

# Administrative Review Report

Niagara School District

## Commendations:

### **From the Nutrition Program Consultant:**

Our sincere thanks to the administration and school nutrition staff of Niagara School District. We really appreciate the time and effort spent preparing for and participating in the administrative review process, especially the organization of documents! Thank you for your availability during the on-site portion of the review and being open to discussion and suggestions. Thank you for everything that you do to help the kids succeed!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2023-24 General Program Reminders which has been uploaded to the documents tab in SNACS.

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 offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage ( <https://dpi.wi.gov/school-nutrition/training> ).

### **From the Public Health Nutritionist:**

Thank you to all the staff at Niagara School District for the warm welcome and cooperation during the Administrative Review (AR). Thank you to the FSD for being available during the on-site portion of the review and helping us to gather the needed documentation and information prior to our visit. Your menus met all meal pattern requirements, and you offered a great variety of food. Thank you for serving healthy, nutritious meals to your students!

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## Findings and Corrective Action:

<b>Site Name</b>		
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/13/2024 03:44 PM</p>	<p><b>Finding 1:</b> Unpaid Meal Charge Policy is not site specific and has language referring to selling meals. The SFA participates in CEP and does not sell meals, but sells a la carte items.</p> <p>Per USDA policy memo SP46-2016, all SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to unpaid meal charges.</p> <p><b>Corrective Action 1:</b> Update the Unpaid Meal Charge Policy using the guidance provided in the In a Nutshell, so that it has the language removed referencing meals. Insert language referring to the a la carte sales not being allowed if the full cash amount is not on hand or available in the student account. Submit a copy of the new Unpaid Meal Charge Policy and a statement of how you intend to communicate the policy with households and staff throughout the school year to uphold the policy.</p> <p><b>Finding 2:</b> SFA did not complete the DPI Nonprogram Foods Revenue Tool properly to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p><b>Corrective Action 2:</b> Complete the bottom section (Program Foods) of the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year. Upload a copy of the completed tool into SNACS.</p>
<b>Site Name</b>		
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/14/2024 08:45 AM</p>	<p><b>Finding 1:</b> Staff were improperly using gloves in the service line and at the point of service.</p> <p><b>Corrective Action 1:</b> Review the glove wearing SOP with all food service staff. Submit a statement that all staff have reviewed the SOP.</p> <p><b>Finding 2:</b> The Food Safety Manual is missing the Afterschool Snack Program Standard Operating Procedure (SOP).</p> <p><b>Corrective Action 2:</b> Modify the Afterschool Snack Program SOP template to be site-specific for your school and add it to the Food Safety Manual. Submit a statement in SNACS when this has been completed.</p>
<b>Site Name</b>	Niagara Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	434	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

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<p><b>Corrective Action History</b></p>	<p>Flagged 02/12/2024 11:18 AM</p>	<p>Use of standardized recipes is another important part of USDA School Meals Programs. Any menu item that has more than one ingredient must have a standardized recipe. This is defined as one that has been tried, tested, evaluated, and adapted for use by your food service. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used. This will be a continuous work in progress as you modify older recipes and update with current ingredients in stock. Continue to use the resources on our website regarding recipe standardization. These include a checklist for pieces of information needed to standardize a recipe, tools to help analyze the meal component contribution, nutrient analysis tools, and templates to organize all information once obtained.</p> <p>These are found on the Standardized Recipes webpage (<a href="https://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes</a>).</p> <p>We encourage viewing the webcast, What's the Yield with Standardized Recipes? , which guides the viewer through the recipe standardization process (<a href="https://media.dpi.wi.gov/school-nutrition/whats-yield-with-standardized-recipes/story_html5.html">https://media.dpi.wi.gov/school-nutrition/whats-yield-with-standardized-recipes/story_html5.html</a>).</p> <p><b>Finding:</b> Standardized recipes are required for all menu items made in-house with more than one ingredient. The current recipes are kept on site, however they are in need of additional work.</p> <p><b>Corrective Action:</b> Submit an updated standardized recipe for mashed potatoes and salad offered to students. 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 (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>).</p>
<p><b>Site Name</b></p>	<p>Niagara Hi</p>	
<p><b>Form Name</b></p>	<p>Smart Snacks (1104 - 1107)</p>	
<p><b>Question #</b></p>	<p>1104</p>	
<p><b>TA Log #</b></p>	<p>No TA Log# found</p>	
<p><b>Due Date</b></p>	<p></p>	
<p><b>Corrective Action Status</b></p>	<p>CAP Submitted</p>	
<p><b>Corrective Action History</b></p>	<p>Flagged 02/12/2024 11:00 AM</p>	<p>Beverage vending machines located in the main entrance hall way contain beverages that are not Smart Snack compliant.</p> <p><b>Finding:</b> The Body Armour and Vitamin Water Essential Orange-Orange are not allowable at the high school level. High school students are allowed to have no calories and low calorie beverages, as well as 100% juice, low fat milk, fat free milk, and water. More information can be found on WI DPI's Smart Snacks webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks</a>). Please ensure that signage posted to the vending machines is followed by informing all staff.</p> <p><b>Corrective Action:</b> State what will be done with these products to comply with the Smart Snack regulations.</p>
<p><b>Site Name</b></p>	<p>Niagara Hi</p>	
<p><b>Form Name</b></p>	<p>Food Safety, Storage and Buy American (1404-1411)</p>	
<p><b>Question #</b></p>	<p>1407</p>	
<p><b>TA Log #</b></p>	<p>No TA Log# found</p>	
<p><b>Due Date</b></p>	<p></p>	
<p><b>Corrective Action Status</b></p>	<p>Flagged</p>	
<p><b>Corrective Action History</b></p>	<p>Flagged 02/14/2024 08:35 AM</p>	<p><b>Finding:</b> At breakfast service, cheese sticks were not temperature controlled using a refrigerated cooler, ice packs, or ice. Cheese sticks are returned to the cooler after service with the intention they will be served another day. This practice does not adhere to the Time as a Public Health Control SOP in the food safety plan.</p> <p><b>Corrective Action:</b> Milk, cheese, and other dairy products are considered time/temperature control for safety (TCS) foods, and thus must be held under</p>

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	<p>temperature control or be handled using time as a public health control procedure. Saving and re-servicing TCS foods held outside of temperature control is not allowable per the Wisconsin Food Code, although local enforcement by the sanitarian conducting food safety inspections may vary. Regardless of which option for serving TCS foods is used, a corresponding SOP must be included in the site-specific food safety plan and adhered to. Consider the following options to modify the current procedures:</p> <ol style="list-style-type: none"> <li>1. Utilize time as a public health control (TPHC) procedure and throw out extra TCS foods after service (if they are not temperature controlled).</li> <li>2. Utilize ice or ice packs so that temperature control is used, along with monitoring of temperatures.</li> <li>3. Work with local regulatory authority/sanitarian to develop an alternative, approved method for re-serving TCS foods that have been held outside of temperature control during meal service.</li> </ol> <p><b>Submit a statement describing how TCS food items will be kept under 41 degrees during service going forward.</b></p>
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Technical Assistance Entries:

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