

# Administrative Review Report

Shorewood School District

## Commendations:

Our sincere thanks to the entire staff of Shorewood School District. Everyone was very welcoming! We appreciate your time and efforts spent preparing for and participating in the administrative review. This made the review a very smooth process.

The food service staff maintain a very pleasant environment. They have friendly smiles for the students, greet them by name., and work together like a well-oiled machine!

Awesome job and thank you for what you do for kids!

## Recommendations:

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 is offering School Nutrition Summer Training (SNST) 2023 in Wausau, Waukesha, and virtually. Find more information on these training opportunities on the [DPI School Nutrition Training webpage](#).

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 06:32 PM	<p><b>Finding:</b> The SFA does have an Unpaid Meal Charge Policy. However, the policy was not distributed to all households. This must be done annually (SP 46-2016).</p> <p><b>CA:</b> Provide a statement of how households will be notified annually beginning in the 2023-24 school year and going forward.</p>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 06:09 PM	<p><b>Finding:</b> One student with a lunch from home, took milk but skipped the POS and therefore, was not charged.</p> <p><b>CA:</b> Ensure students and school staff that monitor the lunch line/cafeteria are trained on the procedure for purchasing milk only. Provide a statement that training was completed.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 05:20 PM	<p>All School Food Authorities (SFAs) are required to distribute a Public Release before the start of the school year to inform the community that free and reduced priced meals are available to eligible students.</p> <p>SFAs should attempt to send the public release to the following:</p> <ul style="list-style-type: none"> <li>• local media</li> <li>• grassroots organizations</li> <li>• major employers contemplating or experiencing large layoffs</li> </ul>

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		<ul style="list-style-type: none"> <li>local unemployment office</li> </ul> <p><b>CA:</b> Provide a statement that the public release will be published for the 2023-24 school year and provide the names of 3 organizations that the public release will be sent to.</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>Flagged</p> <p>02/14/2023 05:33 PM</p>	<p><b>Finding:</b> Civil Rights training is required yearly, for all staff with duties related to the child nutrition programs (FNS Instruction 113-1). Authorized Representative Heather H. and Determining Official Iris B. did not complete USDA Civil Rights Training.</p> <p><b>CA:</b> Complete the USDA Civil Rights Training (webcast or PowerPoint) found on the DPI website. Provide a statement that Heather H. and Iris B. completed the training and include the date the training was completed.</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>Flagged</p> <p>02/14/2023 05:25 PM</p>	<p><b>Finding:</b> Current Local Wellness Policy (LWP) does not include all the required content listed in the Local Wellness Policy Checklist on the DPI School Nutrition Team Website. However, the SFA is currently revising their Local Wellness Policy to better align with their wellness goals. TA was provided on developing the policy.</p> <p><b>CA:</b> Provide a timeline for when the policy will be completed and posted publicly. Include the name(s) and title(s) of the district representative(s) that will ensure compliance.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 02/14/2023 05:41 PM	<p><b>Finding:</b> The SFA did not inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). SFAs can inform families of summer meals by promoting the following methods:</p> <ul style="list-style-type: none"> <li>· Promotion of the Summer Meals Locator on the DPI Summer Meals webpage</li> <li>· Promotion of calling 211 to locate meals in the area</li> <li>· Promotion of the ability to text 'food' (in English or Spanish) to 304-304</li> <li>· Promotion of visiting the Summer Food Service Program webpage.</li> </ul> <p><b>CA:</b> Provide a statement describing how households will be informed about the availability of SFSP for the 2023 summer and going forward. Please include the method and timeframe of communication.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/14/2023 07:10 PM	<p><b>Finding 1:</b> All programs for fee waivers were listed on one line of the Sharing of Information form. Detailed consent must be obtained which allows families to choose which fees they wish to consent to. Find the Sharing of Information template on the Free and Reduced webpage.</p> <p><b>CA 1:</b> Revise the current Sharing of Information form to list program fees separately. Upload the new form to SNACS. This should include the 2022 Non-Discrimination Statement.</p> <p><b>Finding 2:</b> Disclosure Agreement forms are not on file for persons receiving eligibility information for non-program purposes such as fee waivers. Find the Disclosure of Free and Reduced-Price Information template on the Free and Reduced webpage.</p> <p><b>CA 2:</b> Upload the signed Disclosure of Free and Reduced-Price Information forms in SNACS for anyone receiving eligibility information for non-program purposes.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		

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<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 02/14/2023 05:04 PM	<p><b>Finding:</b> The price charged in electronic POS for reduced price lunches does not match the current approved contract.</p> <p><b>CA:</b> Either update the POS system to \$.40 for a reduced-price lunch OR update the school nutrition contract to \$.30 for a reduced-price lunch. Provide a statement indicating which option was chosen and that it has been completed.</p>
	CAP Submitted 02/15/2023 09:22 AM	<p>This has been corrected and was changed in infinite campus to match the contract .40 reduced lunch cost.</p> <p>CA ACCEPTED. NO FURTHER ACTION REQUIRED.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 03:58 PM	<p><b>Finding:</b> The correct Non-Discrimination Statement (NDS) was not used on all program materials. In addition, the USDA NDS is not on the food service portion of the Shorewood School District website.</p> <p><b>CA 1:</b> Update the NDS on school board policies 8000, 8500, 8531 on the website to the 2022 USDA NDS. Upload the corrected policies in SNACS.</p> <p><b>CA 2:</b> Correct the NDS on the "We must check" verification letters by removing the first paragraph that begins with "The Richard B. Russell National School Lunch Act..." Upload the corrected letters in SNACS.</p> <p><b>CA 3:</b> Post the 2022 NDS (or a link) to the food service portion of the Shorewood School District website. Indicate in SNACS when this has been added to the webpage.</p>
<b>Site Name</b>		
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 04:45 PM	<p><b>Finding:</b> The food safety plan observed at Atwater EL was not site specific and contained non-applicable SOPs.</p>

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		<b>CA:</b> Remove non-applicable SOPs from the food safety plan at each participating school in the SFA. Provide a statement that this has been completed.
<b>Site Name</b>	Atwater	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	401	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/15/2023 11:50 AM	<p><b>Finding:</b> Three non-reimbursable meals were observed at Atwater Elementary School during lunch meal service on February 14, 2023. The meals did not contain the required ½ cup fruit, vegetable, or combination under Offer versus Serve.</p> <p><b>Corrective Action:</b> Submit a statement which indicates understanding that students must select three full components, one of which is ½ cup fruit, vegetable, or combination, under Offer versus Serve. Additionally, in this statement explain how this error will be corrected and avoided in the future.</p>
<b>Site Name</b>	Atwater	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	411	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/15/2023 11:48 AM	<p><b>Finding:</b> The printed menu should list all components included with the reimbursable meal. Currently, there is no breakfast menu. Food items should be listed on the menu including grains and meat/meat alternates, fruit, and milk. Grain items may either be listed daily or in one place on the menu and include a statement that a variety of grain items are offered daily as part of the reimbursable meal. The different fruit selections should be listed daily. Milk choices must be written in daily or with a statement on the menu listing the different choices or that there is a Choice of Milk daily.</p> <p><b>Corrective Action:</b> Submit a copy of the newly created breakfast menu.</p> <p>Corrected On-Site. NO FURTHER ACTION REQUIRED.</p>
<b>Site Name</b>	Atwater	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	431	

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TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/15/2023 11:47 AM</p>	<p><b>Finding:</b> The amount of food items offered/leftover daily, the amount of milk offered/leftover daily, the amount of condiments offered/leftover daily were never filled out on the production records during the week of review. During the day of review, items were being served that were not recorded on the production record.</p> <p>Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf</a>).</p> <p><b>Corrective Action:</b> Submit one full week of completed production records, for both breakfast and lunch, including the amount of foods offered/leftover, amount of milk offered/leftover and amount of condiments offered/leftover recorded daily. All items being served must be on production record including special dietary needs items and extra entrée options. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Atwater	
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 02/15/2023 11:43 AM</p>	<p><b>Finding:</b> Some recipes used during the review week/day of review lacked pieces of information necessary for standardized recipes. This is needed for menu planning to ensure that the portions offered are actually what is intended. Please use our Standardized Recipes webpage to aid in this process (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>).</p> <p>There is a Standardized Recipe Checklist to include all parts of a standardized recipe, calculators to assist with nutrient analysis, and a template to organize the information (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf</a>).</p> <p><b>Corrective Action:</b> For the cheeseburger, grilled cheese and popcorn chicken salad recipe please revise with what your operation is actually doing (such as eliminating</p>

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		preparation/cooking methods not used and adding the grain product to the popcorn chicken salad recipe) and submit.
Site Name	Atwater	
Form Name	Offer vs Serve (500-502)	
Question #	501	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/15/2023 11:52 AM</p>	<p><b>Finding:</b> Food service staff were unclear about the Offer versus Serve (OVS) requirements for lunch and breakfast. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a>). The Meal Pattern e-learning resources may also be helpful (<a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns:~:text=Policy-,Meal%20Patterns,-Title%20/%20Description">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns:~:text=Policy-,Meal%20Patterns,-Title%20/%20Description</a>).</p> <p><b>Corrective Action:</b> Have staff responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
Site Name	Atwater	
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	<p>Flagged 02/14/2023 04:53 PM</p>	<p><b>Finding:</b> Temperatures on several coolers/freezers had the same temperature listed each day. When comparing the actual temp with the recorded temp it was clear the temperatures are not recorded accurately.</p> <p><b>CA:</b> Re-train staff to take and record actual temperatures. Provide a statement indicating the training has been completed.</p>
<b>Technical Assistance Entries:</b>		
<b>Comments</b>		
Rice Krispies Treats were one of the breakfast entrees offered during the review week and on the day of review. While these are similar to cereal bars, they are typically considered to be treats or desserts and are not encouraged as a breakfast entrée. Consider serving something else such as plain Rice Krispies cereal or other ready to eat cereals, or a different grain item more suitable as a breakfast entrée.		



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## Comments

The lunch menu includes inaccurate information regarding breakfast on it. It is recommended that any information that is not correct is eliminated and updated with what is currently being offered for breakfast meal service.

## Comments

Breakfast signage was posted; however, it did not specify how to count each food item, nor did it communicate what students need to select in order to have a reimbursable meal. Reminder, the menu planner must determine in advance whether items crediting as 2 oz eq. count as one or two food items.

## Comments

Continue tracking SCA Funds. Add SCA funds of \$52,501 received from rounds 2 and 3 to the tracker. You may track fruits and vegetables (canned, frozen, fresh) in addition to milk. Ask Aramark approximately what portion of the meal price is for fruits and vegetables and multiply by the number of meals served each month.

## Comments

The Special Dietary Accommodation procedures are compliant. However, it is recommended to post the DPI Special Dietary Needs Policy on the food service section of the Shorewood School District's website so it is clear to both families and staff how and when families can request a meal accommodation. A Special Dietary Needs Policy Template is available on the Special Dietary Needs section of the DPI School Nutrition website.

## Comments

The current complaint procedure is compliant; however, it is recommended to post the DPI Civil Rights Policy on the Shorewood School Nutrition section of the district website. A DPI Civil Rights policy template can be found in the civil rights section of the DPI School Nutrition Website.

## Comments

DPI does not allow the annual assigned indirect cost rate to be applied to the nonprofit food service account. For both public and private schools in Wisconsin, any indirect type costs assessed to food service must be supported with documentation. Examples of supporting documentation for costs assessed to the nonprofit food service account could include:

- o Rent – consultation with knowledgeable resource person on appropriate charges per facility (i.e., local reality broker who has knowledge of current rates for rent of similar facilities).
- o Utility charges - separately metered or current usage study by the local utility company.
- o Labor expenditures – a time study based on actual amount of time worked specifically for the purpose of school food service.
- o Printing/publishing – documentation of actual costs or documentation to support how these costs were prorated from the district's total costs, based on volume.
- o Waste disposal services, extermination services, and laundry services - documentation of actual costs or documentation to support how these costs were prorated from the district's total. These can often be billed separately.

## Comments

For salad bar items that are not pre-portioned, and students are required to select the specific quantity, signage should be available to notify students the portion size/quantity they are required to take of the item (Example: 2 Mandarin Oranges = 1/2 cup Fruit).

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## Comments

Any changes to the planned menu must be documented on the production record. A substitution should be a food that credits comparably to the original planned item, have a similar nutrition profile, and belong to the same vegetable subgroup (when applicable) to the extent practicable.

## Comments

There is a discrepancy between the production records and recipe for the Ham Sub Sandwich since the Ham Sub Sandwich recipe contains zero vegetables however the production record is crediting vegetables for this entrée. It is recommended to revise either the recipe or production record, so it matches and is correct.