

Administrative Review Report

D.C. Everest School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/25/2019	03/08/2019
On-Site Review	01/25/2019	03/08/2019
Site Selection Worksheet	01/25/2019	02/01/2019
Entrance Conference	03/10/2019	03/10/2019
Exit Conference	03/15/2019	03/15/2019

Commendations:

- Thank you to the staff at D.C. Everest School District for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information. All were very receptive to recommendations and guidance. In addition, thank you 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.
- The Food Service Director and the Nutrition Support Specialist were making tremendous efforts to increase school breakfast participation, incorporate foods made in WI and improve staff turnover.
- Great job on sending the public release out to multiple locations!
- Out of a sample size of 490 students, all of the students were given the correct benefits. Not a single error was found. Excellent job!
- The food service staff did a fantastic job with the breakfast challenge. "Sporky" was created and became the food service mascot.
- SFA completed the triannual assessment of the wellness policy already.

Recommendations:

- Recommendations were given to possibly train some of the teaching staff on the requirements of the Child Nutrition Programs so they could have a better understanding of how they operate.
- Recommendations were made for increasing breakfast participation through things like mid-morning breakfast or a grab and go breakfast.

Technical Assistance:

- For each school's Food Safety Plan, the SFA should create an SOP for field trips. Resources can be found at <https://dpi.wi.gov/school-nutrition/food-safety#templates>.
- SFA inquired about the role of food service and carb counting for students. USDA released a memo regarding the role of the food service staff, <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/snt-mail-112817.pdf>
- Anytime old food service equipment is sold, money that the SFA receives for that piece of equipment must go back into the food service account.

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Findings and Corrective Action:

Form Name	Indirect Costs (712)	
Question #	712	
Corrective Action History	Flagged 03/26/2019 10:48 AM	<p>Finding: Indirect costs are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. SFA was charging a percentage of the custodian salary to food service but did not have a time study to support the amount charged.</p> <p>CA: All costs charged to the nonprofit school food service account must be made into direct costs. Identify if indirect charges can be made into direct costs using time studies, meters, etc. Determine what the direct cost would be. If the indirect amount charged is greater than the direct cost calculated, the difference will need to be refunded to the nonprofit school food service account for SY 2017-18 through the Administrative Review. Any indirect costs that cannot be made into direct costs are unallowable and also need to be refunded.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
Corrective Action History	Flagged 03/13/2019 08:13 PM	<p>Finding: SFA created a district wide "Sharing of Information" form without the non-discrimination statement on it. The form suggested that each school principal would need to verify the household eligibility status but principals did not have access to the F/R information, only the athletic secretaries.</p> <p>CA: Submit a copy of the updated "Sharing of Information" form with the non-discrimination statement on it and update the form to accurately depict who will be reviewing the F/R information for fee waivers.</p>
Site Name	Odyssey Elementary	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
Corrective Action History	Flagged 03/26/2019 03:43 PM	<p>Finding: Lunch signage at Odyssey School was not properly displayed at the beginning of lunch service line for students to observe.</p> <p>CA: Please display the daily lunch signage prior to the beginning of lunch service, before students enter the lunch service area, take a picture of the new location and set up and send to the PHN.</p>
Site Name	Mountain Bay Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412)	

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Question #	409	
Corrective Action History	<p>Flagged 04/03/2019 03:20 PM</p>	<p>Finding: Standardized recipes for school food service should be quantity recipes not individual single serving recipes. Each of the following recipes needs to standardize to the kitchen it is being prepared in and the quantity forecasted to serve that day.</p> <p>CA: Please updated and submit the following recipes:</p> <ul style="list-style-type: none"> • Cheesy Chicken Fajita w/o Veggies #1059 • Homemade Chili (secondary and adult) #193 • Nacho Grande with Pork #235 • Hot Ham and Cheese on a Pretzel Bun #140
Site Name	Mountain Bay Elementary	
Form Name	Wisconsin School Day Milk Program	
Question #	4	
Corrective Action History	<p>Flagged 04/04/2019 11:13 AM</p>	<p>Finding: During Milk Service, it was mentioned that some of the teachers use a back out system as their Point of Sale (POS). Using the milk forecast as their point of sale, they then cross off any student who did not take a milk. The POS should be when the student receives the milk.</p> <p>CA: Submit a statement of understanding that back out systems cannot be used as the point of sale. Submit an action plan on how this issue will be addressed.</p>