

Administrative Review Report

Valders Area School District

Commendations:

Thank you to all staff at Valders Area School

District for the warm welcome and cooperation during this Administrative Review

(AR). A special thanks to the Food Service Director for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. Thank you for being available for answering questions and providing additional information when asked, all staff were very receptive to guidance and recommendations.

Recommendations:

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 will offer School Nutrition Summer Training online and in person in 2023. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin [DPI School Nutrition GOALS Training Webpage](#).

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Findings and Corrective Action:

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| Form Name | Meal Counting and Claiming (300 - 311) | |
| Question # | 305 | |
| Corrective Action History | | <p><u>Finding:</u> The SFA does not have an up to date Unpaid Meal Charge Policy that was communicated and distributed to the households, annually. (SP 46-2016)</p> <p><u>Corrective Action:</u> Provide a timeline of when the policy will be updated and implemented and how households will be notified annually.</p> |
| Site Name | | |
| Form Name | Maintenance of Non-Profit School Food Service Account (700 - 705) | |
| Question # | 700 | |
| Corrective Action History | | <p><u>Finding 1:</u> On the Annual Financial Report, the revenues and expenses do not match the audited PI-1505.</p> <p><u>Corrective Action 1:</u> Review the Annual Financial Report webcast or manual on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category matching the audited PI-1505. Upload the corrected report into SNACS or provide to NPC via email. Once approved, the report will need to be updated, the DPI accountant will make any adjustments manually after December 31.</p> <p><u>Finding 2:</u> The SFA has received Supply Chain Assistance Funds and not in compliance with the Attestation signed when receiving these funds. The SFA is aware of what the funds can be used on, however is not tracking the funds separately.</p> <p><u>Corrective Action 2:</u> 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> |
| Site Name | | |
| Form Name | Civil Rights (800 - 807) | |
| Question # | 803 | |
| Corrective Action History | | <p><u>Finding:</u> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u> Provide a timeline for when a school meal program civil rights complaint policy will be put in place or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.</p> |
| Site Name | | |
| Form Name | Civil Rights (800 - 807) | |
| Question # | 807 | |
| Corrective Action History | | <p><u>Finding:</u> The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31, 2022, was completed on February 3rd, 2023.</p> <p><u>Corrective Action:</u> Provide a statement of understanding that PI-1441 will be completed by October 31 of SY moving forward.</p> |
| Site Name | | |
| Form Name | Local School Wellness (1000 - 1006) | |
| Question # | 1000 | |
| Corrective Action History | | <p><u>Finding:</u> Current Local Wellness Policy (LWP) does not include all of the required content and is missing foods sold outside of school meals, foods provided but not sold, food and beverage marketing, nutrition promotion, physical activity and other school-based strategies for wellness. (7 CFR 210.31).</p> <p><u>Corrective Action:</u> Provide updated or missing policy statement(s) and submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p> |
| Site Name | | |

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| Form Name | School Breakfast and Summer Food Service Program Outreach (1600 - 1601) | |
| Question # | 1601 | |
| Corrective Action History | | <p><u>Finding:</u> The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p><u>Corrective Action:</u> Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please 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 # | 126 | |
| Corrective Action History | | <p><u>Finding:</u> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p><u>Corrective Action:</u> Watch the 4 part Free & Reduced Eligibility Process Webcasts and provide documentation of completion. Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.</p> |
| Site Name | | |
| Form Name | Certification and Benefit Issuance (124 - 142) | |
| Question # | 138 | |
| Corrective Action History | | <p><u>Finding 1:</u> The SFA did not effectively update student eligibility changes to benefit issuance list (BI) or the point of service (POS) for students who were new, transferred, or withdrawn.</p> <p><u>Corrective Action 1:</u> Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely to the BI list and the POS.</p> <p><u>Finding 2:</u> The Benefit Issuance (BI) list did not accurately discontinue meal eligibility benefits for students that did not qualify after the 30-day carryover.</p> <p><u>Corrective Action 2:</u> Notify the household of the reduction in benefits and upload a copy of the adverse action letter into SNACS. Provide documentation that shows the BI list and POS have been updated with the correct eligibility 10 days after the notification is sent.</p> |
| Site Name | | |
| Form Name | Verification (207 - 215) | |
| Question # | 213 | |
| Corrective Action History | | <p><u>Finding:</u> The SFA's did not send a notice of adverse action letter to the household to inform them that the student's benefits would be changed to paid status. (7 CFR 245.6a).</p> <p><u>Corrective Action:</u> Send the Notice of Adverse Action letter to the family. Review the Notice of Adverse Action section of the Eligibility Manual on pg 57. Submit a statement that either the DPI template letter will be used moving forward or upload an updated copy of the adverse action letter that the SFA will use moving forward into SNACS for approval.</p> |
| Site Name | | |
| Form Name | Verification (207 - 215) | |
| Question # | 214 | |
| Corrective Action History | | <p><u>Finding:</u> The SFA did not provide ten calendar days' notice to the household(s) when benefits are being reduced as a result of verification (7CFR 245.6a).</p> <p><u>Corrective Action:</u> Watch the Verification Process and the Verification Collection Report webcast available on the School Nutrition Training Webpage, provide documentation of completion and submit a statement of understanding that ten</p> |

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| | | calendar days must be provided to households prior to reducing benefits, as a result of verification. |
| Site Name | | |
| Form Name | Civil Rights (809 - 810) | |
| Question # | 810 | |
| Corrective Action History | | <p><u>Finding:</u> The correct non-discrimination statement was not included on all program materials. The correct statement was not included on the Food Service website and FS Policy po8500, which includes special dietary needs and the unpaid meal charge policy.</p> <p><u>Corrective Action:</u> Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p> |
| Site Name | | |
| Form Name | Professional Standards (1210 - 1219) | |
| Question # | 1219 | |
| Corrective Action History | | <p><u>Finding:</u> Non-school nutrition staff, specifically Business Services Director, who has responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p> <p><u>Corrective Action:</u> Provide a training plan for the current school year, for the Business Services Director, specific to their school nutrition program responsibilities. Find more information on these training opportunities on the DPI School Nutrition Training Webpage.</p> |
| Site Name | Valders Mid | |
| Form Name | Meal Counting and Claiming - Review Period (322-325) | |
| Question # | 325 | |
| Corrective Action History | | <p><u>Finding:</u> 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. SFA has middle school and high school students counted and claimed under the middle school code. Site-based claiming has been required since the 2017-2018 SY.</p> <p><u>Corrective Action:</u> Correct the POS system, immediately, if possible, to ensure March claiming will be correct. Upload monthly edit checks for breakfast for March and April into SNACS.</p> |
| Site Name | Valders Mid | |
| Form Name | Meal Components and Quantities - Day of Review (400-408) | |
| Question # | 403 | |
| Corrective Action History | | <p><u>Finding:</u> During lunch observation, the 1% white milk ran out with about 6-8 students left in line, so only one milk type (fat-free chocolate) was available. State Agency staff let the SFA staff at the point of service know that the 1% white milk was gone. At breakfast the 1% white milk ran out, State Agency staff let the SFA staff at the point of service know. However, 6 students went through while only one milk type was available.</p> <p>A variety of milk, at least two allowable milk types, is required to be offered daily at lunch and breakfast. Allowable milk types in Child Nutrition Programs include fat-free (skim) flavored or unflavored, low-fat (1 percent) flavored or unflavored milk, and lactose-free or lactose-reduced fat-free or low-fat milk.</p> <p><u>Corrective Action:</u> A food service staff member must be responsible for monitoring milk at each milk service to ensure all students have access to a variety of milk types. Submit a written statement indicating your understanding of this requirement and plan for ensuring the milk is monitored throughout meal service.</p> |
| Site Name | Valders Mid | |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) | |
| Question # | 410 | |

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| Corrective Action History | | <p><u>Finding:</u> Students at breakfast were able to take 2 juices at breakfast. A total of 5 cups of fruit (including whole fruit and juice) were offered at breakfast over the course of the week and of that, students were able to take 1 cup of juice daily for a total 5 cups over the week. This means that 100% of fruit offered could have been in the form of the juice which exceeds the 50% juice limit.</p> <p>No more than half of the fruit component offered for the week may be in the form of juice. Schools can comply with this regulation by offering ½ cup fruit and ½ cup juice daily. With this set up, students must not be able to select two juices. If a student would like two, he or she must purchase the second a la carte.</p> <p>Please note that repeat findings involving juice limit violation may result in fiscal action.</p> <p><u>Corrective Action:</u> 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> |
| Site Name | Valders Mid | |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) | |
| Question # | 411 | |
| Corrective Action History | | <p><u>Finding:</u> Bulk apple slices were served, but the number of slices needed to provide the desired serving size had not been determined. In-house yield studies are recommended to determine the portion size needed for items that do not fit nicely into a portioning utensil, such as apple slices, baby carrots, cucumber slices, etc. Procedures for conducting an in-house yield study can be found on the DPI Menu Planning page under Crediting. (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p> <p><u>Corrective action:</u> Submit a copy of an in-house yield study done for apple slices.</p> |
| Site Name | Valders Mid | |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) | |
| Question # | 430 | |
| Corrective Action History | | <p><u>Finding:</u> The production record requirements were not met daily on production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Specifically, ensure that the menu item with recipe name/reference number or production name/description, planned/actual number of servings prepared AND planned/actual quantity prepared in purchase units, amounts leftover are documented for EACH item. Milk usage by type, planned serving size and usage for condiments and any extra menu items and the number of reimbursable and non-reimbursable (adult) meals planned and served are also required to be documented daily for each meal.</p> <p>Production records are the SFA's way of proving that reimbursable meals were served; therefore, every item offered as part of the reimbursable meal must be recorded separately on the production record and have all required information documented.</p> <p><u>Corrective Action:</u> Submit two full weeks of completed production records for breakfast and lunch that fulfill ALL production record requirements. Choose weeks (Monday-Friday) that occur after the completion of the on-site Administrative Review (AR), but before the corrective action due date.</p> <p>Additionally, all staff responsible for completing production records must complete the Production Records training found in the DPI Online Learning Library. Please upload certificates of completion for each staff member in the Documents tab of SNACS. If the training is completed as a group, provide information on where and when the training was conducted and submit the certificate of completion along with a signed training roster.</p> |
| Site Name | Valders Mid | |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) | |
| Question # | 433 | |

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| <p>Corrective Action History</p> | | <p><u>Finding:</u> Without proper documentation, items not found in the food buying guide cannot be credited towards meal pattern requirements. Therefore, documentation must be obtained prior to serving items as part of the school nutrition programs. For example, the cinnamon roll would credit as 1 oz eq without a product formulation statement (PFS), ZeeZee's products and tornado are not creditable without a CN label or PFS.</p> <p><u>Corrective action:</u> Submit a CN label or PFS for the following items:</p> <ul style="list-style-type: none"> -Red gold salsa cup -Hamburger patty (CN label) -Tornado - Ruiz brand southwest chicken -Cinnamon roll -ZeeZee's bean dip -ZeeZee's crunchers <p>For any item that acceptable crediting documentation cannot be obtained, submit a statement describing your plan for discontinuing use of the product and documentation for the product you plan to use in it's place.</p> <p>Additionally, submit a statement of understanding that crediting documentation must be obtained prior to service a product that cannot be crediting using the Food Buying Guide. If acceptable documentation is not on file, that product should not be planned or served.</p> <p>**Note - Hamburger patty CN label and PFS for cinnamon roll, ZeeZee's bean dip and ZeeZee's crunchers has been uploaded in the documents tab by the SA.</p> |
| <p>Site Name</p> | <p>Valders Mid</p> | |
| <p>Form Name</p> | <p>Meal Components and Quantities - Review Period (409-412, 430-437)</p> | |
| <p>Question #</p> | <p>434</p> | |
| <p>Corrective Action History</p> | | <p><u>Finding:</u> The alternate entrée options were documented on the production record as "uncrustable" "bistro box" or "muffin box." However, there were no recipes on file for these items or additional documentation to show what items were served. Based on observations on site, it was determined what items are part of each of these boxes in order to assess meal pattern compliance.</p> <p><u>Corrective action:</u> Submit a standardized recipe for each different combination of items offered as an alternate entrée. If choosing to only offer the uncrustable box going forward, submit a recipe(s) for uncrustable options you plan to offer (ex. 1. uncrustable, string cheese, cheddar goldfish, 2. uncrustable, yogurt, goldfish graham, etc.).</p> |
| <p>Site Name</p> | <p>Valders Mid</p> | |
| <p>Form Name</p> | <p>Meal Components and Quantities - Review Period (409-412, 430-437)</p> | |
| <p>Question #</p> | <p>435</p> | |
| <p>Corrective Action History</p> | | <p><u>Finding:</u> Standardized recipes are required for all menu items made in-house with more than one ingredient.</p> <p>There was no standardized recipe OR the recipe on file needs to be updated for the following:</p> <ul style="list-style-type: none"> -Pinto beans and cheese - does not contain all necessary information such as recipe yield -Chicken patty sandwich - does not reflect correct product. If you receive multiple products, there should be a recipe for each, and the recipe number should be documented on the production record. Alternatively, you can record items separately on the production record (chicken patty, bun) and then a recipe isn't needed but you would want to record product numbers. -Strawberries and cream- no recipe provided -Parfait- using vanilla yogurt rather than strawberry called for on the recipe. Also be careful of weight vs. volume - recipe calls for 4 oz of yogurt. This may be true, but if you are measuring with a scoop, that is a measure of volume. You can include the volume to weight conversion in the recipe directions to help with crediting. Granola is not a #8 scoop, it's #10 = 3/8 cup = 1.5 oz eq grain according to Exhibit A. Indicate that the strawberry cup is thawed -Cheese/crackers (no beef stick) - no recipe provided <p><u>Corrective Action:</u> Submit a standardized recipe for the menu items listed above. Be sure to include all requirements of a standardized recipe, including serving size and yield.</p> <p>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). The USDA Recipe Standardization Guide is also</p> |

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| | | a great resource (https://theicn.org/cicn/usda-recipe-standardization-guide-for-school-nutrition-programs/). |
| Site Name | Valders Mid | |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) | |
| Question # | 437 | |
| Corrective Action History | | <p><u>Finding:</u> Crediting documentation was not available for the salsa cups served during the week of review. Without an adequate product formulation statement for this product, it must be credited using the Food Buying Guide, and the 3 oz cup would credit as 1/4 cup of red/orange vegetable. The only other vegetable offered from this subgroup during the week of review was 1/4 cup of carrots. Therefore, 1/2 cup of vegetables were offered from the red/orange subgroup which is short of the 3/4 cup requirement for grades 6-8.</p> <p><u>Corrective action:</u> Submit an acceptable product formulation statement from the manufacturer showing that the salsa cup credits as 1/2 cup of vegetable, which would meet the weekly subgroup requirement.</p> <p>OR</p> <p>Submit a written statement describing how the subgroup shortage would be corrected for the week of review. Be specific about the menu items that would be changed or added, when it would be offered, portion size and provide any necessary crediting documentation and/or recipes.</p> |
| Site Name | Valders Mid | |
| Form Name | Offer vs Serve (500-502) | |
| Question # | 502 | |
| Corrective Action History | | <p><u>Finding:</u> Signage must indicate that students must select at least ½ cup fruit and/or vegetable, or a combination with a reimbursable meal. Currently, signage does not list this.</p> <p><u>Corrective Action:</u> Submit a photo of the updated or supplemental signage posted that fulfills this requirement.</p> |
| Site Name | Valders Mid | |
| Form Name | SFA On-Site Monitoring (901 - 904) | |
| Question # | 901 | |
| Corrective Action History | | <p><u>Finding:</u> SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1.</p> <p><u>Corrective Action:</u> Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this.</p> |
| Site Name | Valders Mid | |
| Form Name | Smart Snacks (1104 - 1107) | |
| Question # | 1105 | |
| Corrective Action History | | <p><u>Finding:</u> The vending machine near the middle school office has beverages that are not allowable at the middle school level. Only plain water, 100% juice, or milk are allowable Smart Snack beverages in middle schools. More information can be found on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).</p> <p>The beverage vending machines in the area between the high school office and the cafeteria need to somehow be restrict to high school students only, be compliant with middle school beverage requirements, or be turned off during the school day (the school day is defined as midnight through 30 minutes after the end of the instructional day).</p> <p>All items in the snack vending machine in the area between the high school office and the cafeteria are not compliant with Smart Snack requirements. Either all items need to be changed to compliant food items or the vending machine needs to be turned off during the school day. The Alliance for a Healthier Generation Smart Snacks calculator can be used to determine whether a product meets the Smart Snacks General and Nutrient standards (https://foodplanner.healthiergeneration.org/calculator/). The results from the calculator can be printed and maintained as documentation.</p> |

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| | | <p><u>Corrective Action:</u> Submit a plan of action for ensuring each vending machine mentioned above only contains compliant items. In the plan, please indicate who is responsible for the compliance of the vending machines, what specific items will be offered in each, who will have access to them/how that will be enforced, and the hours that the machines will be on. If items in the machines can be purchased during the school day (midnight through 30 minutes after the end of the instructional day), submit nutrition fact labels and print outs from the Alliance for a Healthier Generation calculator **Note - SA sent an email regarding Smart Snacks to the middle and high school principals.</p> |
| Site Name | Valders Mid | |
| Form Name | Smart Snacks (1104 - 1107) | |
| Question # | 1106 | |
| Corrective Action History | | <p><u>Finding:</u> Food fundraisers at Valders Area School District are not currently being tracked. As a reminder, all fundraisers selling food on the school campus, during the school day must either be compliant with Smart Snacks regulations or qualify for an exemption. The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each. Additionally, exempt fundraisers may not occur in the meal service area during meal times.</p> <p>All food fundraisers, whether compliant or exempt, must be tracked and document the organization name, date(s) and time, description of items sold and location. Tracking tools and additional information can be found on the DPI Smart Snacks webpage under Resources (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).</p> <p>This does not necessarily need to be the responsibility of the food service department. Many schools have approval and tracking of fundraisers done by building principals, a teacher, secretary, etc.</p> <p><u>Corrective Action:</u> Submit a statement explaining who at the school will be responsible for tracking all food fundraisers and how documentation will be kept.</p> |
| Site Name | Valders Mid | |
| Form Name | Food Safety, Storage and Buy American (1404-1411) | |
| Question # | 1406 | |
| Corrective Action History | | <p><u>Finding:</u> The most recent food safety inspection report was not posted in a publicly visible location.</p> <p><u>Corrective Action:</u> Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. Corrected onsite, no further action required.</p> |
| Site Name | Valders Mid | |
| Form Name | Food Safety, Storage and Buy American (1404-1411) | |
| Question # | 1409 | |
| Corrective Action History | | <p><u>Finding:</u> Milk was observed on the counter without temperature control during service (not in cooler, no ice, no ice-lined milk bags or barrels).</p> <p><u>Corrective Action:</u> SFA may choose one of the three following options: 1. Utilize time as a public health control (TPHC) procedures requiring disposal of product at the end of the meal period. 2. Utilize ice-lined milk bags or barrels so that temperature control is used. 3. Work with local regulatory authority/sanitarian to develop an alternative method for serving milk outside of temperature control. Provide a statement of how this requirement will be met.</p> |
| Site Name | Valders Mid | |
| Form Name | Food Safety, Storage and Buy American (1404-1411) | |
| Question # | 1411 | |
| Corrective Action History | | <p><u>Finding:</u> The following products were identified in the SFA's storage area as non-domestic/not containing a Country of Origin label (COOL) and not documented:</p> <p>Non-compliant:</p> |

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| | <p>-Chef's Pride canola oil - Canada -Sun Cup Orange juice - USA, Brazil, Costa Rica and/or Mexico -Shelled frozen edamame - China -Markon Hearts & Hearts Salad - USA & Mexico -Gordon frozen sugar snap pea stir fry vegetable blend - USA and Mexico</p> <p>No COOL: -Cinnamon toast crunch bowl -Gordon tartar sauce -House Blend ranch cups -Bush's vegetarian baked beans -Simplot peppers and onions -Jones sausage links -Green dragon cherry chicken</p> <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><u>Corrective Action:</u> Complete and submit a Noncompliant Product List Form for the non-domestic products. Noncompliant Product List templates can be found on the Buy American webpage. If no country of origin is identified on the label, then the SFA must get documentation/certification from the distributor or supplier.</p> |
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Technical Assistance Entries:

| TA Date | TA Log # | Question # | TA Area | Site | SFA Contact |
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| 03/15/2023 | 3192 | | Administrative Review | | FSD |
| Comments | | | | | |
| When completing the nonprogram foods revenue tool, it is recommended to use a typical 5-day reference period to ensure compliance with adequate nonprogram foods pricing. | | | | | |
| 03/15/2023 | 3183 | | Administrative Review | | FSD |
| Comments | | | | | |
| It is recommended that all SFAs have some type of translation services offered to students and families to help with completing paperwork and communicating with Nutrition Services as well as other departments in the School District. | | | | | |
| 03/15/2023 | 3182 | | Administrative Review | | FSD |
| Comments | | | | | |
| It is recommended that there be multiple staff members completing the administrative duties associated within the Child Nutrition Programs. Many districts across the state have several staff who assist their Food Service Director (FSD) with these tasks. This helps alleviate the administrative burden and allows the FSD to have more time to manage a successful kitchen and food service program. Hiring an administrative assistant or paying an already employed assistant who has Child Nutrition Program responsibilities for the time used to assist with the programs is an allowable cost to Fund 50, for more information on allowable costs please refer to the Expenditure Categories for Food Service AFR document located on the School Nutrition Financial Management webpage. | | | | | |
| 03/15/2023 | 3344 | 410 | Administrative Review | Valders Mid | FSD |
| Comments | | | | | |
| When items are needed to meet the daily minimum requirements, such as the lettuce/pickle/onion, there needs to be a planned serving size for each item. If they are documented separately on the production record, they can also be taken out of the recipe. | | | | | |
| 03/15/2023 | 3343 | 410 | Administrative Review | Valders Mid | FSD |
| Comments | | | | | |
| The breakfast sandwich credits as 4.5 oz eq of "grain" total (including the meat/meat alternate). Since this menu item is offered daily, that makes the weekly grain maximum at breakfast 22.5 oz eq, which is significantly higher than the recommended target maximum of 10 oz eq. Since there is such a large variety of options offered at breakfast and typically only 6 sandwiches are served daily, this may be ok if a weighted nutrient analysis was conducted. However, you might consider offering the option less frequently or adjust the recipe and offer an egg/cheese sandwich or sausage/cheese sandwich rather than having egg, sausage and cheese all on the sandwich. | | | | | |

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| 03/15/2023 | 3342 | 410 | Administrative Review | Valders Mid | FSD |
| Comments | | | | | |
| When offering the breakfast smoothie, there are a couple things to keep in mind. First, any grain item offered with the smoothie should be documented on the production record, or a recipe should be developed. Additionally, the smoothie has 1/2 cup juice, so students should not have access to additional juice when selecting the smoothie. | | | | | |
| 03/15/2023 | 3341 | 410 | Administrative Review | Valders Mid | FSD |
| Comments | | | | | |
| No more than 2.0 ounce equivalents (oz eq) of grain-based desserts can be offered per week at lunch. At least 80% of grains served in school lunch and breakfast per week must be whole grain-rich (contain at least 50% whole grains), and any remaining grains must be enriched. Therefore, grain-based desserts can be whole grain-rich or enriched depending on the rest of the menu. Grain-based desserts contribute towards the weekly grain-based dessert limit, regardless of whether they are whole grain-rich or not. Sweet crackers, such as graham crackers, are considered grain based desserts as outlined on Exhibit A. Be mindful when offering sweet crackers as an additional grain option with the alternate entrée options. | | | | | |
| 03/15/2023 | 3340 | 410 | Administrative Review | Valders Mid | FSD |
| Comments | | | | | |
| The review site for this Administrative Review was Valders Middle School. However, since the high school students are offered the a menu very similar to the middle school, it was noticed when reviewing the production records that the high school students likely would have had daily meat/meat alternate shortages with alternate entrée options as well as daily vegetable shortages on Thursday, Friday for the week of review. | | | | | |
| 03/15/2023 | 3339 | 431 | Administrative Review | Valders Mid | FSD |
| Comments | | | | | |
| Actual fruit served needs to be documented rather than "LO fruit." Additionally, using the term "assorted" when offering a variety of items (ex. assorted cereal) is also not acceptable unless a recipe has been developed that reflects typical student usage and same varieties are offered daily. | | | | | |
| 03/15/2023 | 3338 | 430 | Administrative Review | Valders Mid | FSD |
| Comments | | | | | |
| While documenting the contribution to meal pattern requirements on the production record falls under "best practices" rather than a requirement, it is strongly encouraged as a menu planning tool to ensure meal pattern requirements are being met. Additionally, it can be helpful when making menu substitutions. It is also strongly encouraged to include crediting information on standardized recipes. | | | | | |
| 03/15/2023 | 3176 | | Administrative Review | | FSD |
| Comments | | | | | |
| A child is eligible for free or reduced-price meal benefits on the date their eligibility is determined by the Determining Official. Aside from the approval date, Determining Officials must record the level of benefits for which a student(s) is approved and sign or initial and date the application. | | | | | |
| 03/15/2023 | 3169 | | Administrative Review | | FSD |
| Comments | | | | | |
| Recommend use of Verification Tracker Form from DPI to ensure Verification is completed correctly next year. | | | | | |
| 03/15/2023 | 3167 | 709 | Administrative Review | ALL | FSD |
| Comments | | | | | |
| SFAs are required to annually complete the DPI Non-program Food Revenue Tool or the USDA Non-program Food Revenue Tool. The DPI tool is recommended since it aids in calculating prices of nonprogram foods to ensure USDA revenue requirements are met as found in Non-program Foods Revenue Rule SP-20-2016. | | | | | |