

Administrative Review Report

Chileda Institute, Inc.

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/23/2024	03/21/2024
On-Site Review	03/20/2024	03/21/2024
Site Selection Worksheet	01/23/2024	01/23/2024
Entrance Conference	03/20/2024	03/20/2024
Exit Conference	03/21/2024	03/21/2024

Commendations:

From the Nutrition Program Consultant:

My sincere thanks to the staff at Chileda for your warm welcome. I appreciate the time and efforts spent preparing for and participating in the administrative review. Your willingness to learn about the USDA School Meals programs and be receptive to feedback and technical assistance is appreciated.

I was impressed with how well the staff work as a team to ensure students are given a reimbursable meal, even during stressful situations. Everyone at Chileda should be very proud of what you do for children.

From Public Health Nutritionist:

Thank you to all staff at Chileda for the warm welcome and cooperation during this Administrative Review (AR). Thank you for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The Chileda staff were very receptive to the reviewer's suggestions, and this was appreciated.

Thank you for serving healthy, nutritious meals to your students!

Recommendations:

Registration for the DPI [School Nutrition Summer Training](#) is coming soon! Our Opening Ceremonies kick off this year's conference the afternoon of Monday, July 15, with classes running through Wednesday, July 17. Stay tuned for the conference schedule and registration, coming in early April. Get ready to champion excellence in school nutrition!

See the [DPI School Nutrition Webpage](#) for up-to-date guidance, training opportunities, and information related to this report.

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Findings and Corrective Action:

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	Flagged 03/20/2024 02:02 PM	<p>Finding: The SFA has received Supply Chain Assistance (SCA) Funds and is using a SCA funds expense tracker. However, the entire meal cost is entered on the tracker which includes unallowable expenses. Only unprocessed or minimally processed foods can be entered on the SCA tracker.</p> <p>Corrective Action: Correct the SCA tracker to include only allowable expenses or begin properly tracking funds starting now. It is recommended to record the cost of milk, fruits, and vegetables. Upload the corrected SCA funds expense tracker to SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action History	Flagged 03/20/2024 02:57 PM	<p>Findings: 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), develop procedures for the SFA and upload into SNACS.</p>
	CAP Submitted 03/25/2024 09:56 AM	CORRECTED ONSITE. NO FURTHER ACTION NEEDED.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		

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Corrective Action History	Flagged 03/20/2024 02:26 PM	<p>Finding: Meal accommodations requested by a state authorized medical authority (healthcare provider licensed to write a prescription in WI) do not have all required information per USDA 7 CFR Part 15b. The state authorized medical authority's statement must include:</p> <ol style="list-style-type: none"> 1. An explanation of how the child's physical or mental impairment restricts the child's diet. 2. The food(s) to be avoided. 3. The food(s) that must be substituted. <p>Corrective Action: Update all requests to include the USDA required information. Provide a timeline for when all meal accommodation requests (from a state authorized medical authority) will be updated.</p> <p>Please note: A particular form is not required; however, the DPI Medical Statement (revised 06-2022) is recommended. Personal requests that are not related to a disability, such as religious accommodations, must meet meal pattern requirements. Additional servings or second meal requests must be authorized by a state authorized medical authority and include the above information.</p>
	Site Name	
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 03/20/2024 02:38 PM	<p>Finding: Current Local Wellness Policy (LWP) does not include correct marketing information.</p> <p>Corrective Action: Change the marketing portion of the LWP to state that foods will not be marketed that do not meet Smart Snacks nutrition standards. Provide an updated LWP. CORRECTED ONSITE. NO FURTHER ACTION NEEDED.</p>
	Site Name	
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 03/20/2024 02:33 PM	<p>Finding: SFA has completed an assessment of the Local Wellness Policy (LWP) but did not complete both the LWP Report Card and the WellSAT 3.0 to meet this requirement.</p> <p>Corrective Action: Complete the LWP Report Card and the</p>
	Site Name	

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		WellSAT for the Local Wellness Policy assessment and upload into SNACS.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1214	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged</p> <p>03/20/2024 02:51 PM</p>	<p>Finding: The Food Service Director (FSD) did not complete the 12 hours of annual continuing education/training for the current school year and likely has not met hiring requirements which include 8 hours of food safety training (7 CFR 210.30).</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. In the school nutrition contract, change the FSD to a person more involved the in the day-to-day work of the food service program, who is able to meet hiring and training requirements. 2. Provide a statement of understanding that this person will complete 8 hours of food safety training within 30 days of the corrective action due date and 12 hours of continuing education/training annually.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged</p> <p>03/21/2024 08:25 AM</p>	<p>Finding: An SOP is needed that addresses meals that are served in the residential units. Note: DPI accepts one food safety plan with SOPs at the main kitchen since all children are served lunch there daily and staff have access daily to the plan. A food safety plan in each house is not necessary.</p> <p>Corrective Action: Revise the "Breakfast in the Classroom" SOP, found on the DPI website, to match your operation. It is recommended to have all new SOPs reviewed by the health inspector. Upload the new SOP to SNACS.</p>
Site Name	Chileda Institute	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 03/20/2024 03:52 PM</p>	<p>Finding: Fiscal action is required for a missing component. During onsite lunch observation, bagged meals for students with special dietary needs were missing a grain component. Therefore, fiscal action will be assessed for 4 non-reimbursable lunch meals observed.</p> <p>Corrective Action: Submit a statement describing how to ensure bagged meals for special dietary needs students will comply with the 9-12 meal pattern.</p>
Site Name	Chileda Institute	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 03/20/2024 03:34 PM</p>	<p>Finding: Fiscal action is required for a missing component. On Wednesday during the week of review, no grain was offered at lunch. Therefore, fiscal action will be assessed for 49 baked potato meals on Wednesday (2/14/2024).</p> <p>Corrective Action: Submit a statement of understanding that all 5 components (meat/meat alternate, grain, fruit, vegetable, and milk) must be offered every day in order to claim meals for reimbursement.</p>
Site Name	Chileda Institute	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 03/21/2024 10:42 AM</p>	<p>Finding #1: There was a daily and weekly meat/meat alternate shortage at lunch during the week of review. Only 10.75 oz eq m/ma was offered over the course of the week, which does not meet the minimum 14 oz. eq. m/ma requirement for the 9-12 meal pattern. The following days contained shortages:</p> <p>Sunday: 2 chicken tenders were offered. The crediting documentation provided for the chicken tenders indicated that 3 chicken tenders contributed 2 oz eq m/ma toward the meal pattern. Therefore only 1.25 oz eq m/ma was offered this day.</p>

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	<p>Monday: The spaghetti sauce only contributes 0.75 oz eq toward the meal pattern. In one serving of meat sauce there is 0.66 oz of ground turkey and 0.66 oz of ground beef. The yield of 1# of raw ground beef is 0.74# of cooked ground beef, and the yield of 1# of raw ground turkey is 0.7# cooked turkey. To determine the amount of m/ma in the recipe, take 0.66 ounces of raw ground beef times 0.74 to get 0.49 oz eq cooked beef. Then take 0.66 ounces of raw ground turkey times 0.7 to get 0.46 oz eq cooked turkey. Add 0.49 plus 0.46 to get 0.95 oz eq m/ma per serving of sauce. You must then round down to the nearest 0.25 to get 0.75 oz. eq. m/ma per serving toward the meal lunch meal pattern.</p> <p>Friday: The ham sandwich served contributes 0.5 oz eq m/ma from the cheese. The ham used in the recipe does not contain appropriate crediting documentation, so therefore the meal pattern contribution cannot be determined.</p> <p>Finding #2: There was a daily and weekly grain shortage at lunch during the week of review. Only 10.75 oz eq was offered over the course of the week, which does not meet the minimum of 14 oz eq grain requirement for the 9-12 meal pattern. The following days contained shortages:</p> <p>Tuesday: 1.25 oz eq grain was offered from the dinner roll. At least 2 oz eq grain must be offered daily.</p> <p>Wednesday: no grains offered</p> <p>Saturday: 1 oz eq grains was offered from the bread and 0.5 oz eq grains was offered from the macaroni and cheese. At least 2 oz eq grains must be offered daily.</p> <p>Note that future findings related to quantity shortages may result in fiscal action.</p> <p>Corrective Action: Submit documentation showing how the daily minimum requirements for m/ma and grains will be satisfied during the week of review, including a statement of understanding of how to fulfill the meal pattern requirement in the future.</p>
Site Name	Chileda Institute
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	430
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged

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Corrective Action History	Flagged 04/04/2024 04:11 PM	<p>Finding: After a discussion with the FSD on 2/15/2024, it was identified that breakfast production records were not being completed. PHN provided TA that production records are a way of proving that reimbursable meals were served and provided training on filling out production records accurately. Staff began completing breakfast production records as of 2/16/24. Therefore, there were only 2 days of breakfast production records on file for the week of review (2/11-17/2024). FSD provided supporting documentation (food invoices) in place of production records to indicate reimbursable meals were served on the other 5 days during the week of review. Breakfast production records were reviewed for 3/20 and 3/21 during onsite visit and were satisfactory. FSD intends to implement digital production records at breakfast due to having several serving locations. Since this finding was corrected during the week of review, and prior to onsite visit, no fiscal action will be taken.</p> <p>Corrective Action: This was corrected prior to onsite visit.</p>
	Site Name	Chileda Institute
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 03/20/2024 03:36 PM	<p>Finding: Milk usage and number of reimbursable meals served were not consistently filled in daily on lunch production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Corrective Action: Submit one full week of completed lunch production records, including milk usage and reimbursable meals served 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>
	Site Name	Chileda Institute
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	433	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		

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Corrective Action History	Flagged 03/20/2024 03:39 PM	<p>80 percent of the weekly grains offered and credited in school meal programs must be whole grain-rich. Foods that meet the whole grain-rich criteria for the school meal programs must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched.</p> <p>Finding: The egg noodles, macaroni noodles, and penne noodles used during the week of review were not whole grain-rich, nor were they enriched. Therefore, this product is not allowable in the NSLP.</p> <p>Corrective Action: Describe how the menu would be changed to comply with the whole grain-rich requirements. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation for the items that will be planned in place of these products.</p>
	Site Name	Chileda Institute
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 03/20/2024 03:37 PM	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for French toast.</p> <p>Corrective Action: Submit a standardized recipe for French toast. 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 (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
	Site Name	Chileda Institute
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged 03/20/2024 03:35 PM	<p>Finding: There were no vegetables from the beans/peas (legumes) vegetable subgroup served during the week of review. The 9-12 meal pattern requires a minimum of ½ cup of beans/peas (legumes) to be offered over the course of the week. As a reminder, green peas belong to the starchy vegetable subgroup. Future finding related to missing and/or</p>

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		<p>shortages of vegetable subgroups may result in fiscal action.</p> <p>Corrective Action: Describe specifically how the menu during the week of review would be changed to meet the beans/peas (legumes) vegetable subgroup requirement.</p>
Site Name	Chileda Institute	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged</p> <p>03/21/2024 08:56 AM</p>	<p>Finding:</p> <ol style="list-style-type: none"> 1. Practices were observed that conflict with what is outlined in the site-specific SOP's. A staff member serving lunch was observed touching face and clothing then serving ready to eat food without washing hands and changing gloves. 2. Because some hand contact with students is unavoidable, it is recommended to use a utensil instead of gloved hands when serving. 3. A bowl was reused for a second helping. A new plate or bowl should be used to avoid cross contamination. 4. A non-nutrition staff member pulled bread out of packaging without gloved hands. Gloves should always be worn when serving or touching ready to eat food. <p>Corrective Action: Provide a statement that staff has been retrained on proper handwashing and glove use when touching ready to eat food.</p>
Site Name	Chileda Institute	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/21/2024 10:39 AM</p>	<p>Finding:</p> <p>The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ol style="list-style-type: none"> 1. Mandarin oranges (China) 2. Pineapple (Thailand) <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products: mandarin oranges, pineapple. Noncompliant Product List templates can be found on the Buy American webpage</p>

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(<https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Technical Assistance Entries:

Comments

The printed menu should list all components included with the reimbursable meal. Currently, juice is not listed on the breakfast menu. It may either be listed daily or may be listed in one place on the menu and include a statement that says a variety of juice is offered daily as part of the reimbursable meal.

3/20/2024 3:44:36 PM

Comments

A few recipes used during the review week lacked pieces of information necessary for standardized recipes: yield, total weight, volume, number of pans, and pan sizes. Technical assistance was provided on-site to analyze each portion of the recipe. This is needed for menu planning to ensure that the portions offered are what is intended. Please use our Standardized Recipes webpage to aid in this process (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>). The recipe standardization process may take several times producing the menu item to make sure it comes out the same way. This requires organized record keeping throughout the process.

3/20/2024 3:43:44 PM

Comments

Production records are intended to be useful tools to record production information. The production record template currently in use lacks required information: age group served. 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>).

3/20/2024 3:42:25 PM

Comments

According to the USDA Food Buying Guide for Child Nutrition Programs (<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>), one banana credits as $\frac{1}{2}$ cup fruit. Therefore, if a banana is cut into two halves, each half only credits as $\frac{1}{4}$ cup. A full banana needs to be selected in order to obtain a full $\frac{1}{2}$ cup portion.

3/20/2024 3:40:17 PM

Comments

During onsite lunch observation, the food service worker was serving diced chicken by the handful, even though the planned serving utensil was available to use. It is important to use an appropriate serving utensil to ensure the correct portion size is being served.

3/20/2024 3:27:17 PM

Comments

On the day of onsite lunch review, Chileda did not receive a grain component from their vendor. This was addressed by the PHN prior to service, so whole grain bread was served to meet the grain requirement. If the meal service were to have proceeded without a grain, none of the meals served could have been claimed for reimbursement. It is important that food service staff at Chileda have a plan in place when events like this arise to ensure all meals can be claimed for reimbursement.

3/20/2024 3:25:18 PM

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Comments

It is critical that food service staff thoroughly understand Offer versus Serve (OVS) in order to ensure that all students select reimbursable meals. OVS resources on WI DPI's Menu Planning webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve>) may be used as training resources.

3/20/2024 3:14:44 PM