

Administrative Review Report

Bayfield School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	03/29/2024	04/01/2024
On-Site Review	05/07/2024	05/09/2024
Site Selection Worksheet	03/29/2024	03/29/2024
Entrance Conference	04/01/2024	04/15/2024
Exit Conference	05/09/2024	05/23/2024

Commendations:

Many thanks to Bayfield School District for their cooperation during this Administrative Review and their dedication to feeding students nutritious school meals. Many aspects of the school meals programs are being handled well - kudos for utilizing so many programs - NSLP, SBP, ASP, FFVP, and WSDMP. The SFA retains records according to requirements. All student eligibility information is correctly determined and maintained for CEP purposes and for the state WSDMP. Previous claims for lunch, breakfast and snack were validated. The POS is accurate at Bayfield Elementary School. There are no indirect costs being charged to Fund 50. SCA funds are being tracked as required. The SFA has an unpaid meal charge policy even though it is not a requirement while a CEP school but demonstrates their commitment to reducing all costs to students/households for school meals. The SFA has regular inspections by the local sanitarian and keeps accurate temperature logs. Thanks for providing fresh water for students to drink in addition to the required meal components. Students are treated kindly, and clearly feel comfortable with program staff and the cafeteria atmosphere. A sense of community is evident in the way students, staff and even guests in the school interact. The school district is commended for thoughtfully managing the school meals program through many location, cost, and transportation challenges, including serving a school on an island.

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Findings and Corrective Action:

Site Name	
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
Question #	700
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding 1: On the Annual Financial Report, all revenues and expenses were not categorized correctly by program and expense (7 CFR 210.19).</p> <p>Corrective Action 1: Training. The bookkeeper and/or Authorized Representative will attend DPI SNT Financial Management training at the in-person SNST sessions in July 2024 or the virtual sessions in August 2024. Upload a certificate of completion into SNACS.</p> <p>Corrective Action 2: Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2023-24 Annual Financial Report as it is submitted by August 31, 2024, and upload into SNACS.</p>
Site Name	
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	709
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year.</p> <p>Corrective Action 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
Site Name	
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	710
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: All revenue from nonprogram foods, specifically adult meals did not accrue to the SFAs nonprofit school food service account (7 CFR 210.14). a large number of adult meals are sold each month, yet adult meals are not recorded/reported on a monthly basis within the POS software.</p> <p>Corrective Action: Count all adult meals through the POS system. Use Daily and Monthly</p>

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	transaction summary reports to identify total adult meals. Retain these records. Calculate a fund transfer on a monthly (recommended) or yearly basis using non-Federal funds is to cover the cost of nonprogram foods sold during the 23/24 school year. Upload a copy of the general ledger showing the fund transfer for this specific identified amount made at the end of the 23/24 school year into the nonprofit school food service account.
Site Name	
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	711
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Adult meal prices are not set according to FNS Instruction 782-5 which require each SFA to charge an adult meal price that covers all costs to the child nutrition programs. See further guidance via email and in the Technical Assistance portion of the AR final report.</p> <p>Corrective Action 1: Determine the minimum price required for adult meals at your SFA. Notify SFA staff and update prices prior to the 24/25 school year.</p> <p>Corrective Action 2: Upload the calculations used to determine the adult meal price and a copy of the communication sent to staff into SNACS.</p> <p>Corrective Action 3: Update the School Nutrition Contract with the updated adult meal price.</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	<p>Finding: The Public Release did not include all required information, was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2))</p> <p>Corrective Action: Provide a statement of understanding that the CEP -specific Public Release template found on the DPI website will be used moving forward to ensure all required information is included and that the current school year's information is included.</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	<p>Findings: The SFA does not have internal procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx, develop procedures for the SFA and upload into SNACS. These</p>

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	procedures should be shared internally to front line staff. They may or may not be included in a school district policy, as you choose.
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	<p>Finding: All food substitutions made outside of the meal pattern must be supported by a signed medical statement from a licensed medical professional (7 CFR 210.10). One area of the Dietary Modifications Policy (Special Dietary Needs) within the 8500 Food Services Policy need to be changed: the SFA should not ask for a student's medical condition, but only how the condition or symptom affects the student's diet.</p> <p>Corrective Action: Change the items the certification must identify to: <i>A. an explanation of how the child's physical or mental impairment restricts the child's diet, B. the food(s) to be avoided, C. the food(s) to be substituted.</i> Provide a timeline for when the Dietary Modifications policy will be changed and the name of the person responsible for ensuring the update is made.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	806
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p>Corrective Action: Provide the DPI SNT civil rights training to all staff that interact with program applicants each school year. For SY 24/25, upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS. If the training is taken individually, upload a certificate of completion email for each food service staff person, FSD, and POS staff. The training is located here: https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html</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	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content it is missing a statement that addresses 1) Food and Beverage Marketing, 2) a Triennial Assessment, and 3) the complete non-discrimination statement (7 CFR 210.31).</p>

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	Corrective Action: Upload a draft of updated or missing policy statement(s). 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	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	<p>Finding: The SFA did not adequately inform households about the nationwide availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p>Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials. See the Technical Assistance portion of this report for the details to include in outreach efforts to households.</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	<p>Finding: The correct non-discrimination statement was not included on all program materials. See the 8500 Food Services Policy which contains an outdated version of the non-discrimination statement.</p> <p>Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated. Find the correct non-d on our webpage: https://dpi.wi.gov/nutrition (scroll down to this section).</p>
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	<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>Corrective Action: Include all training hours completed to date this school year for each school food service employee into the DPI professional standards training tracking tool and upload into SNACS.</p>
Site Name	
Form Name	Professional Standards (1210 - 1219)
Question #	1219

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TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Non-food service staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30), such as POS staff, teachers operating WSDMP in classrooms, ASP monitors and POS staff.</p> <p>Corrective Action: Provide a training plan for the 24/25 school year, for all non-food service staff, with school nutrition program responsibilities. This must include a minimum of the DPI civil rights training and training related to job duties such as training on meal pattern for the programs they work in, Offer vs. Serve training for NSLP and SBP staff, POS training for POS staff in any program. Include target dates/months for training, numbers of staff, the format of training (in-person, group, online) and what method of ensuring the training is completed. Name the person or position who will ensure compliance.</p>
Site Name	
Form Name	Reporting and Recordkeeping (1500 - 1501)
Question #	1500
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The annual school nutrition contract to operate the USDA Child Nutrition Programs was not submitted to DPI by the due date in June 2023.</p> <p>Corrective Action 1: Complete the SY 24/25 school nutrition contract online and submit to DPI by June 14, 2024.</p> <p>Corrective Action 2: Submit a statement of understanding that the school nutrition contract for the following school year must be submitted by the June deadline. Please acknowledge that it is possible and acceptable for your SFA to make changes to the contract after that due date by communicating with the DPI contract consultant.</p>
Site Name	La Pointe El
Form Name	Meal Counting and Claiming - Day of Review (317-321)
Question #	318
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The meal counting and claiming system may not result in accurate meal counts by eligibility (7 CFR 210.7) because students are operating the POS system. Only adults are able to ring through the "sale" of a meal after a student enters their PIN. On the day of onsite observation each student entered their own meal "sale". It was clear that this was their normal routine. Note that the SFA and not the meal vendor is responsible for accurate POS counts.</p> <p>Corrective Action: Correct the POS process at La Pointe Elementary school for breakfast and lunch service so that as a student receives their meal and enters their PIN, an adult school district employee operating the POS is counting that meal/milk/ or a la carte.</p>
Site Name	La Pointe El
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	403

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TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Schools participating in NSLP must offer students a variety (at least two different options) of fluid milk at lunch and breakfast each day. All milk must be fat-free (skim) or low-fat (1% fat or less). Milk with higher fat content is not allowed. Low-fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered. Milk may be unflavored or flavored, provided that unflavored milk is offered at each meal service.</p> <p>Finding: During the onsite breakfast and lunch observations, Thursday May 9, 2024, only one milk type (1% plain) was available. All PK-12 students must be offered a milk variety of at least two different types at both breakfast and lunch.</p> <p>Corrective Action: Please submit a detailed plan of action describing the process by which the school will ensure that milk is ordered, delivered, and offered/served in a time for meal service daily.</p> <p>**Fiscal action could be required for a repeat missing milk variety violation on the next Administrative Review.</p>
Site Name	La Pointe El
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	409
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Per the regulations found in CFR, Production and menu records as required under § 210.10 and documentation to support performance-based cash assistance, as required under §210.7(d)(2) . Required documentation includes production records, crediting documentation, standardized recipes, and monthly printable menus.</p> <p>Finding: LaPointe Elementary School did not have a monthly printable lunch menu listing all five of the components offered and served each day.</p> <p>Corrective Action: Submit the monthly menu listing all required information that coordinates with the production records required as corrective action in finding #410 for the LaPointe Elementary School.</p>
Site Name	La Pointe El
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>During the week of review (April 8-12, 2024)</p> <p>Finding 1: Daily vegetable shortage, during the week of review (April 8-12, 2024). Each day $\frac{3}{4}$ cup of total vegetable must be planned for students.</p>

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Daily:

- On Wednesday, April 10, 2024, only ½ cup of total vegetables were planned, cucumber and celery, ¼ cup each.

- On Thursday, April 11, 2024, ½ cup of zucchini was planned.

Resulting in a weekly shortage, 3 ½ cup planned, offered, and served. 3 ¾ cups is the minimum that must be planned, offered, and served.

Weekly vegetable sub groups shortage:

- Dark green veg - ⅜ vs ½ cup required

- Red orange veg - ½ vs ¾ cup required

- Beans, Peas, Legume veg - ⅛ vs ½ cup required

- Starchy veg - ⅛ vs ½ cup require

Corrective Action 1 : Complete a menu planning worksheet for LaPointe Elementary School for the first full week of school, upload into SNACS no later than two week prior to the first day of school. Once complete and all required components and items are met, two weeks of completed production records will also be required for the first two full weeks of school.

Schools participating in NSLP must offer students a variety (at least two different options) of fluid milk at lunch and breakfast each day. All milk must be fat-free (skim) or low-fat (1 % fat or less). Milk with higher fat content is not allowed. Low-fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered. Milk may be unflavored or flavored, provided that unflavored/plain milk is offered at each meal service.

Finding 2: Students at the LaPointe Elementary School were offered one milk type (1% plain) at breakfast and lunch during the week of review, per the production records submitted.

Corrective Action 2: Also ensure milk is being documented on the production records properly and include with Corrective Action #1 above.

**Fiscal action could be required for a repeat missing milk variety violation and vegetable subgroup shortages on the next Administrative Review.

Crediting documentation, which includes child nutrition labels, product formulation statements, and package nutrition fact labels/ingredient list, is a requirement when schools and districts participation in the child nutrition programs and NSLP.

Finding 3: Crediting documentation was not available on site at Lapointe Elementary School

Corrective Action 3: Include crediting documentation with the production records, standardized recipes, and the printable monthly menu for the first two weeks of school.

Site Name	La Pointe El
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	434
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	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

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	<p>ingredients are used. This will be a continuous work in progress as you modify recipes and update with current ingredients. 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. These are found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes). We encourage viewing the webcast, Succeeding with Standardized Recipes from the School Nutrition Online Learning Library.</p> <p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe provided for the meals planned, offered, and served during the week of review or for the day of onsite.</p> <p>Corrective Action: Provide recipes for the breakfast and lunch meals served during the first two full week of school. The recipes should coordinate with the production records required as corrective action in #410.</p>
Site Name	La Pointe El
Form Name	Offer vs Serve (500-502)
Question #	500
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Based on the submitted production records and observations made during the on-site portion of the review, additional Offer versus Serve (OVS) (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/offer-versus-serve) training is needed. It is critical that the school nutrition professionals thoroughly understand OVS in order to ensure that all students select reimbursable meals. OVS resources on WI DPI's Menu Planning webpage may be used as training resources.</p> <p>Finding: Food service staff at LaPointe Elementary School were unclear about the Offer versus Serve (OVS) requirements for lunch and breakfast. Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements.</p> <p>Corrective Action: Staff at LaPointe Elementary School that is responsible for serving and determining reimbursable meals attend training on OVS. Please submit details regarding <u>when</u> and <u>where</u> the training was held, <u>who</u> attended, and <u>how</u> the training was conducted. Submit a sign in sheet with individual's names and their signatures.</p>
Site Name	La Pointe El
Form Name	Offer vs Serve (500-502)
Question #	502
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Signage must be posted in a visible area near the meal service lane for students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal.</p> <ul style="list-style-type: none"> ·Lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination.

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	<p>·Breakfast signage must list the three components and the four items offered and must communicate to students that under Offer versus Serve (OVS), they must select at least three food items, one of which must be at least ½ cup of fruit and/or vegetable, or a combination.</p> <p>Finding: Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal. Signage must be posted in the LaPointe meal service area visible to students that indicates the offered items or components in each meal and tells students what they must select in order to make a reimbursable meal. Signage should inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on the DPI SNT Signage webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage).</p> <p>Corrective Action: Submit pictures of completed signage posted near the lunch and breakfast service line.</p>
Site Name	La Pointe El
Form Name	Civil Rights (811-812)
Question #	811
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The current nondiscrimination “And Justice for All” poster is not located in the meal service area and/or not visible to students at La Pointe Elementary (FNS Instruction 113).</p> <p>Corrective Action: Hang the USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Provide a statement or image of how this requirement will be met.</p>
Site Name	La Pointe El
Form Name	SFA On-Site Monitoring (901 - 904)
Question #	901
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not meet self-administered on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8. Note that this is the responsibility of the SFA and not the meal vendor at La Pointe Elementary.</p> <p>Corrective Action 1: Complete required onsite monitoring in NSLP and SBP at all sites for the 24/25 school year in September and upload into SNACS. If any corrective actions are found during the self-administered on-site monitoring, complete the corrective actions within 45 days of the initial on-site assessment and upload the follow-up monitoring form indicating those were observed as corrected.</p> <p>Corrective Action 2: Submit a plan on how onsite monitoring will be completed for each school's NSLP and SBP programs before February 1st moving forward and the position responsible for completing this.</p>
Site Name	La Pointe El
Form Name	Food Safety, Storage and Buy American (1404-1411)

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Question #	1406
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The most recent food safety inspection report for La Pointe Elementary was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.</p>
Site Name	La Pointe El
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1411
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).</p> <p>The following information must be recorded on a Buy American Non-Compliant Product List:</p> <ul style="list-style-type: none"> · Date · Name of product · Country of origin · Reason · Cost analysis · Seasonality · Availability · Substitution · Distribution · Other <p>A suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/procurement/buy-american).</p> <p>Finding: The LaPointe Elementary School had very little on site storage. The state agency (SA) was unable to obtain access to the vendors production kitchen where meals were prepared and review stored items for Buy American compliance. The SA is unclear if the provision has been complied with, as no documentation was provided.</p> <p>Corrective Action: Begin tracking non-domestic products, which may include Buy American information from the vendor or distributor's website. If no country of origin is identified on the label, then the vendor/SFA must get documentation/ certification from the distributor or supplier. Provide a copy of the form(s) that will be used and include any noncompliant products.</p>
Site Name	Bayfield El
Form Name	Wisconsin School Day Milk Program

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Question #	1
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA is not operating the Wisconsin School Day Milk Program (WSDMP) as indicated on Schedule A of the School Nutrition contract. In particular, milk is often taken to a classroom and kept in an unmonitored mini-fridge to distribute at an undefined time for milk break. There is no food safety plan for milks that are not served immediately or are returned to food service.</p> <p>Corrective Action: Develop distribution procedures for milk served in WSDMP. Best practice is for students to select their own milk carton from a cooler at the POS. Submit a statement describing the SFA's revised procedures to ensure the safety of the milk served in this program. See the TA section of this report for further program requirements.</p>
Site Name	Bayfield EI
Form Name	Wisconsin School Day Milk Program
Question #	4
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Milks are being claimed based on attendance counts or counts taken at other times in the school day rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>Corrective Action 1: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved point of service.</p> <p>Corrective Action 2: Provide 30 days of WSDMP counts with the corrected counting system. Upload in SNACS.</p> <p>Corrective Action 3: Retrain staff on the new POS procedures. Upload documentation to support the training that was completed and staff sign in sheet into SNACS.</p>
Site Name	Bayfield EI
Form Name	Wisconsin School Day Milk Program
Question #	6
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Juice is not offered as a substitute for milk for any student in the Wisconsin School Day Milk Program (WSDMP) that has a allergy, metabolic disorder or other condition that prohibits him/her from drinking milk. Parents/guardians are not aware that they can require this substitution.</p> <p>Corrective Action: Provide a statement of understanding that juice is the only substitute for milk that can be claimed for reimbursement under the WSDMP when a student has an allergy, metabolic disorder or other condition that prohibits him/her from drinking milk and the parent/guardian has made the request for substitution. No other milk substitute or alternative can be claimed for reimbursement in this program.</p>

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Site Name	Bayfield EI
Form Name	Afterschool Snack Program
Question #	4
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Afterschool Snack counts were incorrectly counted and claimed. Program attendance marked on a student roster was used as a snack count. Counts were not taken at the POS. Sales were entered into individual student accounts at a later time. Students attending other afterschool activities were given a snack but not counted. Original count documents were not retained by the SFA. (7 CFR 210.10).</p> <p>Corrective Action: Correct the POS procedures for SY24/25. Then upload 30 consecutive operating days of corrected Afterschool Snack counts. DPI will recalculate all SY 23/24 ASP claims after corrected counts are received.</p>
Site Name	Bayfield EI
Form Name	Afterschool Snack Program
Question #	6
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding 1: Snacks provided for the Afterschool Snack Program were not offered in the minimum portion sizes. Production records did not indicate the serving size, the specific items (listing "fruit" rather than "diced peaches"), the number of snacks prepared, nor the number of snacks leftover. Finding 2: ASP operator was not aware of the meal pattern, nor of the requirement that a student take both offered components of a snack in order to claim the snack for reimbursement.</p> <p>Corrective Action 1: Have both the FSD and the program operator and POS person, review the Afterschool Snack e-learning module located at https://media.dpi.wi.gov/school-nutrition/afterschool-snack-program/index.html#/lessons/cKz5V7LBwbA_AB5r0AVdIfvPinYStrrD and upload proof of completion for each person into SNACS.</p> <p>Corrective Action 2: Correct the Afterschool Snack menu, and production records to reflect that the actual serving portion sizes meet the minimum portion sizes required for each item per the meal pattern. Submit two weeks of completed production records after ASP-AE service resumes in SY24/25.</p>
Site Name	Bayfield EI
Form Name	Afterschool Snack Program
Question #	7
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: This was a finding on the previous SY17/18 AR. The Afterschool Snack onsite monitoring was not completed within the required timeframes. (7 CFR 210.9)</p>

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Corrective Action1: Immediately conduct onsite monitoring for this program at Bayfield EI prior to the end of the school year. Upload the completed form to SNACS. **Corrective Action 2:** Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at; once during the first four weeks of the program plus one additional time during the program year.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
06/02/2024	5073		Administrative Review		FSD			
Comments								
<p>With regards to the vendor for lunch meals at LaPointe Elementary School, the crediting documentation requirement is outlined in the vended meals agreement template, part B.3.d. :“The Vendor Agrees to maintain full and accurate records that document providing the SFA with daily production/transport sheets indicating how menu items contribute to meal pattern requirements and supporting documentation for contribution.” Food served in USDA School Meals Programs must have proper crediting documentation. Documentation may include the USDA Food Buying Guide (FBG), Child Nutrition (CN) labels, product formulation statements (PFS), or USDA Product Information Sheets. When purchasing food from a grocery store, CN labels, PFS, and USDA Product Information Sheets are not available. Only foods listed in the FBG can be purchased and credited when shopping at a grocery store. Ingredient documentation clearly outlining dietary specifications (calories, saturated fat, sodium) information must be available onsite where meals are served, even if meals are prepared offsite.</p>								
06/02/2024	5072		Administrative Review		FSD			
Comments								
<p>The Bayfield School District has very nice monthly menus for families and the website. However, the printed menu should list all components included with the reimbursable meal. Currently, milk is not listed on the breakfast or lunch menus. It may either be listed daily or may be listed in one place on the menu and include a statement that states that milk (example: a variety of milk, 1% and skim, flavored and plain.) is offered daily as part of the reimbursable meal.</p>								
06/02/2024	5071		Administrative Review		FSD			
Comments								
<p>Bayfield School District provided production records for their schools, while the rest of the school district was not being reviewed for meal compliance, it was noted that the garden bar production records were missing required information. Garden Bar production records need to and must have a planned serving size. The menu planner must have a planned serving size for each item offered and it must be communicated to the students. On-site signage posted on the salad bar was noted, however it may need updated.</p>								
06/02/2024	5082		Administrative Review		SFA			
Comments								
<p>If multiple grades have access to beverage vending machines, products must meet Smart Snacks standards for the youngest grade group. For example, if a beverage vending machine is available to 6-12th graders, beverages must meet Smart Snacks standards for the 6-8 grade group. Therefore, items like caffeinated, low-calorie (=5 kcal/fluid oz.) flat or carbonated, or no-calorie beverages (<5 kcal/8 fluid oz; =10 kcal/20 fluid oz.) flat or carbonated beverages are not allowable. Another option is to</p>								

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Bayfield School District

have vending machines on timers, off during the school day (defined by the USDA as midnight to 30 minutes after the last academic period has ended), then the machine could be on after school, nights and weekends. More information can be found on the DPI SNT [Smart Snacks](https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks) webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks>). Because schools agree to comply with the regulations set forth by USDA when they choose to participate in the USDA School Meals Programs, willful noncompliance of regulations can result in the loss of federal funding.

05/08/2024	5081		Administrative Review		FSD, AR, Accounting			
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Comments

The SFA is giving away and selling non-program foods in many different ways, some intentional and some unintentional. All these foods are purchased using Fund 50. While the CA provided in this report instructs how to address this in accounting to be in compliance with program requirements, the SFA should also consider whether this is best practice. Providing a large quantity of meals to employees at a discounted rate, and often at no charge, providing milk free to all students, providing the snack of fresh fruits and vegetables to students even after FFVP annual program funds have been used, providing any part of afterschool snacks to any student who asks and then not being able to claim those snacks as served for reimbursement; all these practices can lead to the devaluing of food or food programs within your SFA, uncontrolled food safety, the sharing or distributing of food at times or in ways the administration is not aware of, inconsistent reporting, and a food service program running a large deficit. Certainly, this causes additional accounting hours. Please continue to consider how these well-intended practices balance with the students' other needs and the community's needs.

05/08/2024	5080		Administrative Review		AR, FSD and Superintendent			
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Comments

To further develop your Local Wellness Policy consider this In a Nutshell document: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-nutshell.pdf> To ensure that your policy contains all the required elements use our Local Wellness Policy checklist: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf> And to prepare for your next Triennial Assessment use the LWP Report Card: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/local-wellness-policy-report-card-with-instructions.docx>

05/08/2024	5079		Administrative Review		FSD, Accounting, AR			
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Comments

Wisconsin School Day Milk Program - In order to have an accurate POS in this program it is recommended that all those recording milks counts (whether in the classroom or at the cafeteria POS, and at all sites where the milk break is served) review the WSDMP e-learning module found in the SNT online learning library: <https://media.dpi.wi.gov/school-nutrition/wisconsin-school-day-milk-program/index.html#/> Both the FSD and the AR should make sure to read the WSDMP Permanent Agreement found in your online contract before agreeing to participate in the program for SY 24/25. Or view it here: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/wsdmp-permanent-agreement.pdf> For help with calculating the weighted daily average in preparation for the annual WSDMP claim use our Annual Claim Calculator: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/wsdmp-annual-claim-calculator.xlsx> You simply input the monthly per carton cost and the tool calculates the weighted average for you.