

Administrative Review Report

Oak Creek-Franklin School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2022	11/16/2022
On-Site Review	12/13/2022	12/15/2022
Site Selection Worksheet	11/01/2022	11/15/2022
Entrance Conference	12/13/2022	12/13/2022
Exit Conference	12/15/2022	12/15/2022

Commendations:

Thank-you to the Oak Creek-Franklin School District for all of their cooperation in helping us complete the Administrative Review. The Authorized Rep and Food Service Director were very kind and respectful to us during our visit there. All staff were especially helpful in answering our questions as we progressed through the review. The staff at both schools were very well versed in knowing the requirements of USDA in the NSLP. In observing the meal programs at both schools, we were impressed at the knowledge they each had concerning the meal programs. And each of them were so kind to the children as well. We sincerely appreciate all of your cooperation, and documentation sent ahead of time. Thank-you to the staff at both Meadowview and Cedar Hills Elementary schools and also the FSD and Authorized Rep. We enjoyed our visit and are happy to say you are doing a great job in promoting the NSLP programs!.

Recommendations:

Keep up the good work you are doing with training of staff, and all the wonderful things you are doing with the meals. The students are loving it, and we were so happy to see great signage, and smiling faces! Thank-you so much! As always, if you have questions at any time, please contact us.

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	106	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 12/14/2022 01:30 PM	Finding: In determining applications as they come in, there are two persons who do this. It was found that three applications were not complete. The determinations were correct, however, one had no parent listed in the HH box. The second one had only 9 digits listed for the Case number and was not followed up on before the determination. The third had a case number listed, but no program name. The business mgr. called all three families and corrected the applications. This was done on-site. CA: Please submit a statement saying you understand how to determine applications correctly, and going forward will check any applications that are determined by another person helping you.
	CAP Submitted 12/20/2022 09:51 AM	We understand that all applications must be complete and going forward will make sure all applications are complete and if necessary follow up with families to get the necessary information to ensure they are complete before processing them. We do understand how to determine applications correctly. Applications by the other determiner will be double checked for completeness.
	CAP Accepted 01/04/2023 10:57 AM	CAP Accepted
Site Name		
Form Name	SFA On-Site Monitoring (900)	
Question #	900	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 12/14/2022 09:49 AM	Finding: The School Food Service Director is new and was unaware of the On-Site Monitoring requirement. However, he is very hands on, and travels to all his schools frequently. He was given the link to the forms, and has completed them on-site. No further action is needed.
	CAP Submitted 12/15/2022 01:50 PM	Per the above notes from the Reviewer, no further action is needed.
	CAP Accepted 12/15/2022 01:50 PM	CAP Accepted
Site Name	Cedar Hills EI	
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	Flagged 12/14/2022 01:32 PM	Finding: At both sites, 4 oz. plastic portion cups were used to hold fruit (pineapple at Meadowview lunch on 12/13 and peaches at Cedar Hills Elementary breakfast on 12/14). Several cups looked like they were short of 1/2 cup of fruit. Corrective Action: Submit a statement indicating a plan of action for removal of the 4 oz. portion cups and alternate plan for serving fruit at breakfast and lunch. This could be attained by purchasing larger portion cups to ensure that 1/2 cup fruit fits inside or all fruit could be served with a spoodle.
Site Name	Cedar Hills EI	

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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 12/14/2022 01:15 PM</p>	<p>Finding: For both Meadowview and Cedar Hills, the condiments were not listed daily on production records during the week of review and days of onsite. 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). Corrective Action: Submit your plan of action for documenting condiments in the future and upload one production record from each site as an example.</p>
Site Name	Cedar Hills 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 12/14/2022 01:07 PM</p>	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient and should be site specific. The following recipes lacked information that was specific to the Oak Creek-Franklin operations: Beefy Nachos & Sloppy Joes : both recipes did not have the option to use 85/15 ground beef, which was provided as the ground beef documentation for Oak Creek-Franklin. Beefy Nachos: The recipe states that there should only be 1.6 oz of tortilla chips provided, which would provide 1.5 oz eq grains but the crediting at the bottom states that this recipe provides 2.0 oz eq grains. Either the serving size or the crediting should be updated. Chef Salad: Hormel Ham and Turkey were not listed as options for the drop down deli meats. The 1 oz BRAND dinner roll was also not an option as the grain. This in turn, changed the crediting of this salad. Corrective Action: Submit updated standardized recipes for the Beefy Nachos, Sloppy Joes and the Chef Salad. Be sure to include all requirements of a standardized recipe that are site specific. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
Site Name	Cedar Hills EI	
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>Flagged 12/14/2022 10:03 AM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Ardmore Farms Juice (Brazil, Belize, Mexico, Costa Rica) Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic product. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american)</p>
Site Name	Meadowview EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged	Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Ardmore Farms Juice (Brazil, Belize, Mexico, Costa Rica) Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic product . Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).
	12/14/2022 09:08 AM	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/15/2022	2616	700	Administrative Review	ALL	Authorized Rep			
Comments								
							Created By	Created Date
Strong TA was given to add labor costs to the Annual Financial Report going forward. The Authorized Rep does the AFR, and explained to me how he viewed things from last school year with free meals. I explained there still is labor involved. It needs to be listed for breakfast and lunch. He is fully aware and know how to complete the AFR, and will do so going forward.								12/20/2022 8:42:40 AM
12/14/2022	2591		Administrative Review		FSD			
Comments								
							Created By	Created Date
During lunch at Cedar Hills Elementary, the students had little oversight when getting food off of the salad bar. Several students took very large portions of apples while others were seen touching food and then putting it back on the salad bar. There were also 2 non reimbursable meals due to students not taking sufficient quantities of the fruit and vegetables. It is recommended that salad bars for elementary students are monitored.								12/14/2022 1:47:30 PM
12/14/2022	2590		Administrative Review		FSD			
Comments								
							Created By	Created Date
Because the apples on the salad bar were being used to meet the daily fruit requirement at lunch on 12/14 at Cedar Hills Elementary, portion sizes of at least 1/2 cup each should be clearly communicated to students with signage. Currently, the signage states that a student needs to take 1/2 of a whole apple to get 1/2 cup of fruit, but the apples come in slices so the number of slices should be indicated. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).								12/14/2022 1:41:47 PM
12/14/2022	2583	800	Administrative Review	ALL				
Comments								
							Created By	Created Date
A friendly reminder to always check the Non-Discrimination statement on the DPI website for any updates each new school year. Use this statement on all program materials for Food Service going out to families.								12/14/2022 9:04:40 AM
12/14/2022	2602		Administrative Review		FSD			
Comments								
							Created By	Created Date
Be specific on production records about the identity, brand, portion size, and description of items served. On the production records for the week of review, "Tony's pizza" was listed even though Nardone's pizza ended up being served. Even substitutions should be clearly listed on the production record.								12/15/2022 8:28:24 AM
12/14/2022	2601		Administrative Review		FSD			
Comments								
							Created By	Created Date
Offer versus Serve (OVS) at breakfast requires students to select at least three food items (one must be a 1/2 cup fruit and/or vegetable) in order to be claimed as a reimbursable meal. During meal service it was observed that the pre-bagged breakfast bags did not include the 1/2 cup fruit. For ease and to assure that students receive a reimbursable breakfast by grabbing a breakfast bag, it is recommended that one fruit item in the								12/15/2022 8:24:59 AM

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amount of 1/2 cup be placed in the breakfast bags. Other choices and milk may still be left out to continue OVS. Find more information and staff training resources on our Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).			
12/13/2022	2589	Administrative Review	FSD
Comments		Created By	Created Date
Condiment usage is not monitored nor are portion sizes communicated to students. Please monitor your school's condiment usage and communicate appropriate portion sizes to students, as condiments can be a significant source of calories, saturated fat, and sodium. This could be accomplished by moving the condiments to the serving line or having a staff member monitor the condiment station.			12/14/2022 1:20:47 PM