

Administrative Review Report

Glendale River Hills School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/01/2022	01/03/2023
On-Site Review	01/10/2023	01/11/2023
Site Selection Worksheet	12/01/2022	12/02/2022
Entrance Conference	01/10/2023	01/10/2023
Exit Conference	01/11/2023	01/11/2023

Commendations:

Our sincere thanks to the administration and school nutrition staff of Glendale River Hills School District. We appreciate your 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. 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>).

Administrative Review Report

Glendale River Hills School District

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	101	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/10/2023 09:39 PM	Finding: Online contract does not list correct determining official. CA: Update online contract with correct name of determining official.
	CAP Submitted 01/31/2023 12:11 PM	Updated Contract and submitted
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	102	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/10/2023 10:02 PM	Finding: SFA not providing the meal application FAQs along with application and instructions CA: Upload FAQs to website along with application and instructions and ensure available with paper applications. Upload screenshot of document on website.
Site Name		
Form Name	Verification (200 - 204)	
Question #	201	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/10/2023 09:40 PM	Finding: The Online contact does not have the correct person listed as the Verifying Official. The Verifying Official is the person who completes the verification process for the SFA. CA: Update the contract to accurately reflect who the Verifying Official is. Notify the Nutrition Program Consultant once completed.
	CAP Submitted 01/31/2023 12:43 PM	Contract updated and submitted
Site Name		
Form Name	Verification (200 - 204)	
Question #	202	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/10/2023 09:40 PM	Finding: The Online contact does not have the correct person listed as the Confirming Official. The confirming official reviews each application selected for verification to ensure the initial determination was accurate. This must be done by an individual other than the one who made the initial determination. CA: Update the contract to accurately reflect who the Confirming Official is. Notify the Nutrition Program Consultant once completed.

Administrative Review Report

Glendale River Hills School District

	CAP Submitted 01/31/2023 12:43 PM	Updated and submitted
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2023 08:01 PM	<p>Finding: The adult price listed in the online contract (\$4.70) is not what is programmed into POS (\$4.65).</p> <p>CA: Correct contract or update POS. Upload screen shot of changed POS or contract to SNACS.</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	
Corrective Action History	Flagged 01/09/2023 10:16 AM	<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).</p> <p>CA: 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	Flagged	
Corrective Action History	Flagged 01/11/2023 12:49 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 Non-discrimination statement is not in the correct format.</p> <p>CA 2: Submit a statement of understanding that the non-discrimination statement must be in the same format as the rest of the document and cannot be shrunk to fit on one page. Upload a sample of the updated form with the NDS in the correct format.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	

Administrative Review Report

Glendale River Hills School District

Corrective Action History	Flagged 01/09/2023 01:47 PM	Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). 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.
	CAP Submitted 01/31/2023 12:34 PM	Doc 3 Upload Posted to website for access to families
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2023 01:11 PM	Finding: All food substitutions made outside of the meal pattern are not supported by a signed medical statement from a licensed medical professional (7 CFR 210.10). CA: Provide a detailed statement or policy indicating the steps the district will take to ensure that food substitutions made outside of the meal pattern are made based on an appropriate medical statement. See the SNT Special Dietary Needs example policy for assistance (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx).
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2023 02:11 PM	Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31. CA: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.
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 01/09/2023 01:42 PM	Finding: Current Local Wellness Policy (LWP) does not include all of the required content (insert missing content) (7 CFR 210.31). 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 SFA representative(s) that will ensure compliance.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		

Administrative Review Report

Glendale River Hills School District

Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/09/2023 01:42 PM</p>	<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 #	1600	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/10/2023 10:31 PM</p>	<p>Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, and multiple times throughout the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12).</p> <p>CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials.</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	CAP Submitted	
Corrective Action History	<p>Flagged 01/10/2023 10:31 PM</p>	<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>
	<p>CAP Submitted 01/31/2023 12:20 PM</p>	<p>Flyer will be posted on our website and will be posted in public buildings in the community like the Glendale City Hall and River Hills Village Hall, Library and both schools.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 01/10/2023 10:44 PM</p>	<p>211 free and reduced meal eligibility determinations were reviewed; 36 errors were identified.</p> <p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). POS software providing wrong benefit for DC "Z" code. Verify settings within POS software immediately. Check DC codes and eligibility in POS system with next DC download. See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p>CA: Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) in the POS and send the adverse action letter to the households by the date listed on SFA-1. Upload a copy of each adverse action letter to SNACS.</p>
	<p>CAP Submitted 01/31/2023 12:45 PM</p>	<p>Doc #5 Upload</p>

Administrative Review Report

Glendale River Hills School District

Site Name		
Form Name	Verification (207 - 215)	
Question #	209	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2023 02:39 PM	Finding: Applications selected for verification were not verified correctly (7 CFR 245.6a). CA: Have the verifying official watch the "Verification Process" webcast on the DPI website and upload a copy of the completed quiz into SNACS.
Site Name		
Form Name	Verification (207 - 215)	
Question #	212	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/11/2023 02:41 PM	Finding: The SFA did not meet the follow-up requirements when a household failed to respond to the request for verification (7 CFR 245.6a). CA: Submit a statement of understanding that the SFA's verifying official must follow up with the household at least once before the verification process is complete.
	CAP Submitted 01/31/2023 12:48 PM	Verifying Official, Karin Jamel, understands that when verification process is being completed, notification is sent out to family. If family does not respond, VO should reach out to family at least once to follow-up on information.
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/26/2023 03:34 PM	Finding: SFA is not following the current approved contract for meal accountability system at pricing Alternate Agreement site (meal counts tallied on CEP count sheets and not counted by eligibility and families not charged). CA 1: Correct the meal counting and claiming system to follow the approved Meal Accountability system in the contract and count & claim meals by eligibility, at end of the service line. CA 2: Watch Counting, Claiming and Point of Service Webcast. CA 3: Provide a statement of understanding regarding accurate counting and claiming.
	CAP Submitted 01/31/2023 12:46 PM	SFA understands importance of edit check report tying out to monthly claims of meal counts.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

Administrative Review Report

Glendale River Hills School District

Corrective Action History	Flagged 01/11/2023 02:14 PM	Finding: The correct non-discrimination statement was not included on all program materials. CA: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2023 12:14 PM	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. 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.
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 01/10/2023 10:21 PM	Finding: The SFA does not have a site-specific food safety plan. 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). CA: Update the food safety plan to be specific for each participating school in the SFA. Add SOP for shipping food from MS and Process 1-2-3 to all menu items. Ensure a copy is provided to each school and upload required elements into SNACS.
Site Name	Glen Hills Mid	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	318	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/11/2023 11:43 AM	Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). Meal counts were not taken as the students with special needs received their reimbursable meal (breakfast). CA: Correct the meal counting process to ensure meals are tracked as the student receives their meal. 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.
	CAP Submitted 01/31/2023 12:51 PM	Claims submitted through December to K. Jardaneh
Site Name	Glen Hills Mid	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	TA Log# exists	
Due Date		

Administrative Review Report

Glendale River Hills School District

Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/25/2023 04:35 PM</p>	<p>Finding: SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. Meal counts by eligibility category were not correctly reported on the monthly claim.</p> <p>CA: Upload monthly edit checks (for computerized POS) and meal count rosters and manual edit checks (as applicable) for breakfast and lunch for all SFA sites for January and February into SNACS. SFA will remain in claims withholding until these edit checks and counts are reviewed and approved for reimbursement.</p>
Site Name	Glen Hills Mid	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/11/2023 02:14 PM</p>	<p>Finding: The pre-bagged cucumbers were not a sufficient 1/2 cup serving prior to lunch service on the day of review.</p> <p>Corrective Action: This was fixed on site prior to lunch service. Please ensure all proportioned vegetables are in their planned quantity by measuring/weighing to ensure accuracy.</p>
Site Name	Glen Hills Mid	
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	<p>Flagged 01/11/2023 09:27 AM</p>	<p>Finding: Signage was not posted at breakfast to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>Corrective Action: Submit a picture of completed signage posted near the breakfast service line .</p>
Site Name	Glen Hills Mid	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 01/11/2023 09:59 AM</p>	<p>Finding: Offer Versus Serve (OVS) was not very understood by kitchen staff nor students and resulted in 11 non-reimbursable meals. It is critical that food service staff thoroughly understand OVS in order to ensure that all students select reimbursable meals.</p> <p>Corrective Action: Please require all food service staff at Glen Hills Middle school watch the OVS webcast on WI DPI's Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve) and submit a document with the date of completion for each staff member.</p>
	<p>CAP Submitted 01/31/2023 12:49 PM</p>	<p>Staff will be watching on February 20th PD day.</p>
Site Name	Glen Hills Mid	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	

Administrative Review Report

Glendale River Hills School District

TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/11/2023 10:07 AM	Finding: The juice products that are greater than 8 fl. oz. are not allowable at the elementary school level so should not be available to the 4th and 5th graders. More information can be found on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). Corrective Action: Submit a plan of action indicating how the larger juices will no longer be provided to the 4th and 5th grade students.
Site Name	Glen Hills Mid	
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	Flagged 01/10/2023 10:24 PM	Finding: The most recent food safety inspection report was not posted in a publicly visible location. 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.
Site Name	Glen Hills Mid	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/10/2023 10:28 PM	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 the what is outlined in the site specific SOP's for not all food temperatures were recorded on production record, one opened food item in freezer without date mark and food containers in walk-in freezer floor). CA: Submit a statement describing how practices will be adjusted to be compliant with the established SOP.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/25/2023	2755	325	Administrative Review	Glen Hills Mid	Auth Rep			
Comments								
						Created By	Created Date	

Point of Service (POS)

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.

Administrative Review Report

Glendale River Hills School District

This also applies to field trip meal and meals in served in the classrooms. Meals must be counted at the point where the eligible student meets the reimbursable meal. Rosters must be used for offsite meal service.

1/25/2023 4:38:05 PM

01/25/2023	2754	325	Administrative Review	Glen Hills Mid	Authorized Representative		
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Comments

Created By

Created Date

Meal Counting and Claiming

- Meals may only be charged to a student upon receipt of a reimbursable meal to assure proper benefits issuance. Meal benefits apply only to the reimbursable meal.
- Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components and must be priced as a unit. If the student decides to take only milk, this is not a reimbursable meal and will be charged for the milk as an a la carte item.
- Meals must be offered to all students each day school is in session a full day, so DPI has created Field Trip meal resources on the Menu Planning Webpage to assist schools in providing meals for field trips.
- USDA regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to submitting counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. Those school agencies with computerized meal counting systems or in process of purchasing such a system should ask vendors about the edit check feature.
- SFAs may claim visiting students in the paid category or the individual's category with documentation (unless they are from a CEP school).

1/25/2023 4:37:31 PM

01/10/2023	2663	901	Administrative Review	Glen Hills Mid	Auth Rep		
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Comments

Created By

Created Date

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.

1/10/2023 10:16:32 PM

01/10/2023	2662	201	Administrative Review	ALL	Auth Rep		
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Comments

Created By

Created Date

Officials (#105, 201, 202)

Officials listed in the online contract (#s 101, 201, and 202):

The **determining official** (DO) is the person who is responsible for approving meal applications, maintaining eligibility, and household notification of eligibility status. The determining official may be responsible to create and update the benefit issuance (BI) list. The determining official (DO) usually completes direct certification (DC).

The **confirming official** (CO) has one role: confirmation review as part of the verification process to confirm student eligibility. This is the person reviews each application selected for verification to "confirm" that the application was approved correctly (checks for math errors and completeness) at the time it was originally approved. The confirming official does not confirm every application submitted. This confirmation review is completed before the letter is sent to the household(s) selected for verification.

The **verifying official** (VO) conducts the verification process around October 1 and must complete it before November 15. The verifying official sends out a letter notification to the households being selected for verification after the CO has confirmed the application. The VO reviews household income information to determine eligibility for meal benefits. The VO may also submit the Verification Collection Report (VCR).

1/10/2023 9:57:14 PM

01/10/2023	2671		Administrative Review		FSD		
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Comments

Created By

Created Date

New Food Service Director Hiring Requirements

- Each SFA must designate one staff member as the "Food Service Director" (FSD). The Food Service Director performs and/or oversees areas such as food safety, nutrition and menu planning, food production, procurement, financial management, customer service, and day-to-day program management.
- The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the NSLP and SBP, with further flexibilities for directors hired after April 29, 2019, in SFAs with under 2500 enrollment.
- The Hiring Standards for New SFA directors are based on the size of the SFA and includes education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. These requirements are listed in a summary document called "In a Nutshell- Hiring Requirements".
- Per SP 38-2016, SFAs may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards. Training Requirements
- Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "In A Nutshell- Training" document.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.).
- SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool are encouraged but not required

1/11/2023 12:17:13 PM

Administrative Review Report

Glendale River Hills School District

01/10/2023	2669	Administrative Review	FSD		
Comments					
			Created By	Created Date	
Breakfast service was very chaotic. There was no line to contain and help the students know where to go and the students would instead form a large huddle around the POS station. This caused confusion and uncertainty as to which students had already received a reimbursable meal or not. It is recommended that the school or food service management company places stanchions to show the students where to line up for breakfast and to create more organization for the kitchen staff.					
1/11/2023 10:26:07 AM					
01/10/2023	2668	Administrative Review	FSD		
Comments					
			Created By	Created Date	
The lunch line was very chaotic since the chocolate milk was on one side of the salad bar and the white milk on the other. It is recommended that each milk cooler holds 1/2 chocolate milk and 1/2 white milk to ensure a more structured line before the POS and the students do not need to hope between service lines.					
1/11/2023 10:23:34 AM					
01/10/2023	2667	Administrative Review	FSD		
Comments					
			Created By	Created Date	
During lunch observation, cucumbers ran out during the middle of a meal service and an additional vegetable was not put on the line until the next meal service began. Please ensure that there is a plan of action for adding substitutions or that meal components do not run out during a meal service.					
1/11/2023 10:20:57 AM					
01/08/2023	2647	Administrative Review	Auth Rep		
Comments					
			Created By	Created Date	
#105 Determining Applications <ul style="list-style-type: none"> • 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. 					
1/9/2023 10:59:15 AM					
01/08/2023	2646	Administrative Review	Auth Rep		
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Carryover (#103) For purposes of the Child Nutrition Programs, carryover refers to a child's eligibility from the previous school year being carried over into the current or new school year. According to 7 CFR 245.6(c)(2), an individual student's eligibility from the previous school year (before July 1) carries over for up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever comes first. The 30 operating days begins on the first operating day of school. Operating days are the days on which reimbursable meals or milk are provided by a school or another program sponsor [7 CFR 245.2]. Carryover applies to eligibility established through a household application or through direct certification. Meals served during the carryover period are claimed at the appropriate rate, depending on the individual child's eligibility status from the previous school year. Carryover allows students to continue receiving school meal benefits while families complete and submit, and schools process, applications. The carryover period is not intended to delay processing of applications. Instead, schools must process applications as they are received and promptly notify households of their eligibility status. Within 10 days of receiving the application, the LEA must make a determination and notify the household of its eligibility status [7 CFR 245.6(c)(6)]					
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