

Administrative Review Report

Luxemburg-Casco 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. We appreciate the SFA's flexibility and willingness to complete the offsite review during this challenging time. The staff at Luxemburg-Casco School District was a pleasure to work with.

From the Public Health Nutritionist:

Thank you to the FSD at Luxemburg-Casco for a seamless off-site review during this unprecedented time. All documentation was provided very quickly and all communication was excellent, despite everyone working from home. The meal pattern documentation was excellent and showed what a wonderful Lunch program is being operated at the district. It is clear that feeding the children nutritious, delicious meals is the top priority and it is being done at an excellent level. It was a pleasure reviewing Luxemburg-Casco for their 2020 Administrative Review.

Recommendations

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](#).

Every summer, the School Nutrition Team (SNT) hosts summer trainings around the state. Due to COVID-19, these trainings will be conducted virtually. There is no charge or registration required for these trainings. Each course has a video recording. Recorded trainings, resources, and links to join live office hours will be available July 6th. Please see the [SNSDC webpage](#) to learn more (<https://dpi.wi.gov/school-nutrition/training/snsdc>).

Findings and Corrective Action:

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	Flagged 07/08/2020 04:25 PM	Finding: The SFA did not inform households about the availability 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 healthy and 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

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	summer meals via the following methods The Summer Meals Locator on the DPI Summer Meals webpage. Call 211 to locate meals in the area. Text 'food' to 877 -877 to locate meals in the area Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP each summer.
Site Name	Luxemburg-Casco Mid
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 07/09/2020 08:46 AM</p> <p>Finding: There was a weekly red/orange vegetable subgroup shortage at lunch during the week of review. Only 3/8 cup of red/orange vegetable was offered over the course of the week to the students who chose not to take the bag lunch on Thursday, which does not meet the minimum 3/4 cup red/orange vegetable requirement for the 6-8 meal pattern. Corrective Action: Submit a statement explaining how this weekly Red/orange vegetable shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
07/09/2020	2164		Administrative Review		FSD			
Comments						Created By		Created Date
Recipes should be updated to reflect current practices and products. Standardized recipes exist, but a few are not accurately reflecting what is happening in the kitchen. For more information on what essential information must be on a standardized recipe, review the Standardized Recipe Checklist (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf).								7/9/2020 8:49:53 AM
07/09/2020	2163	1411	Administrative Review	Luxemburg-Casco Mid	FSD			
Comments						Created By		Created Date
Food products used for the school meals program must have documentation if they are non-domestic. Further information can								7/9/2020 8:48:06 AM

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be found in Buy American in a Nutshell (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf). Please complete non-domestic documentation for any products at the school and the off-site kitchen (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).								
07/08/2020	2161	101	Administrative Review	ALL	Persons responsible for benefit issuance and the c			
Comments					Created By	Created Date		
As part of the AR, R.D. is listed as both the determining official and the confirming official in the questionnaire in SNACS. The determining official and the confirming official cannot be the same person. The 19-20 school nutrition contract lists R.D. as the determining official and C.F. as the confirming official. When completing the 20-21 school nutrition contract, make sure the correct officials, that are actually performing the duties, are listed.						7/8/2020 4:06:57 PM		
07/07/2020	2162	800	Administrative Review	ALL	Person responsible for a complaint procedure			
Comments					Created By	Created Date		
<p>All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs.</p> <ul style="list-style-type: none"> It is recommended these procedures be written and SFAs use the DPI Template for Civil Rights Complaint Procedures. 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: <ol style="list-style-type: none"> Document the complaint using the USDA Program Discrimination Complaint Form. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 Fax: (608) 267-0363 Email: jessica.sharkus@dpi.wi.gov Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be 						7/8/2020 4:12:20 PM		

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maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know.		
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