

Administrative Review Report

Maple Dale Indian Hill School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/15/2022	12/30/2022
On-Site Review	01/10/2023	01/11/2023
Site Selection Worksheet	11/01/2022	11/15/2022
Entrance Conference	01/10/2023	01/10/2023
Exit Conference	01/11/2023	01/11/2023

Commendations:

From the Public Health Nutritionist:

Thank you to all staff at Maple Dale Indian Hill School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Authorized Representative for the quick response to questions and investment in the school meal programs. The SFA was receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant:

We very much appreciate all the cooperation we received from everyone involved in the review! All were friendly, and helpful during our visit. The FSD is running a wonderful meal program that is colorful, healthy, with a variety of choices for students every day. The students enjoy the daily meals you are providing! Keep up the great work you are doing, and kudos to the awesome staff at Maple Dale as well! Thank-you!

Recommendations:

No Recommendations found for this review.

Administrative Review Report

Maple Dale Indian Hill School District

Findings and Corrective Action:

Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	800	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged 01/09/2023 07:55 AM	NPC, ANY NONCOMPLIANCE WITH THE NONDISCRIMINATION STATEMENT IS NOW ON THE SFA ONSITE FORM Q810
	CAP Removed 01/09/2023 09:45 AM	CAP Removed
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/10/2023 12:58 PM	Finding: The correct non-discrimination statement was not used. It is outdated. The new one was updated on 12/9/2022. CA: Use the correct and most current Non -Discrimination Stmt. on all program materials going forward.
	CAP Submitted 01/10/2023 01:45 PM	We will use the most up-to-date non-discrimination statement moving forward, as discussed with Janie!
Site Name	Maple Dale 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 01/30/2023 12:47 PM	Finding: The printed menu should list all components included with the reimbursable meal. Currently, milk is not listed on the menu. It may either be listed daily or may be listed in one place on the menu and include a statement that states that a variety of milk is offered daily as part of the reimbursable meal. Corrective Action: Submit a copy of an updated menu that includes either milk listed daily or a statement that a variety of milk is offered daily with a reimbursable meal.
Site Name	Maple Dale EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2023 07:58 AM	Finding: A variety of milk, at least two allowable milk types, is required to be offered daily at lunch and breakfast. Allowable milk types in the USDA Child Nutrition Programs include fat-free (skim) flavored or unflavored, low-fat (1 percent) flavored or unflavored milk, and lactose-free or lactose-reduced fat-free or low-fat milk. Only one type of milk (1% unflavored) was offered at all breakfast

Administrative Review Report

Maple Dale Indian Hill School District

		meals during the week of review (12/12-12/16/22). Corrective Action: Describe specifically how milk variety will be met at breakfast going forward, detailing the second type of milk that will be offered daily.
Site Name	Maple Dale EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2023 07:54 AM	<p>Finding: The daily minimum requirement for the fruit component was not met for the K-8 age/grade group for breakfast during the review period. The following represent the offered amounts:</p> <p>Monday (12/12): Craisins, 1.16 oz package, ½ cup fruit Tuesday (12/13): Orange (138 ct.), ½ cup fruit Wednesday (12/14): Raisins, 1 box, ½ cup fruit Thursday (12/15): Banana (150 ct.), ½ cup fruit Friday (12/16): Applesauce, ½ cup fruit</p> <p>The daily minimum requirement for the fruit component for the K-8 age/grade group at breakfast is 1 cup.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for the fruit component will be met for breakfast during the days containing the shortage (i.e., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Maple Dale EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/30/2023 12:41 PM	<p>Finding: The 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 ½ cup each. The K-8 age/grade group meal pattern requires that students be allowed to take up to ¾ cup vegetable each day. Only allowing students to take ½ cup vegetable does not meet this requirement.</p> <p>Corrective Action: Please submit a plan to correct this going forward. The SFA may either increase each vegetable offering to ¾ 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 February menu.</p>
Site Name	Maple Dale EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/30/2023 12:52 PM	<p>Finding: Accurate recipes are important for crediting the recipe towards meal pattern requirements and to calculate dietary specifications, such as calories, fat and sodium. The pinto beans recipe states ½ cup scoop of beans is equivalent to ½ cup bean and 1/8 cup red/orange vegetable. If it is a ½ cup serving it cannot have more crediting of vegetables than is in the ½ cup scoop.</p> <p>Corrective Action : Submit a corrected Pinto Beans recipe that reflects the updated crediting of vegetables towards the meal pattern requirements.</p>

Administrative Review Report

Maple Dale Indian Hill School District

Site Name	Maple Dale EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/11/2023 08:11 AM</p>	<p>Finding: Recipes should be updated to reflect current products and procedures. Standardized recipes exist, but some are not accurately reflecting what is happening in the kitchen. For example, the Chicken Nacho recipe, served on the day of review, 1/10 specified use of a pre-made taco meat. However, food service staff make their own taco meat from chicken strips and taco seasoning.</p> <p>It is important that standardized recipes detail exactly how a menu item is made so, if there is a substitute cook, the cook can easily step-in and replicate the menu item. Accurate recipes are also important to credit the recipe towards meal pattern requirements and to calculate dietary specifications, such as calories, fat, and sodium. For more information on what essential information must be on a standardized recipe, review the Standardized Recipe Checklist (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf).</p> <p>Corrective Action: Submit a corrected Chicken Nacho recipe, with updated ingredients, ingredient amounts in weight or volume, and crediting towards the meal pattern requirements.</p>
Site Name	Maple Dale EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/30/2023 12:54 PM</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.</p> <ul style="list-style-type: none"> - Monday: 2 oz eq. - Tuesday: 1 oz eq. - Wednesday: 1.25 oz eq. - Thursday: 2 oz eq. - Friday: 1 oz eq. <p>The weekly minimum requirement for the K-8 age/grade group is 8 oz eq. grain. The entrees that contribute the least amount of grain must contribute at least 8 oz eq. grain when combined each week. These entrees only contribute 7.25 oz eq. grain over the course of the week.</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) (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Maple Dale EI	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 01/10/2023 09:48 AM</p>	<p>Finding: Only plain water, 100% juice, or milk are allowable Smart Snack beverages in elementary and middle schools. The 8.4 fl. oz Izze drinks and 11.5 fl. oz Snapple drinks, both considered to be 100% juice are only allowable at the</p>

Administrative Review Report

Maple Dale Indian Hill School District

		middle school level, not the elementary level. 100% juice in a maximum serving size of 8 fl. oz is allowable at the elementary level. The Izze and Snapple drinks exceed the maximum serving size for elementary students. More information can be found on WI DPI's Smart Snacks webpage https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).
		Corrective Action: State what will be done with these products to comply with the Smart Snack regulations.
	CAP Submitted 01/10/2023 01:45 PM	Izze will no longer be sold on-site for any grade level. Snapple will only be available for middle school students (6-8).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/30/2023	2782	410	Administrative Review	Maple Dale El	FSD			
Comments								
						Created By		Created Date
Technical Assistance: The grade grouping (i.e., K-8), planned actual quantity prepared in purchase units (i.e., 2- No 10 cans, 10 lb. case, 2-96 count case), condiment usage (starting and ending package amounts), and number of reimbursable and non-reimbursable (adult) meals planned and served for each meal service were not consistently filled in daily on 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. Please review the Production Record Requirements for more information (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).								1/30/2023 12:49:45 PM
01/30/2023	2781	409	Administrative Review	Maple Dale El	FSD			
Comments								
						Created By		Created Date
Technical Assistance: Breakfast and lunch menus should be posted to alert students and families of the meal offerings. Currently, there is not a breakfast menu. Please create a breakfast menu, either by day, week, or month to alert students and families of meal offerings. All menus should include the shortened USDA Non-discrimination statement, "This institution is an equal opportunity provider."								1/30/2023 12:39:23 PM
01/11/2023	2666	500	Administrative Review	Maple Dale El	FSD			
Comments								
						Created By		Created Date
Technical Assistance: There was some misunderstanding of Offer Versus Serve (OVS) requirements at lunch. Although all students observed took a reimbursable meal, it is important for staff to understand OVS requirements. Students must be allowed to take a full $\frac{3}{4}$ cup serving of vegetable, even when the $\frac{3}{4}$ cup vegetable offering is met over two different items. Students should not be charged for an additional vegetable offering if it is part of the $\frac{3}{4}$ cup total vegetable available for that day. In addition, students should not be required to take a vegetable under OVS if they take at least $\frac{1}{2}$ cup of fruit. The $\frac{1}{2}$ cup fruit satisfies the $\frac{1}{2}$ cup fruit, vegetable, or combination required for OVS. Visit our Online Learning Library for opportunities (https://dpi.wi.gov/school-nutrition/training/online-learning).								1/11/2023 9:41:24 AM
01/11/2023	2665	434	Administrative Review	Maple Dale El	FSD			
Comments								
						Created By		Created Date
Technical Assistance: Proper kitchen equipment is essential for ensuring accurate portions are provided to students at meal service. The kitchen at Maple Dale Elementary does not have a scale or measuring cups. Scales are critical for weighing portions of meat/meat alternate and 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 like a scoop. Measuring cups for liquid and dry ingredients are necessary for accurately measuring ingredients in recipes. Please purchase a scale and liquid and dry ingredient measuring cups for all kitchens that do not have these items.								1/11/2023 8:56:42 AM
01/11/2023	2664	407	Administrative Review	Maple Dale El	FSD			

Administrative Review Report

Maple Dale Indian Hill School District

Comments														
					Created By	Created Date								
<p>Technical Assistance: Participation is very low at breakfast; only five breakfast meals were claimed during the month of review (December 2022) and no breakfast meals were sold on the day of review (1/10/23). Strategies to increase breakfast participation include offering a greater variety of menu items at breakfast, including hot breakfast items such as breakfast sandwiches or breakfast pizza, more fresh fruit options in lieu of dried fruit, and popular breakfast items such as muffins or heat and serve pancakes. The SFA may consider changing the breakfast service time and/or offering second chance breakfast. Second chance breakfast can occur between a passing period later in the morning. Mobile kiosks/carts can be set-up in a high traffic hallway to sell grab and go breakfasts to students to eat during their morning classes. Currently, the breakfast grain items and dried fruit are pre-packaged in a bag with 100% juice and a milk variety offered on the side. The SFA may consider removing all items from the bag and allowing students to select items via the service line. Creating greater visibility of breakfast items may entice students to purchase a breakfast meal.</p>										1/11/2023 8:21:55 AM				
01/10/2023	2650	1411	Administrative Review	Maple Dale El	FSD									
Comments														
					Created By	Created Date								
<p>Technical Assistance: For products that do not specify the country of origin on the product labeling or packaging, the SFA should contact the product manufacturer to determine the country of origin. Alternatively, for domestic products without country of origin labeling, consider the Buy American Provision Attestation for Agricultural Product(s) Purchased Between School and Contractor (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx). By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision.</p>										1/10/2023 10:27:53 AM				
01/10/2023	2649	800	Administrative Review	ALL										
Comments														
					Created By	Created Date								
<p>Please use the updated Non-Discrimination Stmtnt on all Food Service Program materials. It was updated on 12/9/2022. Going forward, please check the DPI website for the most current stmnt.</p>										1/10/2023 10:21:20 AM				