

Administrative Review Report

Fox Point Joint #2 School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/08/2022	01/04/2023
On-Site Review	01/17/2023	01/18/2023
Site Selection Worksheet	12/08/2022	12/09/2022
Entrance Conference	01/17/2023	01/17/2023
Exit Conference	01/18/2023	01/18/2023

Commendations:

Our sincere thanks to the administration and school nutrition staff of Fox Point Jt#2 School District. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. The SFA was receptive to the reviewers' suggestions and this is appreciated. We commend the nutrition services staff for providing three entrée options per day for the students. Thank you for serving healthy, nutritious meals to your students.

Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2022-23 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>).

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	103	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/17/2023 10:02 PM	<p>Finding: The SFA handbook mentions that "no free/reduced lunches will be served without this application on file after the second week of school." This is not correct language for carryover. (7 CFR 245.6)</p> <p>CA: Provide a statement for how this will be corrected in the handbook and upload to SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	113	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/17/2023 09:55 PM	<p>Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. The SFA allows access to the benefit issuance system for 2 school secretaries and a data specialist.</p> <p>CA 1: Determine who has a "legitimate need to know" and upload the final list of will maintain access to the BI system, along with completed Disclosure Agreements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement-school-staff.docx) into SNACS.</p> <p>CA 2: Provide a statement of the procedures that will be used to ensure only those with a "need to know" will have access to the benefit issuance system or eligibility information.</p>
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	300	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/18/2023 06:51 AM	<p>305e Field Trip Meals Finding: Per answers on offsite, there is an inaccurate POS as meals are counted from the <i>order</i> in the morning and not when an eligible student receives a reimbursable meal.</p> <p>CA: Correct the POS for field trips and provide a statement of understanding of accurate counting and claiming.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 02/10/2023 08:22 AM	<p>Finding 1: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p>CA 1: 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. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/17/2023 09:57 PM	<p>Finding #1: The Public Release was not distributed to the required locations.</p> <p>CA #1: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p> <p>Finding #2: The Public Release is posted to the SFA's website.</p> <p>CA #2: Remove the public release from the district's website and provide a statement of understanding regarding its posting moving forward.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/18/2023 07:50 AM	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>CA: 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	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/18/2023 07:48 AM	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (missing content: SFA Policy Leadership, Foods Provided but Not Sold and Updating and Informing the Public) (7 CFR 210.31).</p> <p>CA: 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 representative(s) that will ensure compliance.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/18/2023 07:48 AM	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>CA: 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>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/17/2023 10:40 PM	<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).</p> <p>CA: 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 #		
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/17/2023 09:19 PM	<p>Finding: Verifying official listed in online contract is not correct.</p> <p>CA: Update online contract with correct official's name. Corrected on-site; no further action needed.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	124	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/17/2023 09:27 PM	<p>Finding: Verification Collection Report needs correction.</p> <p>CA: Correct results of verification process on VCR once portal reopened for SFA.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	79 free and reduced-price meal application determinations were reviewed, 8 errors were

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	01/17/2023 08:59 PM	<p>identified.</p> <p>Finding: The SFA POS not programmed to provide correct benefit per DC codes. DC "Z" codes programmed as free in POS. See the SFA-1 form provided by the consultant for specific details on which students need benefit correction.</p> <p>CA: 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 adverse action letter sent to each household into SNACS.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	209	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/17/2023 09:23 PM	<p>Finding: The SFA did not use the correct sampling process when selecting applications for verification.</p> <p>CA1: Have the verifying official watch the "Verification Process" webcast on the DPI website and upload a copy of the completed quiz into SNACS.</p> <p>CA2: Provide a statement of understanding that the required application selection method is communicated in a School Nutrition Team letter emailed in September.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	215	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/17/2023 09:24 PM	<p>Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a)</p> <p>CA: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/17/2023 09:40 PM	<p>Finding: The correct non-discrimination statement was not included on all program materials (Board policy 8500 has generic nondiscrimination statement, lunch program information in handbook references free and reduced-price meals and should therefore include the full NDS, Bayside MS does not have shortened statement on menu.</p> <p>CA: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
Site Name		
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/17/2023 10:32 PM	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>CA: 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>
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 01/17/2023 10:21 PM	<p>Finding: The SFA did not have a site-specific food safety plan at each school. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13).</p> <p>CA: Update the food safety plan to be specific for each participating school in the SFA. Must include HACCP Process 1-2-3 for all menu items served and completed/signed employee reporting agreements. Ensure a copy is provided to each school and upload the updated food safety plan(s) into SNACS.</p>
Site Name	Stormonth EI	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/17/2023 08:32 PM	<p>Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). The point of service (POS) did not provide a reliable or accurate meal count due to meals not counted when student and meal meet; meals are counted at beginning of line but not verified at end.</p> <p>CA: Correct the POS to ensure accurate counts are tracked. Then submit 30 consecutive operating days of meal counts and corresponding edit check reports. Clean counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.</p>
Site Name	Stormonth EI	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	400	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/20/2023 11:18 AM	<p>Finding: Eight (8) non-reimbursable meals were observed at Stormonth Elementary during lunch service. The meals did not contain the required ½ cup fruit, vegetable, or combination under Offer versus Serve. It is important for staff to understand the Offer vs. Serve requirements and there are resources on WI DPI's Menu Planning webpage may be used as training resources (http://dpi.wi.gov/school-nutrition/program-requirements/menu-planning). The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description).</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select three full meal components, one of which is 1/2 cup fruit, vegetable or combination, under Offer</p>

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		vs. Serve. Also, in this statement explain how this error will be corrected and avoided in the future. Additionally, all staff will need to complete offer vs. serve training. Please submit details regarding when and where the training was held, who attended and how the training was conducted.
Site Name	Stormonth EI	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/20/2023 11:31 AM	<p>Finding: Field trip lunches must serve all components in daily minimum portion size requirements because there is no offer vs. serve. The incorrect portion size of vegetables were going to be sent on a field trip the following day. Daily minimum requirements include: - Grain: 1 oz eq. - Meat/Meat Alternate: 1 oz eq. - Vegetable: 3/4 cup - Fruit: 1/2 cup - Milk: 8oz It is recommended that students choose their milk option on their field trip order form or have the ability to choose in the morning before leaving on their field trip.</p> <p>Corrective Action: Submit a statement which indicates understanding that field trip meals are straight serve and the minimum requirements must be sent in each bagged meal.</p>
Site Name	Stormonth EI	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/20/2023 11:39 AM	<p>Finding: The printed menu should list all components included with the reimbursable meal. Currently, milk is not listed on the menu except as an a la carte price. It may either be listed daily or may be listed in one place on the menu and include a statement that states a variety of milk is offered daily as part of the reimbursable meal.</p> <p>Corrective Action: Submit a copy of an updated menu that includes a variety of milk listed on the menu.</p>
Site Name	Stormonth EI	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/20/2023 11:36 AM	<p>Finding: The printed menu states that students have the option to select one or the other of the two vegetable offerings each day. Per the production record, all vegetable offerings are 1/2 cup each. The K-8 age/grade group meal pattern requires that students be allowed to take up to 3/4 cup vegetable each day. Only allowing students to take 1/2 cup vegetable does not meet this requirement.</p> <p>Corrective Action: Submit a plan to correct this moving forward. The SFA may either increase each vegetable offering to 3/4 cup or update the menus to reflect that both vegetable offerings could be selected. If the menus are updated, please submit a copy of the next updated menu.</p>
Site Name	Stormonth EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/20/2023 11:47 AM</p>	<p>Finding: The weekly minimum requirement for the grains component was not met for K-8 age/grade group during the review period (12/12-12/16/22). The following represent the smallest contributing amount of grains planned daily: - Monday: 2oz eq. - Tuesday- 1oz eq. - Wednesday- 1oz eq. - Thursday: 2 oz eq. - Friday: 1 oz eq. The weekly minimum requirement for the K-8 age/grade group is 8oz eq. grain. The entrees that contribute the least amount of grain must contribute at least 8oz eq. grain when combined each week. These entrees only contribute 7oz eq. grain over the course of the week. Although this will not require any fiscal action during this administrative review, moving forward if there is a component shortage fiscal action may be taken.</p> <p>Corrective Action: Describe specifically how the weekly minimum requirement for the grains component will be met for lunch during the review period (12/12-12/16/22) such as by increasing/decreasing portion sizes, additional menu items, product replacement etc.</p>
Site Name	Stormonth EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/20/2023 12:17 PM</p>	<p>Finding: The food /milk items served as well as the planned amount of condiments offered and served were not filled in daily on the 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>Corrective Action: Submit one full week of completed production records, including the amount of food/milk items served and the condiment amount offered and served recorded daily. 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	Stormonth EI	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 01/17/2023 09:43 PM</p>	<p>Finding: The correct required size of the nondiscrimination "And Justice for All" poster is not posted in the meal service area and/or not visible to students (FNS Instruction 113).</p> <p>CA: Provide an image of how this requirement will be met.</p>
Site Name	Stormonth EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/17/2023 10:08 PM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>CA: 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	Stormonth EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	

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Question #	1411		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 01/20/2023 11:07 AM	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Ardmore Farms Apple Juice (Country: USA, China, Chile, Mexico, Turkey, Spain, Poland).</p> <p>Corrective Action: Complete and submit a Noncompliant Product List for the non-domestic product Ardmore Farms Apple Juice. Noncompliant Product List templates can be found on the Buy American webpage (http://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).</p>	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/17/2023	2700	901	Administrative Review	Stormonth El	Auth Rep			
Comments								
						Created By	Created Date	
<p>On-site Monitoring • Every school year, SFAs with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP. • Monitoring is due by February 1. • The NSLP On-Site Monitoring Form and the SBP On-Site Monitoring Form forms are on the Onsite Monitoring section of the DPI SNT website.</p>								
						1/17/2023 10:05:00 PM		
01/17/2023	2699	133	Administrative Review	ALL	Auth Rep			
Comments								
						Created By	Created Date	
<p>Transferring Students • When a child transfers to a new school within the same Local Education Agency (LEA), the new school must accept the eligibility determination from the child's former school, if the child has an individual eligibility determination. • A child that transfers within the same LEA from a Community Eligibility Provision (CEP) school to a non-CEP school must be given free reimbursable meals for up to 30 operating days or until a new eligibility determination is made, whichever comes first. • Transferring the eligibility determination between LEAs ensures that qualifying students continue to receive school meal benefits as they transition to new schools and avoids the possibility of unpaid meal charges. FNS strongly encourages LEAs to immediately accept the eligibility determinations made at a student's previous LEA (if they participated in NSLP) when a student transfers between LEAs during the school year, over the summer, or at the start of the next school year. • Wisconsin DPI requires source documentation of the student's previous eligibility. The transfer of eligibility between LEAs for students attending CEP schools is required.</p>								
						1/17/2023 9:17:27 PM		
01/17/2023	2698	128	Administrative Review	ALL	Auth Rep			
Comments								
						Created By	Created Date	
<p>Free and Reduced-Price Meal Applications • Applications must be reviewed in a timely manner. Within 10 operating days of receipt, eligibility must be determined, families must be notified of eligibility status, and the status must be implemented. • 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. • When an application only has one frequency of payment indicated for all household reported incomes on the application, the income should not be converted to annual, but using the Income Eligibility Guidelines (IEG) one would look at the amount of their income under the column indicating that stated frequency. • When a household has income in addition to a loss from a business, that income must be included on the free and reduced application in full and is not offset by the business loss. A business loss (negative dollar amount) would thus become \$0 for the income on the application. The verification webpage includes examples of resources on current tax forms. These forms indicate which lines should be used in reporting income from self-employment or farming. Annual Income • USDA SP-19, 2017 on March 20, 2017, allows households to report current income as an annual figure. • Annual income is typically reported for households with jobs that are seasonal, self-employed, or agricultural work since that is a more accurate representation of current income. These applications may be processed at face value. • However, households that receive regular pay checks, will report income based on what is currently earned and the frequency of that pay, e.g., weekly, biweekly, bimonthly, or monthly.</p>								
						1/17/2023 9:15:36 PM		
01/17/2023	2697	126	Administrative Review	ALL	Auth Rep			
Comments								
						Created By	Created Date	
<p>• DPI recommends running DC more often than four times a year. • A DC match should be completed when you receive a new student. • The effective eligibility date for a DC eligible student is the date of the original output file. • DC runs are only for school nutrition, and it is not allowable to be running it for other schools outside of your district or for purposes other than school nutrition programs. A DC run should not be completed specifically for students in parochial schools to identify eligibility for other funding sources (i.e., Title 1). Please see DC User Manual (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/direct-certification-manual.pdf) for DC eligibility codes.</p>								
						1/17/2023 9:02:04 PM		

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01/17/2023	2696	318	Administrative Review	Stormonth EI	Auth Rep				
Comments									
						Created By	Created Date		
Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students by category, i.e., paid, reduced-price, and free. Additionally, the number of meals served free and reduced-price and claimed for reimbursement must have adequate documentation on file to support the claim. To do this, any school food service meal counting and claiming system must contain ALL of the basic elements listed below: • Eligibility documentation • Collection procedures • Point of service meal counts • Reports • Claim for reimbursement • Internal controls. Collection procedures refer to all the steps within the meal count system involved in paying for meals and issuing and collecting the medium of exchange. A medium of exchange is defined as cash or any type of ticket, token, ID, name, or number which eligible students exchange to obtain a meal. Collection often occurs simultaneously with meal counting. With a ticket or token system, the ticket or token is presented by the student to the food service staff to obtain a meal. All tickets are tallied after the meal service to provide the count. The same payment options must be available to all students regardless of eligibility category. For instance, if students eligible for paid meals have the option to pay on a weekly or daily basis, students eligible for reduced-price meals must also have this option. All meals served in the National school Lunch and School Breakfast Program and counted for reimbursement must meet the meal pattern requirements as specified in the program regulations and be served to eligible students. Meals are counted at that point in the food service operation where it can be accurately determined that a reimbursable free, reduced-price or paid meal has been served to an eligible student. Only one meal per student per meal service may be claimed for reimbursement.									
						1/17/2023 8:33:30 PM			
01/17/2023	2731	433	Administrative Review	Stormonth EI	FSD				
Comments									
						Created By	Created Date		
Nutrition Facts Labels, Child Nutrition Labels and/or Product Formulation Statements (PFS) clearly outlining dietary specifications and crediting information must be available onsite where meals are served, even if meals are prepared offsite. Crediting documentation should be updated at least twice per year and as new products are purchased or substituted.									
						1/20/2023 2:22:02 PM			
01/17/2023	2730	402	Administrative Review	Stormonth EI	FSD				
Comments									
						Created By	Created Date		
Proper kitchen equipment is essential for ensuring accurate portions are provided to students at meal service. The kitchen at Stormonth Elementary has a 20 pound scale. Scales are critical for weighing portions of meat/meat alternate or grains. They can also be used to determine the cup size crediting for fresh fruits and vegetables such as cucumber slices that do not fit into other measuring utensils such as a scoop. It is recommended that a small unit scale be purchased for this kitchen for ease of use in the future.									
						1/20/2023 2:19:25 PM			
01/17/2023	2729	402	Administrative Review	Stormonth EI	FSD				
Comments									
						Created By	Created Date		
It is required that the last student in line be offered at least ¾ cup of vegetables and per the production record the site is consistently running out of vegetables with 0 leftover as documented on the production record. The site should increase the amount of vegetables ordered from the central kitchen to ensure the last student in line has access to both vegetables being offered.									
						1/20/2023 2:15:59 PM			
01/17/2023	2728		Administrative Review	Stormonth EI	FSD				
Comments									
						Created By	Created Date		
It is recommended to label items on the salad bar or post the menu nearby so students are aware of what items they are being offered and what they can select. With no posted menu students were unsure what fruit items were being offered in pre-portioned plastic cups.									
						1/20/2023 2:11:56 PM			
01/17/2023	2727		Administrative Review	Stormonth EI	FSD				
Comments									
						Created By	Created Date		
Spinach was portioned into plastic bags and although this ensured the correct portion size of the spinach being offered it was presented in a manner that students didn't realize it was a spinach salad. Meal presentation matters to students and it is recommended that a plastic cup/bowl be utilized to serve spinach in for a salad rather than a plastic bag.									
						1/20/2023 2:07:43 PM			
01/17/2023	2726	400	Administrative Review	Stormonth EI	FSD				

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Fox Point Joint #2 School District

Comments	Created By	Created Date
The meal pattern states that students in K-8 must be offered at least 3/4 cup vegetables however staff were not going to give the students the option to take both vegetables and instead were only going to offer one 1/2 cup serving of either vegetable. This issue was corrected on-site. Ensure staff students understand they have access to both servings of vegetables.		1/20/2023 2:01:52 PM