

# Administrative Review Report

Destiny High School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/18/2023	01/25/2024
On-Site Review	02/20/2024	02/21/2024
Site Selection Worksheet	12/18/2023	12/18/2023
Entrance Conference	02/20/2024	02/21/2024
Exit Conference	02/27/2024	02/27/2024

Commendations:

Thank you to the Destiny HS, staff for such a warm welcome. Also, thank you to the FSD and the kitchen staff for asking for guidance on how to make the program the best it can be. Thank you for all that you do for the students of Destiny Highschool.

Recommendations:

Those involved with USDA School Meal Programs are encouraged to attend Wisconsin Department of Public Instruction (DPI) trainings. These are offered in the summer and select other times throughout the year. The classes provide an overview of all areas of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. More information can be found on the Training webpage (<https://dpi.wi.gov/school-nutrition/training>). Additionally, webcasts and self-guided e-learning courses are available in the Online Learning Library (<https://dpi.wi.gov/school-nutrition/training/online-learning>). Members of the School Nutrition Team (SNT) are also available for technical assistance any time throughout the year. A complete list of DPI SNT staff can be found on our website (<https://dpi.wi.gov/school-nutrition/directory>). Also attaching the [Calendar of Requirements](#) to ensure deadlines are met.

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	777	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/21/2024 09:17 AM	<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed to receive the funds. The SFA is not aware of what the funds can be spent on, and/or the funds are not being tracked separately.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent. Upload updated tracker into SNACS</p>
<b>Site Name</b>		
<b>Form Name</b>	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
<b>Question #</b>	1600	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 02/21/2024 09:13 AM	<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 throughout the year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12).</p> <p>Corrective Action: 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. Upload this into SNACS</p>
<b>Site Name</b>		
<b>Form Name</b>	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
<b>Question #</b>	1601	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 02/21/2024 09:13 AM	<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>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. Upload this statement into SNACS</p>
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1212	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged 02/20/2024 05:09 PM	<p>Finding: The Food Service Director was hired after July 1, 2015 and does not meet the Professional Standards hiring requirements for this SFA (7 CFR 210.30(b)(1)).</p> <p>Corrective Action 1: Review the Professional Standards hiring requirements on the School Nutrition Team website (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-in-a-nutshell.pdf</a>) and submit a statement of understanding of the hiring requirements for your SFA. Corrective Action 2: Complete the Professional Standards Exemption form that was emailed on 2/20/2024 and submit to Karrie Isaacson at karrie.isaacson@dpi.wi.gov for review.</p>
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1214	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/20/2024 05:13 PM	<p>Finding: The Food Service Director did not complete the 12 hours of annual continuing education/training for the current school year and was unable to provide a training plan on how this will be met (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for how the 12 hours of continuing education/training will be met for the current school year to be completed by May 1, 2024. Please upload Training Plan into SNACS</p>
<b>Site Name</b>	Destiny High	
<b>Form Name</b>	Meal Counting and Claiming - Review Period (322-325)	
<b>Question #</b>	325	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/21/2024 06:30 AM	<p>Finding: The 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. FSD was counting extra entrees into total number of meals claimed.</p> <p>Corrective Action: Upload monthly edit checks for breakfast and lunch for February into SNACS.</p>
	Flagged 02/21/2024 12:52 PM	<p>Finding: The 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>Corrective Action: Upload monthly edit checks for breakfast and lunch for September thru December into SNACS.</p>
<b>Site Name</b>	Destiny High	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	500	
<b>TA Log #</b>	No TA Log# found	

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<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/26/2024 06:36 PM</p>	<p>During lunch meal service it was observed that all plates were pre plated for speed and efficiency. However, OVS is required at the 9-12 grade level and pre-plating did not help with the efficiency of service. After the first of three lunch periods, the NPC and PHN discussed with the school nutrition professionals serving in the kitchen, way to speed service up and increase OVS. The second and third periods were much more efficient.</p> <p>Finding : Food service staff were unclear about the Offer versus Serve (OVS) requirements for lunch. Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements. 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.</p> <p>Corrective Action : 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>
<b>Site Name</b>	Destiny High	
<b>Form Name</b>	Dietary Specifications and Nutrient Analysis (603-605)	
<b>Question #</b>	603	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/21/2024 09:55 AM</p>	<p>Finding: The SFA doesn't not have written procedures in place to notify households how to request a meal modification for students with special dietary accommodations. Corrective Action: Provide a timeline for when a Special Dietary Needs procedure will be put into place. Provide the name and title of the SFA representative that will ensure compliance. It is recommended that the SFA utilizes the Special Dietary Needs policy template. <a href="https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs">https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs</a> Upload into SNACS</p>
<b>Site Name</b>	Destiny High	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1407	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 02/21/2024 06:49 AM</p>	<p>Finding: No current Employee Reporting Agreements were available for 23-24 SY Corrective action: Upload signed and dated Employee Agreement form for both the FSD and the kitchen manager into SNACS</p>
<b>Site Name</b>	Destiny High	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1409	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/21/2024 06:44 AM	<p>Finding: SFAs are required to ensure that facilities for the handling, storage, and distribution of purchased foods are properly safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)). It was noted that there was no temperature log was provided for the milk cooler</p> <p>Corrective Action: Provide a corrective action plan to ensure that all facilities that store food intended for school meals is safeguarded spoilage.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Please have POS staff take Offer Versus Serve Classes. Please update tracker log once hours are complete								2/20/2024 5:25:00 PM
02/20/2024	4314	1213	Administrative Review	ALL	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
It is recommended that the full-time food service staff obtains a food safety certification.								2/20/2024 3:54:51 PM
02/20/2024	4326	811	Administrative Review	Destiny High	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Complete Civil Rights Training at the beginning of the year.								2/22/2024 3:00:10 PM
02/20/2024	4325	1502	Administrative Review	Destiny High	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Please refer to CEP Calendar of Requirements <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/calendar-of-requirements-cep.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/calendar-of-requirements-cep.pdf</a> to ensure deadlines are met.								2/22/2024 2:28:29 PM
02/20/2024	4316	314	Administrative Review	ALL	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Remove unpaid meal policy from website as it may be confusing and is irrelevant. If extra entrees or extra milks are sold, that policy will need to be in place.								2/21/2024 10:02:59 AM
02/20/2024	4337	317	Administrative Review	Destiny High	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Encourage the FSD to ask students what they would like to see served at breakfast. The breakfast counts are very low. Encourage MCFI to send more heat and serve items such as mini pancakes, waffles, cinni minis etc. The staff has time and there is a kitchen to warm the items. Use up products on hand prior to ordering more.								2/27/2024 6:09:17 AM
02/20/2024	4336	501	Administrative Review	Destiny High	FSD			LaDonna
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
It was observed the last student received their meal with less than 4 minutes to eat. Encourage the students to take some of the offerings themselves such as whole fruit, vegetables etc. Also use the POS staff to help with any condiments, milk etc.								2/27/2024 6:03:08 AM

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