

Administrative Review Report

Mishicot School District

Commendations:

From the Public Health Nutritionist: Thank you to all the staff at Mishicot SD for the warm welcome and cooperation during the Administrative Review (AR). Thank you to the FSD for being available during the on-site portion of the review, and helping us to gather the needed documentation. The FSD was very receptive to all technical assistance provided on-site and is dedicated to ensuring meal pattern requirements are met. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant:

Our sincere thanks to the administration and school nutrition staff of Mishicot School District. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2022-23 General Program Reminders which has been uploaded to the documents tab in SNACS.

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage (<https://dpi.wi.gov/school-nutrition/training>).

Administrative Review Report

Mishicot School District

Findings and Corrective Action:

Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/22/2023 12:29 PM	<p>Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>Corrective Action: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year. Completed; No further action required.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/19/2023 10:41 AM	<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: Upload a copy of the Complaints Procedures Template to the school website. Submit a statement in SNACS when this has been completed.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/19/2023 10:39 AM	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACS or provide a link to this document on the district website.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	207	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/19/2023 10:09 AM	<p>Finding: SFA did not complete the verification process properly per 7 CFR 245.2.</p> <p>Corrective Action: Watch the Verification webcast. Submit a statement in SNACS this has been completed.</p>
Site Name		

Administrative Review Report

Mishicot School District

Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/19/2023 10:15 AM	<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p> <p>Corrective Action: Submit a statement of understanding in SNACS that the Confirming Official will review the application(s) selected for Verification prior to sending the 'We must check' letter to the household(s).</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	209	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/19/2023 10:17 AM	<p>Finding: The SFA did not use the correct sampling method when selecting applications for verification.</p> <p>Corrective Action: Have the verifying official watch the "Verification Process" webcast on the DPI website. Submit a statement in SNACS when this has been completed. Refer to the Verification packet in the future when completing Verification.</p>
Site Name	Mishicot Middle School	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/19/2023 11:15 AM	<p>Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students; which constitutes overt identification.</p> <p>Corrective Action: Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.</p>
Site Name	Mishicot Middle School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/13/2023 02:32 PM	<p>Finding: 4 non-reimbursable meals were observed at Mishicot Middle School during breakfast meal service on April 12th, 2023. The meals did not contain the required ½ cup fruit, vegetable, or combination under Offer versus Serve. The meals contained breakfast pizza, milk, and 1 clementine. One clementine credits as 3/8 cup fruit.</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select three full components, one of which is ½ cup fruit, vegetable, or combination, under Offer versus Serve. Additionally, in this statement explain how this error will be corrected and avoided in the future.</p>

Administrative Review Report

Mishicot School District

Site Name	Mishicot Middle School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/13/2023 02:33 PM</p>	<p>Finding: The same meal pattern is used for grades 6-12. Because there is no overlap with the dietary specifications for these age groups under the NSLP, a separate 6-8 and 9-12 meal pattern must be followed.</p> <p>Corrective Action: Submit a statement explaining how a separate 6-8 and 9-12 meal pattern will be followed going forward.</p>
Site Name	Mishicot Middle School	
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	Flagged	
Corrective Action History	<p>Flagged 04/13/2023 02:24 PM</p>	<p>Finding: Milk usage is not recorded on the breakfast or lunch production records. For the week of review, it was verified via invoices that milk was ordered and available to students, therefore it will not be evaluated as a missing component. Current breakfast production records do not list the fruit options that were available during the week of review. A separate production record labeled "Fruits and Vegetables" is kept to document the fruit that was served at both breakfast and lunch meal service. Separate production records must be kept for both breakfast and lunch that include all menu items offered at meal service, including specifically which fruit option (and the serving size) was available. Production records are the SFA's way of proving that reimbursable meals were served; therefore, all items offered as part of the reimbursable meal must be recorded.</p> <p>Corrective Action: Milk usage and fruit documentation will be verified on the completed production records that are submitted for corrective action with Finding #430.</p>
Site Name	Mishicot Middle School	
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	Flagged	
Corrective Action History	<p>Flagged 04/13/2023 02:27 PM</p>	<p>Finding: The daily minimum requirement for the Meat/Meat Alternate (M/MA) component was not met for grades 6-8 for lunch on Wednesday during the week of review. The standardized recipe for the Spaghetti and Meat Sauce and Chicken Alfredo menu items did not contain a total yield or meal pattern contribution information. These items were served during the day of on-site visit, and food service staff were able to verify the total yield of each recipe, which was 100 servings. After analyzing the crediting information and amounts in each recipe, one serving of each recipe was calculated to credit as .5 oz eq M/MA. The daily minimum requirement for grades 6-8 is 1 oz eq M/MA.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for Meat/Meat Alternate (M/MA) will be met for lunch during the day containing the shortage (e.g. portion sizes increased, recipe changes, etc.). In addition, the updated recipes for the Spaghetti and Meat Sauce and Chicken Alfredo will be submitted with Finding #434.</p>
Site Name	Mishicot Middle School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	

Administrative Review Report

Mishicot School District

Question #	411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/13/2023 02:28 PM</p>	<p>Finding: The daily minimum requirement for the Vegetable component was not met for grades 6-8 for lunch on Wednesday or Friday during the week of review. The following represent the planned portion sizes: - Wednesday (3/22): Peas and Carrots, 1/2 cup -Friday (3/24): Broccoli, 1/2 cup; Marinara Sauce, 1/4 cup. Since the marinara sauce would only have been an option for those who took the mozzarella dippers entrée, the alternate entrée students would have had access to 1/2 cup broccoli only. The daily minimum requirement for grades 6-8 is 3/4 cup vegetable. All students must have access to 3/4 cup vegetable regardless of which entrée option they select.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for the Vegetable component will be met for lunch during the days containing the shortage (e.g. portion sizes increased, recipe changes, etc.).</p>
Site Name	Mishicot Middle School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/13/2023 02:26 PM</p>	<p>Finding: The following information was not consistently filled in daily on production records during the week of review: • Menu item with recipe name/reference number or specific product name/description- Be specific about the identity, brand, portion size, and description of all items served. Instead of "Fresh Fruit," list out "Pears, Canned in Light Syrup, Sliced" and "Strawberry Cup, Diced, Frozen, 4.5oz." Instead of "Hot Vegetable," list out "French Fries, Seasoned Waffle Cut, Product #123."</p> <ul style="list-style-type: none"> • Planned/actual number of servings prepared • Planned/actual quantity prepared in purchase units (2-No 10 cans, 10 lb. case, 2-96 count case) • Amount leftover (this can be in number of servings or purchase units) • Milk types available and actual usage by type, or total milk usage if milk recipe is used • Number of reimbursable and non-reimbursable (adult) meals planned and served <p>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 1: Submit one full week of completed production records for both breakfast and lunch. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p> <p>Corrective Action 2: Submit verification that the FSD has completed additional Production Record training (e.g. SNT Production Records webcast on the DPI Online Learning Library) (https://dpi.wi.gov/school-nutrition/training/online-learning).</p>
Site Name	Mishicot Middle School	
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	Flagged	
Corrective Action History	<p>Flagged 04/12/2023 02:27 PM</p>	<p>Finding: Acceptable crediting documentation was not available for the following products served during the week of review: Bratwurst (3/20) Salisbury Steak (3/20) Egg Roll (3/23) Pancake on a Stick (3/21) Processed foods that are not</p>

Administrative Review Report

Mishicot School District

		<p>listed in the Food Buying Guide (FBG) must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting.</p> <p>Corrective Action: Submit acceptable crediting documentation for the Bratwurst, Salisbury Steak, Egg Roll, and Pancake on a Stick. If documentation cannot be obtained, submit a written statement indicating your understanding that these items cannot be offered to meet meal pattern requirements.</p>
Site Name	Mishicot Middle School	
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	Flagged	
Corrective Action History	<p>Flagged 04/13/2023 02:30 PM</p>	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. No recipe was on file for the Cherry Blossom Chicken served during the week of review. One recipe was submitted for the Cold Club Sandwich, which includes directions for making 3 different varieties of subs. The recipe for the Spaghetti with Meat Sauce and Chicken Alfredo did not contain a total yield.</p> <p>Corrective Action: Submit separate standardized recipes for each Club Sandwich offered. Create and submit a recipe for the Cherry Blossom Chicken, and update/submit the recipes for the Spaghetti with Meat Sauce and Chicken Alfredo. Be sure to include all requirements of a standardized recipe, including the specific ingredients used, serving size, and total 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	Mishicot Middle School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1104	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/12/2023 10:19 AM</p>	<p>Finding: The Gatorade products in the vending machine are not allowable beverages under Smart Snacks regulations for Middle School or High School Students. Only plain water, 100% juice, or milk are allowable Smart Snack beverages in Middle Schools. Since both Middle School and High School students have access to the vending machine, all food/beverages available for purchase must meet the standards for the middle school age/grade group. More information can be found on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).</p> <p>Corrective Action: Please remove the three Gatorade products from the vending machine. Send a statement when this is completed.</p>
Site Name	Mishicot Middle School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/12/2023 02:02 PM</p>	<p>Finding: The following items sold for a la carte purchase at Mishicot Middle/High School cafeteria do not meet Smart Snacks standards: Starburst Sorbet Bar: A food must 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. The ingredient list includes the following in this order: Water, Sugar, Corn Syrup, Skim Milk, Cream. This does not meet one of the general standards.</p>

Administrative Review Report

Mishicot School District

		Corrective Action: Please remove the Starburst Sorbet Bar from the inventory. Send a statement when this is completed.
Site Name	Mishicot Middle School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1107	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/12/2023 02:24 PM	<p>Finding: The following items sold at Mishicot Middle School do not have a recipe, and were not evaluated to determine if they meet the Smart Snacks standards before being sold for a la carte purchase: Ham, Turkey, Bacon Croissant Turkey Croissant BLT Croissant Ham Croissant Turkey, Bacon Club Wrap BLT Wrap Ham, Turkey and Bacon Wrap Strawberry Banana Yogurt Parfait Sliced Apples and Peanut Butter</p> <p>Corrective Action: Create and submit recipes for each of the items listed above, and complete the Smart Snacks recipe analyzer form (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). After completing the form, if it is determined that the products do not meet the Smart Snacks general and nutrient standards, submit a statement that you will discontinue serving that item for a la carte purchase.</p>
Site Name	Mishicot Middle School	
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	Flagged 04/12/2023 10:13 AM	<p>The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).</p> <p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Pineapple Tidbits- Product of Indonesia</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic product. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/12/2023	3440		Administrative Review		FSD			
Comments								
						Created By		Created Date
Food Buying Guide (FBG): The USDA Food Buying Guide (FBG) contains yield and crediting information for foods with a standard of identity (https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs). Fruits, vegetables, grains, meat/meat alternates (M/MA), and dairy can be credited using the FBG. Most fruits and vegetables credit by volume served and most M/MAs and grains credit by weight. If the product is not listed in the FBG, additional crediting documentation is required.								4/12/2023 10:29:15 AM
04/12/2023	3439		Administrative Review		FSD			

Administrative Review Report

Mishicot School District

Comments						Created By	Created Date
Crediting Documentation: Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label, product formulation statement (PFS), or USDA Product Information Sheet to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. Continue to work on updating your crediting documentation binder.							4/12/2023 10:28:20 AM
04/12/2023	3437		Administrative Review		FSD		
Comments						Created By	Created Date
Weight versus Volume: As a reminder, there is a difference between weight (ounces) and volume (fluid ounces). Spoodles, which are used to measure volume, are often referred to as a "4 oz spoodle" for example. A 4 oz or ½ cup spoodle is actually 4 fluid oz rather than 4 oz by weight. This is an important distinction as the weight of the contents of the spoodle can vary significantly (think about the difference in weight between ½ cup of popped popcorn vs. ½ cup of peas). The meat/meat alternate (M/MA) component is credited by weight. To ensure that students receive the proper amount of M/MA, first weigh the product, then determine which scoop will hold that weight of meat. TA provided on-site and taco filling and fajita chicken strips were weighed to verify meal pattern contribution prior to lunch service.							4/12/2023 10:24:39 AM
04/12/2023	3436	1104	Administrative Review	Mishicot Middle School	FSD		
Comments						Created By	Created Date
Smart Snacks: The Smart Snacks 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 (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). We recommend using the Alliance for a Healthier Generation Smart Snacks Product Calculator to assess compliance of products sold outside the reimbursable meals (https://foodplanner.healthiergeneration.org/calculator/). 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.							4/12/2023 10:22:07 AM
04/11/2023	3645		Administrative Review		FSD		
Comments						Created By	Created Date
For the Supply Chain Assistance funds, track all unprocessed or minimally processed foods or beverages served in the NSLP or SBP using the tracker tool. It is recommended to use the funds on the milk bill.							5/19/2023 12:17:52 PM
04/11/2023	3644		Administrative Review		FSD		
Comments						Created By	Created Date
Revise the Unpaid Meal Charge policy to include when the student accounts get to a certain negative point that they will be provided an alternate meal. Also, the alternate meal is the same as a reimbursable meal. It is recommended to provide them with something that encourages the students to bring money.							5/19/2023 12:13:25 PM
04/11/2023	3643	901	Administrative Review	Mishicot Middle School	FSD		
Comments						Created By	Created Date
On-site monitoring of the breakfast program must be completed at 50% of the sites annually.							5/19/2023 11:45:36 AM
04/11/2023	3642	138	Administrative Review	ALL	FSD		

Administrative Review Report

Mishicot School District

Comments						Created By	Created Date
Applications must be signed and dated by the Determining Official upon determination.							5/19/2023 10:35:49 AM
04/11/2023	3641	128	Administrative Review	ALL	FSD		
Comments						Created By	Created Date
Annualizing income on the Free and Reduced Price meal applications is only necessary when there is more than one type of pay frequency.							5/19/2023 10:04:18 AM