

Administrative Review Report

Mosinee School District 373787

Schedule Type	Start Date	End Date
Off-Site Review	01/24/2019	02/25/2019
On-Site Review	03/11/2019	03/13/2019
Site Selection Worksheet	01/24/2019	02/08/2019
Entrance Conference	03/11/2019	03/11/2019
Exit Conference	03/12/2019	03/12/2019

Commendations:

Thank you to all staff at Mosinee School District for the warm welcome and cooperation during this Administrative Review (AR). The food service director was a pleasure to work with, always helpful, and receptive to suggestions. The school nutrition professionals are doing a nice job offering a variety of fruit and vegetables, both fresh and canned, to students daily. The school nutrition professionals interacted well with students, maintain a clean kitchen, and were pleasant to speak with.

The food service director is fairly new to the role and is doing an excellent job. The director clearly values learning about the programs, works hard to implement the regulations, and looks for fun ways to promote the programs. The director submitted materials well in advance of the review and enthusiastically utilized the SNACS program to do so. There was minimal corrective action on the review due to the detailed oversight of the director and hard work by staff members.

The determining official does an excellent job managing free/reduced benefit administration. The official takes great care to contact families when applications are unclear and ensures that detailed records are kept.

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Findings and Corrective Action:

Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/12/2019 10:03 AM	<p>Finding: The current local wellness policy (LWP) does not include all of the required content pertaining to policy leadership, food/beverage marketing, nutrition education, nutrition promotion, other school-based strategies for wellness, the triennial assessment, and updating/informing the public.</p> <p>CA: Submit a timeline for bringing the LWP into compliance with content requirements and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Site Name	MOSINEE ELEMENTARY SCHOOL	
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/12/2019 10:55 AM	<p>Finding: The SFA is not following the current approved contract. The point of service (POS) for lunch in the classroom for the 3K/early childhood is not indicated on the contract and is considered an alternate POS.</p> <p>CA: Update the online contract to reflect lunch in the classroom POS at the elementary and submit for approval.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/12/2019 11:09 AM	<p>Finding: The tracking tool used does not contain all necessary information. Hire date, hours worked per week (i.e. full-time vs part-time status), and professional standards</p>

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		category (i.e. manager, director, staff) is not indicated on the current tool. CA: Update the tracking tool to contain the missing information noted. Submit updated tool.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/12/2019 11:14 AM	<p>Finding: Mosinee Elementary School's food safety plan does not contain an SOP for lunch in the classroom served to 3K/early childhood. Because this service style has specific food safety concerns to address, a specific SOP must be included in the plan for lunch in the classroom.</p> <p>CA: Develop an SOP for lunch in the classroom that is site-specific. Include SOP in elementary school food safety plan. Submit SOP as CA. It may be useful to adapt the breakfast in the classroom SOP template on the DPI SNT food safety webpage (https://dpi.wi.gov/school-nutrition/food-safety).</p>
Site Name	MOSINEE ELEMENTARY SCHOOL	
Form Name	Meal Components and Quantities - Day of Review (409-412)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/03/2019 01:05 PM	<p>Finding: Production records are intended to be useful tools to record information prior to production, during production, and following production. The production record template currently in use is missing required information. While there is no required production record template, there are some examples that may be used on our Production Records webpage. A copy of the production record requirements ("Must Haves and Nice to Haves" list) can also be found at that link (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records). Breakfast Production Records missing required information.</p> <ul style="list-style-type: none"> Planned/actual quantity prepared in purchase units (2-No 10 cans, 10 lb. case) Amount leftover (this can be in number of servings or purchase units)

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		<ul style="list-style-type: none"> Planned serving size and usage for condiments and any extra menu items Number of reimbursable and non-reimbursable (adult) meals planned and served Substitutions made to original plans Substitutions made for students with special dietary needs <p>CA: Please submit a statement of intent to update the existing breakfast production records template, or submit a statement describing the timeline for purchase and implementation of the chosen menu planning software.</p>
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Site Name	MOSINEE ELEMENTARY SCHOOL	
Form Name	Offer vs Serve (500-502)	
Question #	502	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/24/2019 04:57 PM	<p>Finding: Breakfast signage must indicate that students must select at least ½ cup fruit and/or vegetables, or a combination with a reimbursable meal. Current signage does not state this.</p> <p>CA: Revise signage to meet the requirements stipulated above and submit a photo of the updated signage in SNACS.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site
03/13/2019	217	105	Administrative Review	ALL
Comments				Created Date
Eligibility effective dates are the date an application is approved, the date of the DC run the student matches on, the date a benefit extension is identified, or the date the determining official is notified by the appropriate school official (e.g. homeless liaison or migrant coordinator) that a student is homeless, migrant, runaway, or enrolled in Head Start. Backdating of eligibility is not allowable.				3/13/2019 1:06:54 PM
03/13/2019	216	709	Administrative Review	ALL
Comments				Created Date

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If sharing tables will be pursued in the future, they must be implemented properly. Consultation with the local regulatory authority and development of an SOP must occur prior to implementation. Additional consideration should also be given to table supervision, liability, allergens, notifying households, OVS use, other methods for waste reduction, temperature control, and acceptable food items. Visit the Food Safety webpage or contact the food safety specialists for more information (https://dpi.wi.gov/school-nutrition/food-safety).					3/13/2019 12:58:29 PM
03/13/2019	214	305	Administrative Review	ALL	
Comments					
					Created Date
If field trip meals will be offered in the future, it is important to establish a corresponding standard operating procedure for the food safety plan and ensure proper point of service for counting/claiming. Consideration for how Offer vs Serve will be implemented should also be given. Please visit the Field Trip Meals section of the NSLP Menu Planning webpage for more information (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning).					3/13/2019 12:50:33 PM
03/13/2019	213	1600	Administrative Review	ALL	
Comments					
					Created Date
Breakfast participation is low compared to lunch. Implementing alternative breakfast models could be a way to increase breakfast participation. Consider exploring breakfast in the classroom, breakfast after the bell, grab & go, and breakfast carts. It may be useful to conduct a survey prior to implementation to gauge student/family interest and project participation changes. Visit the School Breakfast webpage for additional information (https://dpi.wi.gov/school-nutrition/school-breakfast-program).					3/13/2019 12:47:10 PM
03/13/2019	212	141	Administrative Review	ALL	
Comments					
					Created Date
Students eligible for benefits via extension from another household member's direct certification match are also considered directly certified. Within the software system, the determining official can decide which code is most appropriate to indicate the method of eligibility determination. It would be acceptable to use the ELE or DIR code for these students, as both are indicative of direct certification.					3/13/2019 12:39:50 PM
03/13/2019	211	322	Administrative Review	MOSINEE ELEMENTARY SCHOOL	
Comments					
					Created Date
The enrollment number on the claims for each meal at each school should reflect the number of students enrolled at that site with access to the meal. Please work with the appropriate staff members and software reps to ensure the reports being used for enrollment reporting					3/13/2019 12:35:29 PM

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on claims is accurate as described above. When run correctly, the edit check report from the POS should provide an accurate enrollment number when the number of free, reduced, and paid eligible students are added together.				
03/13/2019	210	305	Administrative Review	ALL
Comments				
				Created Date
The unpaid meal charge policy communicated to households in the letter from the director is different than the policy contained in Board Policy 8500. It is recommended to review and update the policy so that it reflects the actual practices in the district and can be consistently enforced. Please review the resources on the Financial Management webpage under Unpaid Meal Charges for additional information (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial). The USDA "Overcoming the Unpaid Meal Challenge" resource may be particularly helpful (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-29-2017.pdf).				3/13/2019 12:14:24 PM
03/12/2019	198	805	Administrative Review	ALL
Comments				
				Created Date
SFAs may choose to offer lactose free milk or provide a fluid milk substitute that meets the nutritional requirements set forth by USDA without a signed medical statement. Nutrition information for a fluid milk substitute the SFA wishes to provide for students, must be approved by the SNT office. See the Special Dietary Needs webpage for more information (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs).				3/12/2019 11:57:21 AM
03/12/2019	197	901	Administrative Review	MOSINEE ELEMENTARY SCHOOL
Comments				
				Created Date
When conducting on-site monitoring at Mosinee Elementary, be sure that the lunch service in the classrooms is monitored as well. It is important to check up on the lunch in the classroom to ensure all requirements are adhered to and that counting/claiming processes are correct.				3/12/2019 11:43:45 AM
03/12/2019	196	1207	Administrative Review	ALL
Comments				
				Created Date
SFAs may utilize the two year flexibility offered by the state agency for professional standards training. The SFA may define a two year period and allow staff members to complete twice their annual training hour requirements over two years, however some training must be completed each year. For example, a full time staff member could complete 12 hours of training over the defined two year period. This option does not require additional approval from the state agency.				3/12/2019 10:32:31 AM

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03/12/2019	193	1002	Administrative Review	ALL
Comments				
				Created Date
SFAs must review and update the local school wellness policy on a periodic basis. The frequency of updates is based on the content and structure of the plan. It is recommended that this review occur annually. This recommended annual review of the policy is separate from the required triennial assessment.				3/12/2019 10:11:51 AM
03/12/2019	194	1005	Administrative Review	ALL
Comments				
				Created Date
SFAs must assess the LWP every three years, at a minimum--this is referred to as the "triennial assessment." The first assessment should be completed within three years of the SFA's policy being updated, but no later than June 30, 2020 to be in compliance with this rule. It must evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP. SFAs must retain documentation of the results and when it took place.				3/12/2019 10:18:02 AM
03/12/2019	195	1006	Administrative Review	ALL
Comments				
				Created Date
After completion of the triennial assessment, SFAs are required to inform and update the public about the results. SFAs must retain a copy of the assessment and documentation related to the public notification. The public notification may include mailing flyers, newsletters, emails, website postings, and newspaper articles. It is recommended SFAs include an improvement plan upon the results of the assessment.				3/12/2019 10:21:37 AM
03/12/2019	192	1000	Administrative Review	ALL
Comments				
				Created Date
Please refer to the USDA resources regarding the LWP (http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf ; https://healthymeals.nal.usda.gov/school-wellness-resources). Additionally, WI Team Nutrition has several resources available, including a toolkit, a wellness policy builder, and wellness policy report card which can be useful in updating policy content and completing the triennial assessment (http://dpi.wi.gov/school-nutrition/wellness-policy).				3/12/2019 10:08:44 AM
03/12/2019	191	1001	Administrative Review	ALL

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Comments				
				Created Date
The policy posted on the District Wellness & Nutrition Policy webpage is not the most updated version and is not the same version included in the board policies. It is recommended to update this webpage so that only the most current version of the policy is available.				3/12/2019 10:01:55 AM
03/08/2019	189	1601	Administrative Review	ALL
Comments				
				Created Date
While the SFA met the SFSP outreach requirement through a website posting, it is highly encouraged to inform families in multiple ways about summer feeding opportunities. Consider sending out SFSP information in a newsletter, email blast, social media post, etc. to further educate families on the availability of free summer meals.				3/8/2019 1:58:25 PM
03/08/2019	188	1600	Administrative Review	ALL
Comments				
				Created Date
It is highly recommended to continue promoting SBP throughout the school year through various outlets to encourage participation. The SFA may also consider running fun promotions during the year to attract more breakfast participants.				3/8/2019 1:55:13 PM
03/08/2019	187	803	Administrative Review	ALL
Comments				
				Created Date
All SFAs must have procedures (written procedures preferred) in place for handling civil rights complaints in regard to discrimination in the National School Lunch Program and School Breakfast Program. An SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. Please refer to the USDA Program Discrimination Complaint Form for assistance in filing these complaints (https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf). All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within five days. This should be included in the district procedures to ensure compliance.				3/8/2019 1:04:50 PM
03/08/2019	186	305	Administrative Review	ALL

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Comments				
				Created Date
SFAs may claim visiting school-aged students outside of the district in the paid category or the individual's benefit category with documentation, unless they are from a CEP school. In order to ensure the full meal cost is covered when serving visiting students, it is recommended to either charge the student the paid student price and claim in the paid category, or charge the adult meal price and not claim the meal.				3/8/2019 12:29:09 PM
03/08/2019	185	203	Administrative Review	ALL
Comments				
				Created Date
Standard sample for verification is only required if notified by DPI following a >20% non-response rate on verification in the prior school year. If not notified by DPI about the requirement to use standard sample, the SFA may choose any of the available sampling methods for verification.				3/8/2019 12:18:31 PM
03/08/2019	184	120	Administrative Review	ALL
Comments				
				Created Date
FNS strongly encourages LEAs to promptly accept the eligibility determinations made at a student's previous LEA (if they participated in NSLP) when a student transfers between LEAs. DPI requires source documentation of the student's previous eligibility, which means that the information originally used to determine the student's meal eligibility at the prior LEA is shared with the new LEA. This may include a copy of the original application or a copy of a DC run with the student's name listed.				3/8/2019 12:02:48 PM
02/27/2019	134	305	Administrative Review	ALL
Comments				
				Created Date
Selling second meals as bundled items is not allowed. Each individual item taken must be purchased a la carte to be compliant with Smart Snacks.				2/27/2019 9:05:24 AM