

# Administrative Review Report

Darlington Community School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/05/2023	11/07/2023
On-Site Review	11/07/2023	11/08/2023
Site Selection Worksheet	10/25/2023	10/25/2023
Entrance Conference	10/09/2023	10/09/2023
Exit Conference	11/14/2023	11/28/2023

## Commendations:

Thank you to all staff at Darlington Community School District for the warm welcome and cooperation during this Administrative Review (AR). Your time and patience in working through this review is greatly appreciated. The variety of menu options available to students is admirable and appreciated by your students. Administration staff is organized and conscientious. The kitchen and cafeteria are clean and orderly. The annual required public release is sent to many different community sites which shows a commitment to serving Darlington families. On the student benefit issuance list 230 records were reviewed and only 1 error found. Thank you for serving your students and community.

## Recommendations:

Those involved with USDA School Meal Programs are encouraged to attend Wisconsin Department of Public Instruction (DPI) trainings. These are offered in the summer and select other times throughout the year. The classes provide an overview of all areas of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. More information can be found on the Training webpage (<https://dpi.wi.gov/school-nutrition/training>). Additionally, webcasts and self-guided e-learning courses are available in the Online Learning Library (<https://dpi.wi.gov/school-nutrition/training/online-learning>). Members of the School Nutrition Team (SNT) are also available for technical assistance any time throughout the year. A complete list of DPI SNT staff can be found on our website (<https://dpi.wi.gov/school-nutrition/directory>).

# Administrative Review Report

Darlington Community School District

## 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><b>Finding:</b> The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016) A draft of an Unpaid Meal Policy is included in a draft Food Services policy (dated 10/20/23) which is scheduled to go to the school board for review. See the TA section for information about aligning semester exam waivers with negative student meal account balances as the supplemental draft section on Semester Exam Waiver Policy indicates.</p> <p><b>Corrective Action:</b> Provide a timeline of when the policy will be completed and implemented and how households will be notified annually. Please note that only posting the policy to the school website does not meet the requirement.</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
<b>Corrective Action History</b>	<p><b>Finding 1:</b> On the 22/23 Annual Financial Report, all of the revenues and expenses were not broken out correctly by program and expense category (7 CFR 210.19). The non-program foods category showed a year end loss; some non-program foods were listed as expenses rather than revenues. The non-program foods "program" line cannot show a negative balance; a transfer from Fund 50 must be made to cover all the costs of non-program foods.</p> <p><b>Corrective Action 1:</b> Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to show the correct revenues and expenses broken out by program and category. Show any transfers in to Fund 50 based on the non-program foods balance. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If 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

# Administrative Review Report

Darlington Community School District

<p><b>Corrective Action History</b></p>	<p><b>Finding:</b> The SFA has received Supply Chain Assistance Funds on 3/22/22, 11/9/22 and 1/24/23 (Round 1 and the Round 1 Reallocation, and Rounds 2 &amp; 3) 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, and the funds are not being tracked separately.</p> <p><b>Corrective Action 1:</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> <p><b>Corrective Action 2:</b> Upload the document/spreadsheet/screen shot of the method you will use to track the spend down of all SCA funds received.</p>
<p><b>Site Name</b></p>	
<p><b>Form Name</b></p>	Revenue From Non-Program Foods (709 - 711)
<p><b>Question #</b></p>	709
<p><b>TA Log #</b></p>	No TA Log# found
<p><b>Due Date</b></p>	
<p><b>Corrective Action Status</b></p>	Flagged
<p><b>Corrective Action History</b></p>	<p><b>Finding:</b> SFA did not complete the DPI Nonprogram Foods Revenue Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p><b>Corrective Action 1:</b> The FSD will watch the Nonprogram Food Revenue webcast on the DPI website (<a href="https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html">https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html</a> ) and upload their certificate of completion into SNACS.</p> <p><b>Corrective Action 2:</b> Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year.</p> <p><b>Corrective Action 3:</b> Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the name and position responsible for ensuring this is completed.</p>
<p><b>Site Name</b></p>	
<p><b>Form Name</b></p>	Civil Rights (800 - 807)
<p><b>Question #</b></p>	803
<p><b>TA Log #</b></p>	No TA Log# found
<p><b>Due Date</b></p>	
<p><b>Corrective Action Status</b></p>	Flagged
<p><b>Corrective Action History</b></p>	<p><b>Findings:</b> The SFA does not have procedures for handling discrimination complaints specific to the school meal program (FNS Instruction 113-1). Grievance Procedures for Title VI do not cover the NSLP, SBP or WSDMP.</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. Share these with front office staff and program staff. Upload into SNACS. Submit a statement describing how/when you shared these procedures with staff.</p>
<p><b>Site Name</b></p>	

# Administrative Review Report

Darlington Community School District

<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>	<p><b>Finding:</b> The SFA has a draft Special Dietary Needs policy within the draft (dated 10/20/23) Food Services policy which is scheduled to go to the school board. However, the policy does not have 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> Revise the draft Special Dietary Needs policy to include language which explains how parents and guardians may request the SFA meet their student's needs within school meals. See the suggested language in the TA section of this report or use the example policy on the SNT webpage: <a href="https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs">https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs</a>. Upload the revised draft to SNACS.</p> <p><b>Corrective Action 2:</b> Provide a timeline for when a Special Dietary Needs policy will be put in place. Provide the name and title of the SFA representative that will ensure compliance</p>
<b>Site Name</b>	
<b>Form Name</b>	Local School Wellness (1000 - 1006)
<b>Question #</b>	1002
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) has been reviewed or updated. The LWP clearly states the policy will be "assessed and updated as indicated at least yearly." The provided copy of the LWP was last updated May 7, 2018.</p> <p><b>Corrective Action:</b> Provide a plan on when the Wellness Committee will meet, review and update the policy (while still containing the required components of the policy). See the CA for Question 1003 below.</p>
<b>Site Name</b>	
<b>Form Name</b>	Local School Wellness (1000 - 1006)
<b>Question #</b>	1003
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> SFA did not include a diverse group of stakeholders to participate in the committee update and review the LWP per 7 CFR 210.31. This list of committee member positions (SFA's response to Q #1003) is directly from the LWP itself, however there is no indication this committee has ever met nor that these individuals are aware they are on the Wellness Committee.</p>

# Administrative Review Report

Darlington Community School District

	<p><b>Corrective Action 1:</b> Invite the public to be on the Wellness committee. Upload proof of this announcement/invitation into SNACS.</p> <p><b>Corrective Action 2:</b> Identify and Designate all members of the Wellness Committee. Upload a list into SNACS of Wellness Committee members full names and positions.</p> <p><b>Corrective Action 3:</b> Hold a Wellness committee meeting. Upload into SNACS the minutes of the Wellness Committee meeting.</p>
Site Name	
Form Name	Local School Wellness (1000 - 1006)
Question #	1006
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> The SFA could not provide documentation of sharing the results of the Local Wellness Policy (LWP) triennial assessment with the public per 7 CFR 210.31.</p> <p><b>Corrective Action 1:</b> Upload documentation that "Assessment of the Local Wellness Policy" was a school board agenda item from anytime in the last 3 years OR Notify the public of the results of the last LWP triennial including the WellSAT scores and the completed Report Card. Then upload documentation to demonstrate this method of notifying the public.</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><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). See the TA section of this report for access to SFSP outreach information.</p> <p><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. Include the method of communication and time frame for distributing SFSP outreach materials.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	136
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> The SFA has a practice in place which discloses student eligibilities to more non-program school staff than necessary. Overt identification of student's</p>

# Administrative Review Report

Darlington Community School District

eligibility for meal benefits was a result of too many ESL staff assisting families in completing Free & Reduced Meal Applications. Best practice is to only have 1 individual per school who can assist with this private information. (7 CFR 245.8). See the TA section of this report for additional best practices.

**Corrective Action 1:** Identify the names and positions of staff that must have access to student eligibility information in order to do their jobs. Upload this list into SNACS. Configure SIS so that only those who must have access have access.

**Corrective Action 2:** Identify the names and positions of any additional staff who may need access to student eligibility information throughout the school year. Have them complete a Disclosure Agreement each year. Upload completed disclosure agreements for 23/24 into SNACS.

**Corrective Action 3:** Require all staff identified in CA 1 and 2 to complete the DPI Civil Rights webcast prior to the school year and prior to any work related to student eligibilities. Keep a roster of this training including each individual's training date and signature. Submit a statement in SNACS about how you will manage this requirement and who at your SFA will oversee this process.

	<p>eligibility for meal benefits was a result of too many ESL staff assisting families in completing Free &amp; Reduced Meal Applications. Best practice is to only have 1 individual per school who can assist with this private information. (7 CFR 245.8). See the TA section of this report for additional best practices.</p> <p><b>Corrective Action 1:</b> Identify the names and positions of staff that must have access to student eligibility information in order to do their jobs. Upload this list into SNACS. Configure SIS so that only those who must have access have access.</p> <p><b>Corrective Action 2:</b> Identify the names and positions of any additional staff who may need access to student eligibility information throughout the school year. Have them complete a Disclosure Agreement each year. Upload completed disclosure agreements for 23/24 into SNACS.</p> <p><b>Corrective Action 3:</b> Require all staff identified in CA 1 and 2 to complete the DPI Civil Rights webcast prior to the school year and prior to any work related to student eligibilities. Keep a roster of this training including each individual's training date and signature. Submit a statement in SNACS about how you will manage this requirement and who at your SFA will oversee this process.</p>
<b>Site Name</b>	
<b>Form Name</b>	Professional Standards (1210 - 1219)
<b>Question #</b>	1217
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p><b>Corrective Action:</b> Include all training hours completed this school year for each school food service employee and the food service director onto a DPI professional standards training tracking tool and upload each into SNACS.</p>
<b>Site Name</b>	
<b>Form Name</b>	Professional Standards (1210 - 1219)
<b>Question #</b>	1219
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30). POS staff, financial management staff and ESL staff who assist households with Free &amp; Reduced Meal Applications have not received any job-specific program training.</p> <p><b>Corrective Action:</b> Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. This must include a minimum of civil rights training and training related to job duties.</p>

# Administrative Review Report

Darlington Community School District

<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)
<b>Question #</b>	318
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7) because the point of service (POS) did not provide a reliable meal count due to students being allowed to enter the PIN of another student who is not present.</p> <p><b>Corrective Action 1:</b> Cease immediately the practice of allowing any student to use another student's PIN or to pick-up a meal for another student. Understand that this practice makes your SFA out of compliance with program requirements. Submit a statement describing how you will inform food service staff and students that this is not allowable.</p> <p><b>Corrective Action 2:</b> Require all staff working at the POS (for both breakfast and lunch) to complete the Counting, Claiming and Point of Service training. Upload their certificates of completion into SNACS. Record this 45 minutes of training time on their individual trackers.</p>
<b>Site Name</b>	Darlington Hi
<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>	<p>Adequate signage helps ensure that students select reimbursable meals. Signage was posted for breakfast and lunch. However, breakfast signage stated, "Breakfast consists of two grains and one fruit to meet requirement." The lunch menu, while posted on a larger board, was not clear how to build a reimbursable meal. Additionally, no signage contained the statement that students must select at least 1/2 cup fruit and/or vegetable, or combination. There was one sign that stated, "Breakfast - 3 is good, 4 is best and Lunch - 3 is good, 4 is better, 5 is best," but this was behind the POS, at the beginning of the meal service line.</p> <p><b>Finding:</b> Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least 1/2 cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage</a> ).</p> <p><b>Corrective Action:</b> Submit a picture of completed signage posted near the</p>

# Administrative Review Report

Darlington Community School District

	lunch and breakfast service line, including the requirement to select at least ½ cup fruit and/or vegetable, or a combination.
<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	409
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> On Thursday, October 5, 2023, the scalloped potatoes and ham entrée choice was missing the grain component. A grain was not recorded on the production records that day, nor was a grain for this entrée printed on the monthly menu. Fiscal action is required for a missing component.</p> <p><b>Corrective Action:</b> Submit a statement explaining how this missing component will be fixed during the week of review for the scalloped potatoes and ham entrée. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
<b>Site Name</b>	Darlington Hi
<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>	<p><b>Finding:</b> The planned menu for the week of review did not meet daily and weekly meal pattern requirements. Production records, standardized recipes, and crediting documentation are evaluated to determine how meals planned and served meet meal pattern requirements. Due to inconsistencies between documentation (e.g. production records, standardized recipes, temperature logs, etc.), discussion with school nutrition professionals, and observations, meal pattern requirements for grains, MMA, vegetables, and vegetable subgroups were not met.</p> <p>The insufficient quantities include:</p> <ul style="list-style-type: none"> <li>• Insufficient daily grain quantity on Tuesday, Thursday, and Friday of the week of review for the PBJ and Chef salad entrees. Other grains were not accessible to students selected these entrees. The Chef Salad recipe was not followed, and the salads were offered with 0.45 oz of croutons (0.5 oz eq, enriched) and Goldfish (0.75 oz eq, WGR), totaling 1.25 oz eq. The PBJ credited as 1.0 oz eq WGR, and there was no documentation to support the sandwich was served with Goldfish. Each entrée is short of the daily minimum requirement of 2.0 oz eq grains for the 9-12 age/grade group.</li> <li>• Insufficient weekly grain quantity offered during the week of review. This was a finding on the previous Administrative Review and is subject to fiscal action. <ul style="list-style-type: none"> <li>○ Monday: 4.0 oz eq grains (all entrees meet minimum grain requirements)</li> <li>○ Tuesday: 1.0 oz eq grains (PBJ and Cheese entrée)</li> </ul> </li> </ul>



# Administrative Review Report

Darlington Community School District

- Wednesday: 3.0 oz eq grains (all entrees meet minimum grain requirements)
- Thursday: Missing grains component (for Scalloped Potatoes and Ham entrée); 1.0 oz eq (PBJ and Cheese entrée); 1.5 oz eq (Chicken Nuggets)
- Friday: 1.25 oz eq grains (Chef Salad); 1.75 oz eq (PBJ and Cheese entrée)
- Total minimum: 9.25 oz eq grains
- Insufficient weekly and daily M/MA during the week of review due to insufficient information to credit Spaghetti and Meatballs, tuna, ham and turkey sub sandwiches, cold ham sandwich, and scalloped potatoes and ham recipes on Wednesday, Thursday, and Friday during the week of review. Related to missing crediting documentation and yields, these recipes were credited as 0.25 oz eq M/MA, as M/MA was present but in unknown quantities per serving.
- Insufficient daily vegetable quantity on Tuesday and Wednesday of the week of review. On Tuesday, 3 (2 oz) hashbrown triangles were offered, crediting as 5/8 cup using the Food Buying Guide (2.25 oz patty credits as 1/4 cup). On Wednesday, students who chose the Spaghetti and Meatballs and Chef Salad entrees had access to at least 1 cup of vegetables. However, students who chose the Cold Ham Sandwich and the PBJ entrees only had access to 1 cup of 50/50 romaine blend, crediting as 1/2 cup dark green vegetables and does not meet the 1 cup daily requirement. This exact finding on Wednesday, October 4, was included in the previous Administrative Review and is subject to fiscal action.
- Insufficient red/orange vegetable quantity offered during the week of review. On Friday, October 6, 2023, relishes and dip were planned in a 1 cup portion. Relishes were determined to be carrots. According to invoices, carrots were ordered and delivered on 10/4/23. However, the minimum weekly requirement for the red/orange vegetable subgroup is 1 1/4 cup for the 9-12 age/grade group.

**Fiscal action is required for any repeat violations from the previous Administrative Review.** Because insufficient weekly grain quantity and daily vegetable quantity shortage were found during the last AR as well as the current AR, fiscal action will be applied. Per page 83 of the Administrative Review Manual, there will be a re-claim for:

1. Meals on the day the insufficient vegetable quantity was offered during the week of review (10/4/23)
2. Meals on the day of lowest participation at lunch during the week of review for the weekly grain shortage (10/5/23)

**Corrective Action:** Submit two weeks of menu planning worksheets for Lunch for the 9-12 age/grade group for the week of review and one additional week, showing that all components and quantities will be met. Please complete menu planning worksheets to reflect the changes to the originally served menu. Refer to the Lunch Meal Pattern Table for daily and weekly requirements (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning> )

Site Name	Darlington Hi
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	411
TA Log #	No TA Log# found

# Administrative Review Report

Darlington Community School District

<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The daily and weekly minimum requirement for grain was not met for K-12 at breakfast during the review period and onsite review. There was a misunderstanding of breakfast meal pattern requirements and crediting grains. Students were instructed to take two grain options and one fruit. However, not all grain options from the wide variety credited as 1.0 oz eq, and it was possible to choose two that did not credit as 1.0 oz eq or count as food items. When crediting documentation was not available, Exhibit A was used to credit grain options, which lead to quantity shortages. For example, with a PFS, Cinnamon Toast Crunch Bars credit as 1.0 oz eq; however, using Exhibit A Group D (cereal bars without nuts, chocolate pieces and/or dried fruit) 40 gm cereal bar divided by 55 gm/oz eq equals 0.72 oz eq, rounded down to 0.5 oz eq. Additionally, not all breakfast menu items offered were creditable (e.g. Chex Mix [non-whole grain and non-enriched], Veggie Straws, cookies). The following items were credited as less than 1.0 oz eq:</p> <ul style="list-style-type: none"> <li>Oatmeal bar (0.5 oz eq)</li> <li>Chewy Chocolate Chip Granola bar (0.25 oz eq)</li> <li>Chewy S'mores Granola bar (0.25 oz eq)</li> <li>Cereal bars (Cinnamon Toast Crunch, Cocoa Puffs, Trix, Golden Grahams) (0.5 oz eq)</li> <li>Nutri-Grain bars (Apple and Strawberry) (0.5 oz eq)</li> <li>Graham crackers (0.5 oz eq)</li> <li>Cookies (not allowable at breakfast)</li> <li>Chex Mix (first ingredient degermed yellow corn meal)</li> <li>Veggie Straws (not creditable)</li> </ul> <p>The minimum grain offered daily was 0.5 oz eq, and weekly was 2.5 oz eq. The daily minimum requirement is 1.0 oz eq, and 9 oz eq weekly.</p> <p><b>Corrective Action:</b> Submit a menu planning worksheet (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/menu-planning-worksheet-breakfast.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/menu-planning-worksheet-breakfast.doc</a>) for breakfast for the week of review that meets all daily and weekly meal pattern requirements. Food items that do no credit should not be offered or counted towards meal pattern requirements. Crediting documentation, nutrition facts labels, and recipes should also be submitted.</p>
<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	430
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> Menu items with names/reference numbers /descriptions, planned/actual number of servings prepared, planned/actual quantity prepared in bulk units, amounts leftover, and milk types and actual usage by type were not consistently filled in on breakfast production records during the week of review (10/2-10/6/23). 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-">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-</a></p>

# Administrative Review Report

Darlington Community School District

[record-requirements.pdf](#) ).

**Corrective Action:** The FSD and school nutrition professionals responsible for completing production records must complete the Production Records webcast from the School Nutrition Online Learning Library ( <https://dpi.wi.gov/school-nutrition/training/online-learning#production-records-standardized-recipes> ).

Complete the training individually or as a group. Submit a certificate of completion for each individual or a meeting agenda detailing date, time, attendees, and agenda items, including the required training. Submit two full weeks of completed lunch and breakfast production records, including all required information recorded daily. Choose two weeks for each meal (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.

<b>Site Name</b>	Darlington Hi
<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><b>Finding:</b> The weekly juice limit was exceeded at breakfast. No more than half (50 percent) of the total fruit offerings may be in the form of juice. A total of 5 cups of fruit (including whole fruit and juice) were offered during the week of review and of that students were able to select 1 cup of juice daily for 5 cups over the week. This means students were able to select 100% of the fruit component in the form of juice. This exceeds the 50% juice limit.</p> <p><b>Corrective Action:</b> Submit a statement that explains what changes will be made to the breakfast menu for the week of review to decrease the amount of juice offered and to be compliant with the weekly juice limit.</p>
<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	433
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> Product specification sheets were submitted as crediting documentation, however, these are not acceptable meal pattern documents. Technical assistance was provided before and during the onsite review about types of acceptable crediting documentation. At the end of the onsite review, acceptable crediting documentation was not available for the products (listed below) served the week of review and day of onsite review.</p> <p>WG Goldfish [PFS available; PHN granted 1.0 oz eq grains for goldfish bundled with the Chef salad and PBJ entrees, thus crediting documentation required]  Diced ham  Sliced ham  Sliced turkey  Beef crumbles, a watermarked CN label was provided</p>

# Administrative Review Report

Darlington Community School District

	<p>Pork taco filling, a watermarked CN label was provided  Arrezzi brand meatballs  Sysco scalloped potato mix  Bagel pizza  Sunchips  Diced chicken  Croutons (nutrition facts label)</p> <p>Items that credit as less than 1.0 oz eq grains using Exhibit A, and require additional documentation to credit as food items.</p> <p>Cinnamon roll  Chocolate Chip Oatmeal Bar  Chewy granola bars (chocolate chip, peanut butter, smores)[Bundled]  Cereal bars  Nutrigrain bars [Bundled]  Poptarts</p> <p><b>Corrective Action:</b> Submit acceptable crediting documentation for the products listed above. If proper documentation cannot be obtained, discontinue using these products for school meals and submit crediting documentation for replacement products.</p>
<b>Site Name</b>	Darlington Hi
<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><b>Finding:</b> Standardized recipes are required for all menu items made in-house with more than one ingredient. The following recipes were provided but not followed as written and are missing information.</p> <p>Sub Sandwich (turkey and ham)  Turkey and Ham Sandwich  Chef Salad  Scalloped Potatoes and Ham  Taco Meat  Tuna Salad Sub  Meatballs and Sauce  Chicken and Gravy</p> <p><b>Corrective Action:</b> Submit a standardized recipe for each of the recipes above, making sure to include:</p> <ol style="list-style-type: none"> <li>1. All sub and sandwich varieties (turkey,ham, and tuna) as separate recipes,</li> <li>2. Specific and current product information on all recipes,</li> <li>3. Revisions to actual weights and measurements of ingredients to reflect current preparation, and</li> <li>4. Accurate number of portions, portion sizes, and total yields.</li> </ol>
<b>Site Name</b>	Darlington Hi

# Administrative Review Report

Darlington Community School District

<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	436
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> At least 80% of the grains offered weekly on each serving line must be whole grain-rich. At breakfast, a non-whole grain breakfast pizza bagel was offered up to two days per week, and non-whole grain Ritz Bitz (1.25 oz eq), Cheez-Its (1.75 oz eq), 4 oz non-whole grain chocolate muffins (2.0 oz eq) were offered daily. It was possible for students to select up to 100% non-whole grain options.</p> <p><b>Corrective Action:</b> The FSD must complete The Grain Component webcast (<a href="https://media.dpi.wi.gov/school-nutrition/grains-component/index.html#/">https://media.dpi.wi.gov/school-nutrition/grains-component/index.html#/</a>). Upload the certificate of completion. Please submit 2 to 3 sentences describing how to determine if a grain is whole-grain rich. Describe changes to the menu to comply with the 80% whole grain-rich requirement. Be specific and include serving sizes, nutrition facts labels, ingredient statements, and/or crediting documentation for food items to replace enriched grain items.</p>
<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Offer vs Serve (500-502)
<b>Question #</b>	500
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The School Nutrition Professionals were unclear about the Offer versus Serve (OVS) requirements for breakfast and though great efforts were made by the State Agency prior to meal service to provide technical assistance and remove non-reimbursable meal items from the line, due to missing crediting documentation and misunderstanding of meal pattern some meals served were non reimbursable. This highlights the importance for staff to have access to an accurate production record, and to understand the difference between the planned menu and OVS requirements when serving and determining reimbursable meals. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a>). The Meal Pattern e-learning resources may also be helpful (<a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns</a>).</p> <p>Non-reimbursable meals consisted of:  One-ounce cereal cup and 1/2 cup juice (less than three items)  Bagel breakfast pizza (no crediting documentation provided) + 1/2 cup juice (less than three items)  Bagel breakfast pizza (no crediting documentation provided) + 1/2 cup juice (less than three items)</p> <p>Although there were no non-reimbursable meals served at lunch, there was also confusion between the lunch meal pattern and OVS.</p>

# Administrative Review Report

Darlington Community School District

	<p><b>Corrective Action:</b> The FSD and school nutrition professionals responsible for determining reimbursable meals must complete the Breakfast Meal Pattern, Lunch Meal Pattern, and Offer versus Serve webcasts from the School Nutrition Online Learning Library (<a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns</a>, <a href="https://dpi.wi.gov/school-nutrition/training/online-learning#offer-versus-serve">https://dpi.wi.gov/school-nutrition/training/online-learning#offer-versus-serve</a>). Complete the trainings individually or as a group. Submit certificates of completion for each individual or a meeting agenda detailing date, time, attendees, and agenda items, including the required training. The FSD must submit 2-3 sentences describing the breakfast meal pattern and how reimbursable meals will be determined using OVS at breakfast.</p>
<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Smart Snacks (1104 - 1107)
<b>Question #</b>	1104
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>During onsite review, it was observed that students were able to purchase a second full meal (with the same components as a reimbursable meal) for a single unit price. This is not an allowable practice at breakfast or lunch; when these foods are bundled, this exceeds the Smart Snacks nutrient standards.</p> <p><b>Finding:</b> Second entrees at breakfast and lunch were bundled together with sides and milk and sold at one unit price, exceeding nutrient standards. Bundled foods may only be sold if the bundled unit meets the Smart Snacks general and nutrient standards.</p> <p><b>Corrective Action:</b> Please submit a written statement confirming that you will no longer sell the bundled unit that was found to be noncompliant. Price out each meal component separately to establish an a la carte price. These are non-program foods and need to be accounted for as non-program foods.</p>
<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Smart Snacks (1104 - 1107)
<b>Question #</b>	1105
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> Many snacks sold in the vending machine in the cafeteria do not meet Smart Snacks standards. A food must first meet one of the general standards: be whole grain rich, have a fruit, vegetable, dairy product, or protein food as the first ingredient, or be a combination food with at least ¼ cup fruit and/or vegetable. Once a general standard is met, a food must then meet the dietary standards for sodium, calories, fat, and sugar. The following foods are not compliant:</p> <p>Goldfish; 35gm, (&gt;200 mg sodium)          Cheez-It - Cheddar Sour Cream and Onion and Double Cheese; 21 gm, (not whole-grain rich)          Nature Valley Protein Bar (Peanut Butter Dark Chocolate, 40 gm): (&gt;35% of total calories from fat, &gt;10% of total calories from saturated fat )</p>

# Administrative Review Report

Darlington Community School District

	<p>Nutri-Grain bars, apple cinnamon and blueberry; 37 gm (&gt;35% of weight from total sugar)            Chewy granola bar, chocolate chip; 24 gm, (&gt;10% of total calories from saturated fat)            Rice Crisps, cheddar; 19 gm, (&gt;200 mg sodium)            Oreos, Ritz Bitz, Mini Chips Ahoy, and Nutter Butter; 22 gm, (not whole-grain rich)  <b>Corrective Action:</b> Specify steps that will be taken with the vending machine to comply with the Smart Snack regulations. Replace all non-compliant food items or shut off the vending machine during the school day, defined as midnight the day of through 30 minutes after the end of the school day. If the SFA intends to keep the vending machine turned on during the school day, please submit products labels and Smart Snacks product calculator printouts for each product to be sold in the machine  <a href="https://foodplanner.healthiergeneration.org/calculator/">(https://foodplanner.healthiergeneration.org/calculator/)</a>.</p>
<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1406
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The most recent food safety inspection report for each site was not posted in a publicly visible location but was instead behind the serving line and not visible or accessible to program participants or the visiting public.</p> <p><b>Corrective Action:</b> Provide two photos, (one close up and one of a 10 ft. area) of where the most recent food safety inspection report is posted and visible to the public.</p>
<b>Site Name</b>	Darlington Hi
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1407
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site specific SOP's for #2 Employee Health, etc.</p> <p><b>Corrective Action 1)</b> Adjust practices to align with the SOP as written: Wear hairnets, hats, scarves, beard nets or other designated hair restraints that are designed and worn to effectively keep hair under control.</p> <p><b>Corrective Action 2)</b> Submit a statement describing how practices will be adjusted to be compliant with the established SOP.</p> <p><b>Corrective Action 3)</b> Have each food service employee, and the food service director complete the E-learning on Food Safety on DPI's School Nutrition Online Learning webpage. Upload a certificate of completion for each food service employee into SNACS.</p>
<b>Site Name</b>	Darlington Hi

# Administrative Review Report

Darlington Community School District

<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1408
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> Temperatures (refrigerator, freezer, food, milk coolers, dish machine) must be recorded daily (7 CFR 210.13). The requested temperature logs were incomplete. No temps were entered for several pieces of equipment on September 29. No temperature logs are kept for milk coolers in the elementary wing. Prepared food temperatures are only taken on a few items each day and recorded in a log. Staff is recording the temperature of the cooler when removing the food from refrigeration rather than the food temperature.</p> <p><b>Corrective Action 1:</b> Upload the entire month of December's completed temperature logs into SNACS.</p> <p><b>Corrective Action 2:</b> Provide a statement indicating how temperatures will be monitored, who will be responsible for monitoring and recording temperatures, and how logs will be retained going forward.</p>
<b>Site Name</b>	Darlington Hi
<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>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The following products were identified in the SFA's storage area as non-domestic/not containing a country of origin and not documented:</p> <p>Canned Pineapple Tidbits (Thailand)  Canned Mandarin Oranges (China)  Sysco canned sliced pears (No Country of Origin identified)</p> <p><b>Corrective Action:</b> Begin tracking non-domestic products, which may include Buy American information from the vendor or distributor's website. If no country of origin is identified on the label, then the SFA must get documentation/certification from the distributor or supplier. Provide a copy of the form(s) that will be used and include any noncompliant products.</p>
<b>Site Name</b>	Darlington Elementary
<b>Form Name</b>	Wisconsin School Day Milk Program
<b>Question #</b>	1
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding 1:</b> SFA is not operating the Wisconsin School Day Milk Program (WSDMP) as indicated on Schedule A of the School Nutrition contract. Holy Rosary is not listed as a site on Darlington's on-line contract and cannot be because it is a separate School Food Authority (SFA). Community Based 4K is not a recognized school on the DPI Directory.</p>



# Administrative Review Report

Darlington Community School District

**Finding 2:** SFA is not meeting the requirements of the WSDMP Permanent Agreement including the following excerpts:

2. Offer full strength fruit or vegetable juice as a milk substitute when a child is allergic to milk or has metabolic disorders or other conditions which prohibit him or her from drinking milk.

4. Submit an annual claim for reimbursement in accordance with procedures established by the Department.

5. Maintain full and accurate records for this milk program, including, but not limited to program income and expenditures, the total number of half-pints of milk purchased, and the number of half-pints served free to eligible children, and maintain such records for a period of three years after the fiscal year to which they pertain.

6. Upon request, make all records pertaining to the Wisconsin School Day Milk Program available to the Department for audit and Administrative Review, at any reasonable time and place.

7. Provide adequate milk storage and proper refrigeration within a temperature range of 35° to 40° F, from delivery until it is served.

**Corrective Action 1:** Darlington must cease operation of WSDMP. Update the School Nutrition contract to indicate that Darlington is no longer participating in the WSDMP.

**Corrective Action 2:** Update the School Nutrition contract to accurately reflect the schools recognized by the DPI Directory, eliminating the Community Based 4K site listed on Schedule A. If 4K students are enrolled in Darlington Elementary then include the 4K in the grades served by Darlington Elementary on Schedule A.

**Corrective Action 3:** Sever ties with Holy Rosary related to WSDMP.

**Corrective Action 4:** Any milks served to students outside of the reimbursable meals offered in NSLP and SBP must be sold as nonprogram foods, and all costs must be covered by revenues received from the sale of those nonprogram foods.

<b>Site Name</b>	Darlington Elementary
<b>Form Name</b>	Wisconsin School Day Milk Program
<b>Question #</b>	4
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding 1:</b> Wisconsin School Day Milk Program (WSDMP) source documents (point of service rosters) are not kept for the minimum timeframe of 3 years plus the current year. This is a repeat violation from the previous Administrative Review.</p> <p><b>Finding 2:</b> Milks are being claimed based on inaccurate counting, excessive overrides, or by using attendance counts rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. Counts are taken and consolidated on a live Google doc shared by multiple classrooms and staff which is not secured after each day's counts are entered in.</p>

# Administrative Review Report

Darlington Community School District

**Finding 3:** While onsite reviewers observed WSDMP service in one classroom when staff indicated accurately on a paper roster that 5 students received a milk (a photo of this POS count was taken). However, when classroom counts and the consolidated total milks served were provided to reviewers after the day of onsite service was complete, classroom count showed 13 students received milk. No source document of the POS was retained by the SFA.

**Finding 4:** Count spreadsheets retained from SY 22-23 from which the annual claim was based do not indicate student eligibilities. The SFA does not have records which can verify the counts by eligibility.

**Corrective Action:** Fiscal action will be applied for this repeat violation from the previous Administrative Review. The SFA's submitted WSDMP claim for SY22-23 is disallowed and will not be paid. No WSDMP claim from the current SY 23-24 will be allowed.

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name	
11/06/2023	3752	436	Administrative Review	Darlington Hi	FSD				
<b>Comments</b>								<b>Created By</b>	<b>Created Date</b>
The term "wheat" or "made with whole grains" on a label does not necessarily mean that a product is <b>whole grain-rich</b> . Always check the ingredient list to confirm the first ingredient is a whole grain (and any other grain ingredients in the list are enriched, if not whole), which means the product is whole grain-rich. Use the Whole Grain Resource to identify whole grains ( <a href="https://fns-prod.azureedge.us/sites/default/files/resource-files/WholeGrainReport.pdf">https://fns-prod.azureedge.us/sites/default/files/resource-files/WholeGrainReport.pdf</a> ).									
11/06/2023	3751	433	Administrative Review	Darlington Hi	FSD				
<b>Comments</b>								<b>Created By</b>	<b>Created Date</b>
Processed foods that are not listed in the Food Buying Guide (FBG) must be accompanied by a <b>Product Formulation Statement</b> (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting. Importantly, there may be discrepancies between the nutrition facts labels and ingredients statements from the online order guide of distributors and vendors and information on product packaging. Evaluating products received and served is the most accurate way to track dietary specifications and ingredients statements. The PHN found a product formulation statement for the WG Goldfish. The 0.75 oz package of WG Goldfish credits as 1.0 oz eq. This crediting was granted during the onsite visit to prevent a daily grain shortage on the chef salad entrée option. A WG Goldfish crediting statement will be required as part of the corrective action. Lastly, multiple meal pattern and OVS issues were observed due to a misunderstanding of how the planned menu counted towards the breakfast meal pattern. The menu planner needs to decide how the variety of grain and meat/meat alternate items count towards the breakfast meal pattern and communicate to staff what students are allowed to take as part of a reimbursable meal.									
11/06/2023	3750	430	Administrative Review	Darlington Hi	FSD				
<b>Comments</b>								<b>Created By</b>	<b>Created Date</b>
SFAs are required to <b>maintain documentation</b> that demonstrates how meals offered to students meet meal pattern requirements. Accurate and complete production records are one key piece of supporting documentation that show that meals planned and served are and were reimbursable. The list of requirements and templates may be found on the									

# Administrative Review Report

Darlington Community School District

<p><b>Production Records</b> webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records</a>). While production records were available for breakfast and lunch, they were missing required information and were not being used as intended. Production records were written on the day of meal service and not easily accessible or available to production kitchen staff. Instead, staff were following the monthly menu for meal preparation, causing discrepancies in the planned serving sizes, bulk amounts prepared, and menu items served. Be specific on production records about the identity, brand, and description of the items served. The production records should reflect actual planned number of servings, which should be forecasted based on historical data. Crediting information recorded on the production records was not consistently in agreement with crediting information on the supporting meal pattern compliance documentation, such as CN labels, product formulation statements, standardized recipes, or the Food Buying Guide. Additionally, leftovers were not clearly documented on production records, nor were condiment and milk usage by type. Breakfast production records should list each flavor or variety of cereal, crackers, cereal bar, and breakfast bar offered. This will ensure what the menu planner plans to offer each day is followed. This practice will also help with forecasting, controlling waste, and controlling food costs. If it becomes too time- or labor-intensive to record breakfast item usage by type, consider using variety item recipes. Individual recipes document average cereal, muffin, juice, or other breakfast item usage by meal and grade group. When a variety item recipe is on file, you may then continue to document total cereal usage on the production record. Variety item recipes must be updated twice per year or when students' preferences change. The variety item recipe template found on DPI website can be adjusted for use in your own kitchen (<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> ).</p> <p>Multiple discrepancies were found between serving sizes on production records, portion sizes on standardized recipes, and serving utensils used during meal service. For example, the planned menu stated 1 cup for all fruits and vegetables; however, the production kitchen does not have an 8 oz spoodle or scoop and uses a 6 oz spoodle. Furthermore, the planned portion size for chicken nuggets was 6 pieces, but school nutrition professionals were providing 8 pieces. The FSD stated the portion size of spaghetti noodles was 1.5 cups, while the kitchen lead stated the portion size was 1 cup. Due to missing menu item details, it was unclear from production records which brands were served during the week of review and which products were substituted. Differences in documentation provided by the FSD and items in storage (e.g. Brakebush versus Koch foods chicken nuggets, whole grain Bimbo Bakeries bread versus enriched Sara Lee bread, etc.) were noted. As another example, the recipe for scalloped potatoes indicates a 1 cup portion size but lists a 6 oz spoodle, while the production record indicates a 1.5 cup portion size. Additionally, all required components were not documented. For example, on October 3, 2023, during the week of review, soft tacos were served on 6" whole grain tortillas but not on the production record, nor in the recipe. During the onsite review on November 7, 2023, salsa was offered on the condiment bar but again not documented on the production record. Overall, condiment usage is not documented on the production records.</p>									
11/06/2023	3749	402	Administrative Review	Darlington Hi	FSD				
Comments									
<p>The <b>chef salad</b> was prepared during the onsite review, and through observation, the reviewer confirmed both turkey and ham as ingredients and credited the smallest amounts (e.g. 0.25 oz eq) rather than considered missing meal pattern components. Again, through observation, the recipe credited as 1 1/8 cup vegetable (1/2 cup dark green and 1/2 cup other), 2.0 oz eq meat/meat alternate (0.25 oz eq ham, 0.25 oz eq turkey, 0.5 oz eq cheese, 1.0 oz eq string cheese), and 1.5 oz eq grains (0.5 oz eq croutons, 1.0 oz eq Goldfish). Technical assistance was provided to increase the amount of croutons to avoid a grain shortage, as other grains were not accessible to these students.</p>								Created By	Created Date
11/06/2023	3748	603	Administrative Review	Darlington Hi	FSD				

# Administrative Review Report

Darlington Community School District

Comments								Created By	Created Date
<p>The SFA must plan meals to meet the <b>meal pattern</b>, including the dietary specification targets for calories, sodium, saturated and trans fats. During the onsite review, the SA observed many condiments being provided in their full fat versions, regular sodium canned products, and condiments being provided at a condiment station with minimal oversight for portion control. Full fat and regular sodium varieties of products should be closely monitored and limited to meet the dietary specifications in this and upcoming school years.</p>									
11/06/2023	3747	1105	Administrative Review	Darlington Hi	AR				
Comments								Created By	Created Date
<p>The <b>Smart Snacks</b> Final Rule, published in the Federal Register on July 29, 2016, finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools must meet both the general standards and nutrient standards unless the sales qualify for an exemption. More information is available on WI DPI's Smart Snacks webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks</a>). A coffee shop spotlighting health, and wellness, operated by a teacher was closed by the SFA prior to the onsite review for concerns of non-compliance with Smart Snacks. A few labels were provided for protein powder, peanut butter, and creamer; however, recipes were not provided. Technical assistance was emailed to the teacher and included links to the Coffee as a Smart Snack flowchart (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/Coffee_Flow_Chart.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/Coffee_Flow_Chart.pdf</a>), Smoothies as Smart Snacks flowchart (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smoothies-smart-snacks.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smoothies-smart-snacks.pdf</a>), and Smart Snacks in a Nutshell (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf</a>). A snack vending machine in the cafeteria sells non-compliant snacks during the school day. Items are purchased at a local store, and compliance with Smart Snacks regulations is not monitored. Tools, such as the Alliance for a Healthier Generation Smart Snacks Product Calculator, are recommended to assess compliance of products sold outside the reimbursable meals (<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.</p>									
11/06/2023			Administrative Review	Darlington Hi	AR				
Comments								Created By	Created Date
<p><b>Excess Cash Balance</b> – An ending fund balance greater than 3 months' operating expenses, exceeds the net cash resource limitation. If the three-month net cash resource limit is exceeded, a spenddown plan is required. Some spend-down plan examples are: 1) Increase the nutritional quality of the foods in school meals by reducing added sugar and sodium, increasing and promoting a variety of protein sources, whole grains, milk, fruits and vegetables, or cooking more foods from scratch and reducing the number of highly processed foods served. 2) Provide reduced eligible students with free meals. See USDA Memo SP 17-2014. 3) Increase marketing of the school meal program to increase participation (currently High School participation is less than 70%). 4) Purchase additional or updated kitchen equipment.</p>									
11/06/2023			Administrative Review	Darlington Hi	AR				
Comments								Created By	Created Date
<p><b>Professional Standards</b> - The Professional Standards regulations in 7 CFR 210.30 establish annual training requirements for all school nutrition program directors, managers and</p>									

# Administrative Review Report

Darlington Community School District

staff. This required annual continuing education will vary based on each employee's role in the school nutrition program(s): Annual Training Requirements

- Food Service Directors: 12 hours
- Managers: 10 hours
- Staff who work in school nutrition more than 20 hours per week: 6 hours
- Staff who work in school nutrition less than 20 hours per week: 4 hours

Use the [DPI Professional Standards Training Tracker](#) for each employee, each year, in order to ensure you are recording the required information to show how each food service employee meets the training requirements. See the [SNT training webpage](#) and the [School Nutrition Online Learning Library](#) for many subjects and types of training available.

11/06/2023			Administrative Review	Darlington Hi	AR					
<b>Comments</b>										
									<b>Created By</b>	<b>Created Date</b>
For assistance on <b>Food Safety</b> resources including how to temp specific foods and which type of thermometer is best for each application, please check the <a href="#">ServSafe Manager Book, 7<sup>th</sup> Edition, Revised.</a>										
11/06/2023			Administrative Review	Darlington Hi	AR					
<b>Comments</b>										
									<b>Created By</b>	<b>Created Date</b>
<b>Non-program Foods</b> Revenue Tool – use the <a href="#">DPI 5-day non-program foods revenue tool</a> each year to best record and adjust non-program food prices to ensure that sales of these foods cover the complete cost of offering them.										
11/06/2023			Administrative Review	Darlington Hi	AR					
<b>Comments</b>										
									<b>Created By</b>	<b>Created Date</b>
For a simple, ready-made tool to <a href="#">track SCA fund expenditures</a> use the DPI tool.										
11/06/2023			Administrative Review	Darlington Hi	AR					
<b>Comments</b>										
									<b>Created By</b>	<b>Created Date</b>
For assistance with <b>Free and Reduced Meal Applications</b> see our 4 part training series: Overview of F & R, The Verification Process, Special Situations in F & R, and the Knowledge Check, all on our <a href="#">training page</a> . These include information on when the Confirming Official and Verifying Official sign applications, using only the current school year's application, what to do when receiving only partial information back from a household during Verification.										
11/06/2023			Administrative Review	Darlington Hi	AR					
<b>Comments</b>										
									<b>Created By</b>	<b>Created Date</b>
<b>Migrant Status</b> – see the <a href="#">DPI Identifying Migratory Students</a> webpage to certify student's migrant status when indicated on a Free & Reduced application.										
11/06/2023			Administrative Review	Darlington Hi	AR					
<b>Comments</b>										
									<b>Created By</b>	<b>Created Date</b>

# Administrative Review Report

Darlington Community School District

Moving the <b>POS system</b> to the end of the meal service line is highly recommended. While the SFA currently is in contract to have the POS at the beginning of the line, this system has not guaranteed reimbursable meals are being served, counted and claimed. In the current situation the meal is entered before the student passes through the serving line. An adult at the end of the serving line needs to monitor each meal to ensure the student has all the required components on the tray. It is not acceptable for the monitor to turn away from the line, even for a moment, if this is the counting process.							
11/06/2023			Administrative Review	Darlington Hi	AR		
Comments						Created By	Created Date
<p>The School Nutrition Team has created an example <b>Special Dietary Needs</b> policy that can be used at your school or district. Please note, this template should be thoroughly reviewed and modified to fit the needs of your school or district. All highlighted areas are meant to be filled in to reflect your school(s) or district.</p> <ul style="list-style-type: none"> <li><a href="#">Special Dietary Needs Example Policy</a></li> </ul> <p>A fillable form for requesting special dietary accommodations that can be completed electronically or printed and filled out by hand. This form provides guidance and documentation for special dietary requests.</p> <ul style="list-style-type: none"> <li><a href="#">Medical Statement - English (Spanish) (Hmong)</a></li> </ul> <p>Sample language specific to letting parents and guardians know what to do: A parent/guardian requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a state authorized medical authority. The request must contain the following information:</p> <ul style="list-style-type: none"> <li>An explanation of how the student's physical or mental impairment restricts the diet</li> <li>The food(s) to be avoided</li> <li>The food(s) to be substituted</li> </ul> <p>State Authorized Medical Authority A state authorized medical authority is a licensed health care professional who is authorized to write medical prescriptions under state law. This could include a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner.</p> <p>Incomplete Medical Statements If a Medical Statement for Special Dietary Needs is unclear or lacks sufficient detail, the special dietary accommodation coordinator or school district's healthcare team may seek appropriate clarification from the parent/guardian or the healthcare practitioner so that a safe meal can be provided.</p> <p>Where to Submit A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Special Dietary Accommodation Coordinator: [insert name, address, phone, email address].</p> <p>Individualized Education Plan (IEP) or 504 Plan A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.</p>							
11/06/2023			Administrative Review	Darlington Hi	AR		

# Administrative Review Report

Darlington Community School District

Comments							Created By	Created Date
<p><b>Unpaid Meal Charge Policy</b> – In establishing policies regarding the collection of delinquent debt, SFAs should ensure their efforts <i>do not have a negative impact on the children involved</i>, and instead focus primarily on adults in the household responsible for providing funds for meal purchases. Consider whether student meal account balances should be considered unpaid fees and subject students to the same restrictions as other unpaid school costs.</p>								
11/06/2023			Administrative Review	Darlington Hi	AR			
Comments							Created By	Created Date
<p>Best practices in handling student eligibility information:  <a href="#">Disclosure in a Nutshell document</a>.</p> <p><b>Sharing Information</b>            If a SFA offers the opportunity to waive or subsidize district fees (e.g. registration, athletic fees, technology fees, etc.) based on a student’s free or reduced price meal status, the SFA must provide the <i>Sharing Information with Other Programs</i> form to <u>all</u> students with a free or reduced price status. These waivers or subsidies cannot be provided until a signed Sharing Information form is returned to the SFA.</p> <p>The Sharing Information form is not required if:</p> <ul style="list-style-type: none"> <li>Parents/guardians self-disclose eligibility information by providing a copy of their application approval letter</li> <li>The fee waivers and subsidies are handled outside of the food service department by an alternate data collection method</li> </ul> <p><a href="#">Sharing Information with Other Programs Form (Spanish)</a> (<a href="#">Hmong</a>)</p> <p><b>Disclosure Agreements</b>            If a SFA distributes the <i>Sharing Information with Other Programs</i> form, it must also distribute a <i>Disclosure Agreement</i> form. This disclosure must be signed by any individual, or organization, that is receiving individual student free and reduced price information for purposes other than school meal benefits.</p> <ul style="list-style-type: none"> <li>Any individual that is provided with individual student eligibility information for state reporting purposes or local program fee waivers should complete the <a href="#">Disclosure Agreement for School Staff (Spanish)</a> and retain a copy on file at the district.</li> <li>Any agency that is receiving free and reduced price meal benefit information for individual students should complete this <a href="#">Disclosure Agreement (Spanish)</a> form and retain a copy on file.</li> </ul>								
11/06/2023			Administrative Review	Darlington Hi	AR			
Comments							Created By	Created Date
<p><b>SFSP Outreach</b>            All SFAs are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether SFSP is offered by the SFA itself.</p> <p>Acceptable outreach activities inform families about the availability and location of summer meals prior to the end of the school year. SFAs distribute information through means normally used to</p>								

# Administrative Review Report

Darlington Community School District

communicate with households of enrolled children. This may include newsletters, automatic calling and texting services, email, or mailings.

SFAs can inform families of summer meals by promoting the following:

- Access the [Summer Meals Site Finder](#) on the [Find a Summer Meals Site](#) webpage
- Call 211 to locate meals in the area
- Text "food" (in English or Spanish) to 304-304
- Visit the [Summer Food Service Program](#) webpage

Additional information can be found on the [Administrative Review](#) webpage and the [SFSP Outreach Materials](#) webpage. SFAs may also use ready-made promotional materials found within the [Summer Meals Outreach Toolkit](#) developed by No Kid Hungry.