

# Administrative Review Report

Reedsville Public Schools

Schedule Type	Start Date	End Date
Exit Conference	03/29/2023	03/29/2023

Commendations: Thank you to the staff at Reedsville School District for the courtesies extended to everyone during the on-site review and for being available to answer questions and provide additional information. The foodservice staff are recognized for their efforts to provide nutritional meals to students each day. It was a pleasure to visit Reedsville School District.

Recommendations: Operating the school nutrition program is a critical part of serving children during the school day. It is important to remember the role of director includes numerous responsibilities other than cooking meals. Today's directors are responsible for planning menus that meet USDA regulations and are appealing to students, follow food safety and procurement guidelines, effectively managing USDA foods, maintain an appropriate budget based on meal and labor costs, supervise and train staff, collaborate with administrators, faculty, students, and community members and provide administrative support. They must also ensure confidentiality of student meal eligibility, manage an appropriate point of service system, maintain, and prepare meals for students with special dietary needs and offer regulatory guidance and promote nutrition education in and out of the cafeteria. It's important to remember that these responsibilities take a good deal of time. Moving forward the district is encouraged to ensure the FSD is allowed the time and tools to be effective. This may include reviewing how the FSD manages work time, hiring a part time staff member to complete some of the cooking responsibilities or bringing in a substitute occasionally to allow time for the director to manage paperwork.

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## Findings and Corrective Action:

<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>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA does not have an <a href="#">Unpaid Meal Charge Policy</a> in place. All SFAs must have an Unpaid Meal Charge policy in place that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p>Corrective Action: Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.</p>
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). It was noted that there was nothing broken out for expenses and revenues regarding the non-program foods and the WSDMP. In addition, commodity handling and processing charges were not broken out and put into the expense section under purchase services expenditures.</p> <p>Corrective Action: Review the <a href="#">Annual Financial Report Webcast</a> or manual on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p> <p>Finding: The SFA has received <a href="#">Supply Chain Assistance Funds</a> and not in compliance with the Attestation signed when receiving these funds. The SFA is not completely aware of what the funds can be spent on, some of the funds are used on some unallowable costs.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide a statement on how and when the current process will be corrected so that only allowable items are tracked. The SFA will need to review what items were deducted from the SCA funds that should not have been used. Based on</p>

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		these determinations, adjustments will need to be made to the SCA fund balance.
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<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 1: Complete the <a href="#">DPI Nonprogram Foods Revenue Tool</a> and upload into SNACS using a 5-day reference period from the current school year.</p> <p>Corrective Action 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p> <p>Finding: It was noted that only milk was being taken by some students and these milks were not checked off at the POS. In the morning a few students went into the kitchen to grab a milk and walked away without being checked off. In the afternoon the same thing occurred for kids that had a cold lunch. They came through the line and were not checked off.</p> <p>Corrective Action: Please provide a plan of how this issue will be corrected to ensure that students are marked off for taking only a milk.</p>
<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>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated.</p> <p>Corrective Action: Provide a plan on when and how the LWP will be reviewed and updated.</p>
<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>	May 12, 2023	

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA did not invite a diverse group of stakeholders to participate in the committee to develop, update and review the LWP per 7 CFR 210.31.</p> <p>Corrective Action: Provide a statement of understanding that the LWP committee must invite a diverse group of stakeholders.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1004	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<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 <a href="#">Local Wellness Policy</a> 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>
<b>Form Name</b>	Meal Compliance	
<b>Question #</b>	2	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The daily minimum requirement for meat/meat alternate was not met for K3 students following the preschool meal pattern for lunch during the review period. The following represent the planned portion sizes:</p> <p>Tuesday 1/24- 1 pork taco (1 m/ma)</p>

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	<p>Thursday 1/26- ½ chicken fillet (1 m/ma)</p> <p>Friday 1/27- ½ hot dog (1 m/ma)</p> <p>The daily minimum requirement for K3 students following the preschool meal pattern is 1.5oz equivalent per week.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for meat/meat alternate in the preschool meal pattern will be met for lunch during the day containing the shortage (e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
<b>Form Name</b>	Meal Compliance
<b>Question #</b>	5
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	May 12, 2023
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: There is no salad bar signage indicating portion sizes of vegetables. If students have the ability to serve themselves vegetables from the salad bar to complete their reimbursable meal, there must be appropriate signage indicating portion sizes of the vegetables to ensure students are taking the minimum amounts.</p> <p>Corrective Action: Submit a picture of salad bar signage indicating the portion size students should take of the vegetables being offered.</p>
<b>Form Name</b>	Meal Compliance
<b>Question #</b>	7
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 12, 2023
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Students in K3, that are not co-mingled with the rest of the K-8 students, must follow the pre-school meal pattern and guidelines. Breakfast cereal served to preschool students must not contain more than 6 grams of sugar per dry ounce. On the day of review the breakfast cereal offered to K3 students contained 8 grams of sugar per dry ounce.</p> <p>Corrective Action: Submit a statement which indicates understanding that the preschool meal pattern limits the amount of sugar in cereals to no more than 6 grams of sugar per ounce of dry weight.</p>
<b>Form Name</b>	Dietary Specification Assessment Tool (Off Site Review)

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<b>Question #</b>	8	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The daily minimum requirement for vegetable was not met for kindergarten students following the K-8 meal pattern for lunch during the review period and day of review. The following represent the planned portion sizes:</p> <p>Monday, 1/23- ½ cup vegetable</p> <p>Tuesday, 1/24- ½ cup vegetable</p> <p>Thursday, 1/26- ½ cup vegetable The daily minimum requirement for Kindergarteners following the K-8 meal pattern is ¾ cup of vegetable.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for vegetables will be met for lunch during the day containing the shortage for students following the K-8 meal pattern (e.g., Portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
<b>Form Name</b>	Dietary Specification Assessment Tool (Off Site Review)	
<b>Question #</b>	20	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: During the day of review, it was observed at breakfast time that the K3 students were not offered the minimum fruit serving requirement of ½ cup rather the students received between 1-3 orange wedges per student while following the preschool meal pattern.</p> <p>Corrective Action: Submit a statement which indicates both the food service staff and school staff understand the minimum requirement of fruit served at breakfast time to students following the preschool meal pattern which is ½ cup of fruit.</p>
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>		<p>Finding: The <a href="#">Nondiscrimination Statement</a> was not included on the school food service webpage where food service program information is provided.</p> <p>Corrective Action: Add the Nondiscrimination statement to school food service webpage where food service program information is listed. Provide a copy of the non-discriminations that will be used on the school food service webpage.</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Documentation of school food service staff training is not being tracked on a tracking mechanism that contains all the required components to demonstrate compliance with annual training requirements per 7 CFR 210.30. Technical assistance was provided to encourage use of the DPI or USDA professional standards training tracking tool.</p> <p>Corrective Action: Include all training hours completed this school year for each school food service employee onto the <a href="#">USDA or DPI Professional Standards Training Tracking Tool</a> or update the current tracking mechanism to include all required components. Upload the tracking tool that will be used with any current trainings listed on this tool.</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1219	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Non-school nutrition staff (secretary, subs, teachers, and aides) who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. Upload a copy of what tracking mechanism will be used for the non-nutrition staff.</p>
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	

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Corrective Action History		<p>Finding: The SFA did have a copy of the food safety plan for the elementary but needs to be updated. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13).</p> <p>Corrective Action: Update the <a href="#">Food Safety Plan</a> including updating the description of the facility page and the HACCP form for breakfast and lunch items. Please upload the updated food safety plan(s) into SNACS including the description of the facility and the HAACP form.</p>
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	No TA Log# found	
Due Date	May 12, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The meal counting and claiming system for 3k,4k and 5k was not the most acceptable point of service (POS) process as the student received their reimbursable meal. Teachers and aides used a sheet that was generated from a morning survey to determine who received a meal at lunch. The students that took a meal were highlighted from the morning survey. However, the teachers or aides did not add a mark the sheet that was highlighted when the student was served the meal.</p> <p>Corrective Action: Correct the meal counting and claiming process for the 3k, 4k and 5k to ensure that there is an acceptable POS process as students receive their meal. Submit a plan on how issue this will be corrected moving forward.</p>
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date	May 12, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8.</p> <p>Corrective Action: Upload monthly <a href="#">Edit Checks</a> for breakfast and lunch for September thru February into SNACS.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	



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TA Log #	No TA Log# found	
Due Date	May 12, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: <b>16 non-reimbursable breakfast meals</b> were observed on Thursday, March 2, 2023. The meals did not contain three full components and/or the required <math>\frac{1}{2}</math> cup fruit required under Offer vs. Serve. Some examples of these non-reimbursable meals included: only two items taken, no fruit taken or only <math>\frac{1}{4}</math> cup fruit taken.</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select three full components, one of which is a <math>\frac{1}{2}</math> cup fruit, vegetable, or combination under Offer vs. Serve. Additionally, in this statement explain how these errors will be corrected and avoided in the future.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date	May 12, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Fruits and vegetables are recredited by volume (cups). Using gloved hands to portion out lettuce is not a standardized form of measurement due to the inaccuracy of the amount being served.</p> <p>Corrective Action: Submit a statement indicating understanding that gloved hands are not a standardized form of measurement and fruit, and vegetable components will be served utilizing correct serving utensils.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There was a quantity shortage of milk offered to kindergarten students following the K-8 meal pattern due to <math>\frac{1}{2}</math> - <math>\frac{3}{4}</math> cup of milk being given to students rather than 1cup.</p> <p>Corrective Action: Submit a statement of understanding which indicates that students following the K-8 meal pattern will receive 1 cup of milk at each meal service.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	

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<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: 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 vs. Serve (OvS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our <a href="#">Signage webpage</a>.</p> <p>Corrective Action: Submit a picture of the completed signage posted near the lunch and breakfast service line.</p>
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: School staff serving meals to students following the preschool meal pattern need to be trained on the breakfast and lunch meal pattern and portion sizes to guarantee reimbursable meals are being served.</p> <p>Corrective Action: Have school staff responsible for determining reimbursable meals attend a training on meal pattern and portion sizes. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
<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>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The daily minimum requirement for fruit was not met for kindergarten students at lunch meal service during the review period and day of review. The following represent the planned portion sizes:</p> <p>Daily: ¼ cup fruit</p> <p>The daily minimum requirement for students following the K-8 meal pattern is ½ cup of fruit.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for lunch during</p>

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		the day containing the shortage (e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).
<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>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The weekly minimum requirement for meat/meat alternate was not met for kindergarten students for lunch during the review period. The following represent the planned portion sizes:</p> <p>Monday, 1/23- Pizza (2 m/ma)</p> <p>Tuesday, 1/24- 1 Pork Taco (1m/ma)</p> <p>Wed, 1/25- Mozzarella Sticks (2 m/ma)</p> <p>Thursday, 1/26- ½ Chicken Filet (1 m/ma)</p> <p>Friday, 1/27- ½ Hot Dog (1m/ma)</p> <p>The weekly minimum requirement for Kindergarteners following the K-8 meal pattern is 8 oz. equivalent per week of meat/meat alternate.</p> <p>Corrective Action: Describe specifically how the weekly minimum requirement for meat/meat alternate will be met for lunch during the review period for students following the K-8 meal pattern (e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
<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>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The specific menu items and serving sizes were not consistently filled in daily on production records during the week of review. Examples include listing items as cereal or cereal bars and not listing serving sizes for vegetables on the relish bar. Production records are intended to be useful tools to record information prior to production, during production and following production. Review the <a href="#">Production Record Requirements</a></p> <p>Corrective Action: Submit one full week of completed breakfast and lunch production records, including specific</p>

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	menu items (such as which cereals/cereal bars) and serving sizes for garden bar items recorded daily. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	437
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 12, 2023
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The weekly minimum requirement for Vegetables Subgroup: Dark Green vegetables was not met for K-8 grade group during the review period. The weekly minimum requirement Dark Green Vegetables for K-8 grade group is ½ cup and nothing was offered that credited as a dark green vegetable the week of review.</p> <p>Corrective Action: Describe specifically how the weekly minimum requirement for the vegetables subgroup, dark green vegetables, will be met for lunch during the review period (e.g., additional menu items, product replacements, etc.).</p>
<b>Form Name</b>	Offer vs Serve (500-502)
<b>Question #</b>	501
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 12, 2023
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Although no non-reimbursable meals were observed during lunch the day of onsite review, many students were made to take more than what they needed at meal time. The breakfast and lunch Offer vs. Serve requirements were not fully understood by all staff serving the students or at the point of service. OVS resources on WI DPI's <a href="#">Menu Planning Webpage</a> may be used as training resources). <a href="#">The Meal Pattern e-learning</a> resources may also be helpful.</p> <p>Corrective Action: Have staff responsible for determining reimbursable meals attend a training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
<b>Form Name</b>	Civil Rights (811-812)
<b>Question #</b>	811
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 12, 2023
<b>Corrective Action Status</b>	Flagged

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<b>Corrective Action History</b>		<p>Finding: The nondiscrimination “And Justice for All” poster is in the meal service area but was not the correct size.</p> <p>Corrective Action: Provide a statement and or image of how this requirement will be met.</p>
<b>Form Name</b>	SFA On-Site Monitoring (901 - 904)	
<b>Question #</b>	901	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA did not meet <a href="#">On-site Monitoring</a> requirements for NSLP or SBP per 7 CFR 210.8.</p> <p>Corrective Action 1: Complete all required onsite monitoring for the current school year for breakfast and lunch. Upload onsite monitoring forms for breakfast and lunch into SNACS. If any corrective actions are found during the on-site monitoring, complete the corrective actions within 45 days of the initial on-site assessment and include this as part of corrective action.</p> <p>Corrective Action 2: Submit a plan on how onsite monitoring will be completed for each school and program moving forward and the position responsible.</p>
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1404	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The <a href="#">Employee Reporting Agreements</a> for food service staff have not been completed.</p> <p>Corrective Action: Please have all foodservice staff complete employee reporting agreements and upload them into SNACS.</p>
<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>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Each SFA must have a <a href="#">Food Safety Plan</a> that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site-specific SOPs for visitors.</p>

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		Corrective Action: Modify the SOP so that it aligns with actual practices or adjust practices to align with the SOP as written. Submit a copy of the updated SOP or a statement describing how practices will be adjusted to be compliant with the established SOP.
<b>Site Name</b>		
<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>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The following products were identified in the SFA's storage areas as non-domestic and not documented: - Mandarin Oranges (China) - Watermelon (Mexico)</p> <p>Corrective Action: Complete and submit a noncompliant product list form for the non-domestic products: Mandarin Oranges and Watermelon. Noncompliant product List templates can be found on the <a href="#">Buy American Webpage</a>.</p>
<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>	May 12, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Milks are being claimed based on attendance counts or another counting system rather than an appropriate point of service count for some classrooms. Point of service counts (POS) for the <a href="#">Wisconsin School Day Program</a> (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>Corrective Action 1: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS.</p> <p>Corrective Action 2: Provide two weeks of WSDMP counts with the corrected counting system. Upload into SNACS.</p> <p>Corrective Action 3: Retrain staff on the new POS procedures. Upload documentation to support the training that was completed, and staff sign in sheet into SNACS.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
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# Administrative Review Report

Reedsville Public Schools

03/02/2023	3261	404	Administrative Review	Reedsville Elementary School	FSD			
Comments								
It is recommended that a printed monthly menu is posted in the cafeteria which will allow students the opportunity to see what is being served throughout the month. This may help increase meal participation since students are able to get excited about what is going to be served.								
03/02/2023	3260	5	Administrative Review	Reedsville Elementary School	FSD			
Comments								
Proper portion size utensils must be used and are very important for self-service foods. This helps to encourage students to take the planned amount, and ensure the amount needed for a reimbursable meal is taken.								
03/02/2023	3259	5	Administrative Review	Reedsville Elementary School	FSD			
Comments								
Fruits and vegetables on a garden bar can credit towards the meal pattern. Even with garden bars, the menu planner must plan a specific portion size that they intend students to take. If the fruits or vegetables on the garden bar are used to meet the weekly requirements, portion sizes of at least 1/2 cup each should be communicated to students. This encourages students to take the planned amount, and ensures the amount needed for a reimbursable meal is selected.								
03/02/2023	3258	4	Administrative Review	Reedsville Elementary School	FSD			
Comments								
Cheese usage on the salad bar is not monitored nor are portion sizes communicated to students. Please monitor your school's cheese usage and communicate appropriate portion sizes to students, as cheese can be a significant source of calories, saturated fat and sodium. Promote appropriate serving sizes by adding signage at the condiment station or consider switching to pre-portioned condiments.								
03/02/2023	3257	22	Administrative Review	Reedsville Elementary School	FSD			

# Administrative Review Report

Reedsville Public Schools

Comments						Created By		Created Date	
<p>Condiment usage is not monitored nor are portion sizes communicated to students. Please monitor your school's condiment usage and communicate appropriate portion sizes to students, as condiments can be a significant source of calories, saturated fat and sodium. Promote appropriate serving sizes by adding signage at the condiment station or consider switching to pre-portioned condiments.</p>									
03/02/2023	3256	6	Administrative Review	Reedsville Elementary School	FSD				
Comments						Created By		Created Date	
<p>Using a cycle menu may ease the burden of menu planning and help ensure meal pattern requirements are met after a compliant cycle has been planned. Cycle menus may aid in purchasing, if production records are reviewed and analyzed to forecast based on historical data. When using a cycle menu, production records can be partially completed prior to meal service. For more information, visit the Cycle Menu webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/cycle-menu">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/cycle-menu</a>).</p>									
03/02/2023	3255		Administrative Review	Reedsville Elementary School	FSD				
Comments						Created By		Created Date	
<p>Crediting fruits and vegetables must always be rounded down to the nearest quarter (1/4) cup. Raw, uncooked leafy greens or iceberg lettuce are credited as half the volume served, when offered in their fresh forms. For example, 3/4 cup of lettuce salad credits as 1/4 cup of other vegetable not 1/3 cup of vegetable as written on the production record.</p>									
03/02/2023	3254		Administrative Review	Reedsville Elementary School	FSD				
Comments						Created By		Created Date	
<p>According to the USDA Food Buying Guide for Child Nutrition Programs (<a href="https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs">https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs</a>), one banana credits as 1/2 cup fruit. Therefore, if a banana is cut into two halves, each half only credits as 1/4 cup. A full banana needs to be selected in order to obtain a full 1/2 cup portion for Kindergarteners or for anyone that is only taking a banana as their only fruit at breakfast time.</p>									