

Administrative Review Report

Goodman-Armstrong Creek School

Commendations:

Thank you to the staff at Goodman Armstrong Creek School District for the courtesies extended to everyone during the on-site review and for being available to answer questions and provide additional information. 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. All were very receptive to recommendations and guidance. The food service team do a nice job of offering nutritional meals to students. It was a pleasure to work with everyone!

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy 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>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<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). There are few items sold that are considered non-program foods. (milk, adult meals and juice) Technical assistance was provided.</p> <p>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website. Submit a statement of understanding that non-program items need to be broken on the Annual Financial Report for the areas of expense and revenue moving forward.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<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. Milk, Juice and adult meals are sold. Technical assistance was provided that if the school opted to not sell juice than the Nonprogram Foods Revenue Tool is not required to be completed as the tool is not required for just milk and an adult meals.</p>

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		<p>Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool 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>
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI Template Policy, develop procedures for the SFA and upload into SNACS.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1003	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA did not include a diverse group of stakeholders to participate in the committee update and review the LWP per 7 CFR 210.31.</p> <p>Corrective Action: Provide a statement of understanding that the LWP committee must include a diverse group of stakeholders in the review and update of the LWP.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<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>
Form Name	Local School Wellness (1000 - 1006)	

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Question #	1005	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years. Technical assistance was provided.</p> <p>Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). See technical assistance below.</p> <p>Corrective Action: 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>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Documentation of school food service staff training is being tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. However, there are some required elements missing from the tracking process for trainings.</p> <p>Corrective Action: Include all training hours completed this school year for each school food service employee onto the USDA or DPI Professional Standards Training Tracking Tool and upload into SNACs.</p>
Form Name	Professional Standards (1210 - 1219)	

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Question #	1219	
TA Log #	No TA Log# found	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30). School Secretary assists with the program.</p> <p>Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. This must include a minimum of civil rights training and training related to job duties.</p>
Site Name	Goodman-Armstrong EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There was a weekly meat/meat alternate (M/MA) shortage for the week of review with the daily alternate menu option. Each day, a homemade peanut butter and jelly sandwich is offered as an alternate entree option. Based on the recipe provided, one sandwich credits as 2 oz eq grain and 1 oz eq M/MA. This was confirmed as staff prepared the sandwich during the day of on-site observation. Although this meets the daily M/MA requirement, this will not meet the weekly requirement (5 oz eq M/MA offered during the week of review; 9 oz eq required).</p> <p>Fiscal action is required for any repeat component shortage violations from the previous Administrative Review. During the 2017-18 Administrative Review, a weekly M/MA shortage was found. Therefore, due to an insufficient weekly quantity of M/MA during the week of March 18, 2024, fiscal action will be assessed on Thursday, March 21, the day during the week of review with the lowest participation. 26 meals will be reclaimed at Goodman-Armstrong Creek Elementary School.</p> <p>Since the elementary school is the central kitchen and the district follows a district-wide menu, production records were requested for the Goodman-Armstrong Creek Middle and High School from the week of review. The peanut butter and jelly sandwich was also served at the Middle/High School, and foodservice staff confirmed students also receive a #30</p>

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	<p>scoop (2tbsp) of peanut butter per sandwich. Per the production records, no sandwiches were served Monday-Friday, and therefore no meals will be subject to fiscal action during the week of review. However, please note that the 9-12 meal pattern does require 2 oz eq M/MA daily, and 10 oz eq M/MA offered over the course of the week, meaning that this alternate entrée would have contributed to both a daily and weekly shortage.</p> <p>Corrective Action 1: State what will be done to the K-8 menu during the week of review so that 9 oz eq M/MA is offered to students over the course of the week.</p> <p>Corrective Action 2: Submit a statement of understanding that the 9-12 meal pattern requires 2 oz eq M/MA offered daily, and 10oz eq M/MA offered over the course of the week. State what changes will be made to the 9-12 menu to ensure the daily and weekly minimum requirements are offered to students.</p>
Site Name	Goodman-Armstrong EI
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	430
TA Log #	TA Log# exists
Due Date	June 19, 2024
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The following production record requirements were missing or inconsistently filled out during the week of review:</p> <ul style="list-style-type: none"> • Planned/actual quantity prepared in bulk units • Milk types available and actual usage by site (missing from breakfast records) • Number of reimbursable meals planned (only recording served) • Planned serving size and usage for condiments <ul style="list-style-type: none"> ○ Condiment usage is currently being recorded on a weekly document. However, when a condiment is served multiple days in one week, the total usage/leftover amount is not being recorded each day. In addition, during on-site lunch observations, the condiment production record was not available for staff to reference in the kitchen, and condiments were not recorded on the lunch production record. • Substitutions made for students with special dietary needs (e.g. the gluten free products) • The specific type of cereal, canned fruit, fresh fruit, and juice choices must be recorded daily, unless a variety item recipe is created for these menu items

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		<p>(currently the breakfast record lists “Cold cereal,” “Canned fruit choice,” “Fresh fruit,” and “Juice choice.”</p> <p>Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements.</p> <p>Corrective Action: Submit one full week of completed breakfast and lunch production records. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Goodman-Armstrong EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There were no serving sizes on the salad bar production records. Salad bar production records must meet the same criteria as production records used to record main line items. Review the Production Record Requirements.</p> <p>Corrective Action: Submit updated salad bar production records with serving sizes for each menu item. Although not required, DPI’s Salad Bar or Garden Bar Production Records may be used.</p>
Site Name	Goodman-Armstrong EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the toast made with butter, served for breakfast during the day of on-site review. In addition, while there was a recipe on file for the yogurt parfait breakfast item, staff did not follow the recipe or measure out the ingredients (yogurt, banana, and berries) in each parfait. Standardized recipes are intended to be followed exactly to</p>

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		<p>produce a consistent, quality product that credits a specific way.</p> <p>Corrective Action 1: Submit a standardized recipe for the buttered toast. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage.</p> <p>Corrective Action 2: Submit a statement of understanding that standardized recipes must be followed for all menu items produced in the kitchen.</p>
Site Name	Goodman-Armstrong EI	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	TA Log# exists	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not meet on-site monitoring 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 and upload 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 CA.</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 for completing this.</p>
Site Name	Goodman-Armstrong EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date	June 19, 2024	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.</p>
Site Name	Goodman-Armstrong EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	

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TA Log #	No TA Log# found		
Due Date	June 19, 2024		
Corrective Action Status	Flagged		
Corrective Action History	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site-specific SOP for glove handling.</p> <p>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.</p>		
Site Name	Goodman-Armstrong EI		
Form Name	Food Safety, Storage and Buy American (1404-1411)		
Question #	1411		
TA Log #	TA Log# exists		
Due Date	June 19, 2024		
Corrective Action Status	Flagged		
Corrective Action History	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> • Mandarin Oranges (canned)- Product of China • Pineapple Tidbits- Product of Indonesia • Cucumbers- Product of Mexico • Sliced Carrots (Frozen)- Product of Canada <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products listed above. Noncompliant Product List templates can be found on the Buy American webpage.</p>		

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/02/2024	4908	901	Administrative Review	Goodman-Armstrong EI	FSD			
<p>Each SFA with more than one school operating the NSLP must perform at least one on-site review by February 1 of each school year. On-site monitoring is required to be completed at all sites participating in NSLP, and 50% of the sites participating in SBP. A minimum of 50 percent of schools operating SBP must be monitored at least once every two years (7 CFR 210.8(a)(1)).</p>								
05/02/2024	4907	1005	Administrative Review	ALL	FSD			

An assessment of the Local Wellness Policy (LWP) must be conducted once every three years. The LWP Assessment includes: a report that describes the extent to which schools comply with the LWP; the progress made toward attaining

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the goals of the LWP; and the extent to which the LWP compares to a model policy. To meet this requirement, the report card includes completion of the WellSAT 3.0 tool (for comparison to model policies) and a self-assessment of the policy (for compliance with and progress toward the goals of the policy). These tools are located on the Local Wellness Policy webpage. Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31).

05/02/2024	4906	1004	Administrative Review	ALL	FSD			
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SFAs are required to actively seek members for the wellness committee that represent a diverse group and to the extent possible, allow them to participate. SFAs must document stakeholders invited to participate in the committee and their relationship to the SFA. SFAs are encouraged to notify key stakeholders through various methods of communication (7 CFR 210.31).

05/02/2024	4905	1003	Administrative Review	ALL	FSD			
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The SFA must permit parents, students, physical education teachers, school health professionals, school administrators, school board members, and the general public to be involved in the development, implementation, periodic review, and update of the LWP. The SFA must retain documentation on stakeholders who participated in the review and update of the LWP (7 CFR 210.31).

05/02/2024	4903	305	Administrative Review	ALL	FSD			
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All SFAs must have an Unpaid Meal Charge policy in place per USDA Memorandum that is communicated and distributed to the households, annually. (SP 46-2016)

05/02/2024	4898	803	Administrative Review	ALL	FSD			
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All SFAs must have procedures in place for handling civil rights complaints regarding discrimination in the National School Lunch Program and School Breakfast Program. 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 or State Agency within 5 days. SFAs are strongly encouraged to adopt the DPI SNT template civil rights complaint procedures.

05/02/2024	4897	1601	Administrative Review	ALL	FSD			
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USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:

- Promotion of the summer meals locator on the DPI Summer Meals webpage
- Promotion of calling 211 to locate meals in the area
- Promotion of the ability to text 'food' to 304-304 to locate meals in the area
- Promotion of the [USDA Summer Food](#) website. 7 CFR 210.12(d)

04/29/2024	4847	430	Administrative Review	Goodman-Armstrong EI	FSD			
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Production Records: Breakfast and lunch production records do not include all required information; See Finding #430 for additional details and required corrective action. The specific type of cereal, fresh fruit, canned fruit, and fruit juice served each day at breakfast was not recorded on the production records. The specific types of these menu items

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offered, along with planned portion sizes, must be included to document this component was planned and served. Since milk is a required component of the School Breakfast Program (SBP) and National School Lunch Program (NSLP), it is also required that milk type and usage by type is recorded on the production records.

04/25/2024	4852	1411	Administrative Review	Goodman-Armstrong El	FSD			
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Buy American: 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). A suggested Buy American - Non Compliant Product List template can be found on the [Buy American](#) webpage.

04/25/2024	4851	407	Administrative Review	Goodman-Armstrong El	FSD			
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Substitutions: During the day of on-site lunch observation, the sweet potato and fry mixture ran out prior to the end of meal service. Foodservice staff substituted chips once the fries were gone. All changes or last-minute substitutions must also be added to the production record; Technical assistance provided on-site. It is also recommended that the substitutions offered be a food that credits comparably to the original planned menu, to the maximum extent practicable. The french fries contributed to the vegetable component, while a bag of chips would credit in the grain component. Since a cycle menu is being used, it is recommended to utilize the production records to better forecast numbers and help plan how much food needs to be prepared to prevent this situation in the future.

04/25/2024	4850	402	Administrative Review	Goodman-Armstrong El	FSD			
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Vegetable serving size, Day of on-site review: During the day of on-site lunch observation, the planned menu and production record indicated 1/2cup serving of baked beans. Foodservice staff were observed using the 2 fl oz scoop (1/4cup) utensil to portion the beans to students. While this did not create a daily vegetable shortage due to the other vegetable offerings at lunch, it is important that staff always follow the planned portion size listed on the production record. This ensures the daily and weekly requirements are met, and that the weekly vegetable subgroup requirements are met.

04/25/2024	4849		Administrative Review	Goodman-Armstrong El	FSD			
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Lunch Production Record, Day of on-site review: The daily production records must list all menu items being offered, including any condiments and extras. During the day of on-site observation, a hamburger on a bun was listed on the production record. During meal service, it was observed that students also had the option to add a slice of cheese, ketchup, mustard, mayo, lettuce, and/or tomato to their hamburger. None of these items were listed on the production record. Technical assistance was provided on-site. All condiments must be listed and have a planned serving size and usage recorded daily.

04/25/2024	4848	431	Administrative Review	Goodman-Armstrong El	FSD			
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Salad Bar: Fruits and vegetables on a salad bar can credit towards the meal pattern. Even with salad bars, the menu planner must plan a specific portion size that they intend students to take and document the planned serving size on the production record. If the fruits or vegetables on the salad bar are used to meet the weekly requirements, portion sizes of

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at least 1/8 cup each should be communicated to students with signage. This encourages students to take the planned amount, and ensures the amount needed for a reimbursable meal is selected.

04/25/2024	4846	410	Administrative Review	Goodman-Armstrong El	FSD			
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Multiple Entrée Options: Each entrée must be considered as a separate service line and be evaluated for meal pattern compliance individually. Peanut butter and jelly sandwiches were offered daily during the week of review as an alternate entrée option and provide 1 oz eq M/MA. Students were being offered at minimum 5 oz eq M/MA during the week, which does not meet the weekly K-8 meal pattern requirement of minimum 9 oz eq grain. See Finding #410 for additional details and required corrective action.