portion to ensure all SFAs are given the most thorough guidance and technical assistance possible. The SA appreciates the SFA's flexibility and willingness to complete the offsite review during this challenging time.

Meal pattern is met at breakfast and lunch with no findings. Excellent job! Thank you for uploading organized and thorough documentation. Please contact a Public Health Nutritionist at DPI if Smart Snack sales occur in the future. Keep up the great work feeding students balanced, healthy, and compliant meals!

Kudos to the Food Service Director for earning a GOALS certificate. Earning a GOALS certificate takes many training hours and requires dedication. Great job!

## Recommendations:

Every summer, the School Nutrition Team (SNT) hosts summer trainings around the state. Due to COVID-19, these trainings are conducted virtually. There is no charge, registration, or course sign-up required for these trainings. Recorded trainings, resources, and links to join live office hours will be available July 6th. Please see the [SNSDC webpage](#) to learn more.

For more in depth technical assistance with program links see the 19-20 Program Reminders that has been uploaded to the documents tab in SNACS.

For additional questions or information on the USDA Child Nutrition Programs, feel free to contact the school nutrition team or visit the [DPI School Nutrition Webpage](#).

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<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 07/15/2020 09:20 PM</p>	<p>Finding: The SFA does have an Unpaid Meal Charge Policy in place. However, the statement on the food service webpage and the district policy have different amounts that accounts are allowed to go negative.</p> <p>Corrective Action: Provide a timeline of when these will be updated to reflect the same amount.</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 07/15/2020 09:59 PM</p>	<p>Finding: The current Local Wellness Policy (LWP) does not include all of the required content. There are two missing pieces of content:</p> <ol style="list-style-type: none"> <li>1. Foods provided but not sold (e.g., class parties, class snacks, rewards) : A statement must be included such as, the district encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members. Non-food celebrations will be promoted and a list of ideas is available to staff and family members.</li> <li>2. Triennial Assessment : A statement must be included such as, the district will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.</li> </ol> <p>Corrective Action: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
<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	

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<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 07/15/2020 09:27 PM</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). A goal of USDA Child Nutrition Programs is to ensure all students have access to nutritious meals year round. The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:</p> <ol style="list-style-type: none"> <li>1. The summer meals locator on the DPI Summer Meals webpage.</li> <li>2. Call 211 to locate meals in the area.</li> <li>3. Text 'food' to 877 -877</li> </ol> <p>Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP beginning with the 20-21 SY.</p>
<b>Site Name</b>		
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	208	
<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 07/15/2020 09:12 PM</p>	<p>Finding: The SFA cannot show a confirmation review was done on the applications chosen for verification because the applications were not signed by the confirming official. In addition, the verification official did not sign the applications.</p> <p>Corrective Action: Submit a statement that the VerificationTracker form will be used when completing the verification process for the 20-21 SY to ensure all steps are completed.</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>	<p>Flagged 07/15/2020 04:44 PM</p>	<p>Finding: On the direct certification approval letter, the spacing between the lines of the non-discrimination statement (NDS) have been removed. The USDA requires the NDS format not be altered.</p> <p>Corrective Action: Update the non-discrimination statement</p>

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		on the Direct Certification approval letter. Upload the corrected letter to SNACS.						
Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
07/01/2020	2144	410	Administrative Review	Kewaunee Middle School				
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
If it becomes too time- or labor-intensive to record cereal usage by type on production records, you may consider using a Variety Item Recipe to document average cereal usage by meal and grade group. When a Variety Item recipe is on file, total cereal usage must be recorded on production records. Recipes must be updated twice per year or when you notice that students' preferences have changed. ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/variety-item-recipe.xlsx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/variety-item-recipe.xlsx</a> )							7/1/2020 1:04:23 PM	
07/01/2020	2143	410	Administrative Review	Kewaunee Middle School				
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
Menu is in compliance, but do be aware that no more than 50% of fruit can be in the form of 100% fruit juice over the course of one week (M-F). Breakfast and lunch are to be assessed separately.							7/1/2020 1:04:00 PM	
07/01/2020	2142	410	Administrative Review	Kewaunee Middle School				
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
Fruit variety recommended at breakfast. Apples offered daily during week of review.							7/1/2020 1:03:46 PM	
07/01/2020	2141	410	Administrative Review	Kewaunee Middle School				
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
If crediting as part of the reimbursable meal, Rice Krispie Treats, served at lunch on 2/24 must be counted as a grain based dessert.							7/1/2020 1:03:31 PM	
07/01/2020	2140	1411	Administrative Review	Kewaunee Middle School				
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
Food products used for the school meals program must have documentation if they are non-domestic. Further information can be found in Buy American in a Nutshell ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf</a> ). Please complete non-domestic							7/1/2020 11:55:57 AM	

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documentation for any products at the school and the off-site kitchen ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx</a> ).						
07/01/2020	2139	1106	Administrative Review	Kewaunee Middle School		
Comments					Created By	Created Date
<p>Smart Snack Rules: Use the Smart Snacks in a Nutshell to review the guidelines (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/smart-snacks-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/smart-snacks-in-a-nutshell.pdf</a>). Product compliance: We recommend using the Alliance for a Healthier Generation Smart Snacks Product Calculator to assess product compliance (<a href="https://foodplanner.healthiergeneration.org/calculator/">https://foodplanner.healthiergeneration.org/calculator/</a>). Simply answer a series of questions to see if the general and nutrition standards are met, then save and print the results for your records. Exemptions: The Wisconsin Department of Public Instruction (DPI) allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule, but sales may not occur in the meal service area during meal service times. All exempt fundraisers must be documented. Tracking fundraisers: Documentation is required for school fundraisers. Templates, such as the Exempt Fundraiser Tracking Tool, are available on the Smart Snacks webpage, under the resources heading (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks</a>).</p>						7/1/2020 11:54:52 AM