

# Administrative Review Report

Kimberly Area School District

## Commendations:

Thank you to all staff at Kimberly Area School District for the warm welcome and cooperation during this Administrative Review (AR). A special thanks to the Food Service Director for their great organizational skills which helped expedited this AR and for their creativity to bring fun events into the cafeteria like Dr Suess Day (green eggs and ham). All standardized recipes, production records, and crediting documentation were well-organized, easily accessible, and lead to easy-to-follow plans for nutrition staff.

In addition, thank you to the school nutrition professionals who brought infectious energy into the cafeteria. At both Janssen and Mapleview Intermediate the energy was high, and it was amazing to see how much the students responded to that energy and how much they love their school nutrition professionals. Lastly, thank you to the administrative staff for supporting such a great school nutrition program.

## Recommendations:

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 will offer School Nutrition Summer Training online and in person in 2023. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin [DPI School Nutrition GOALS Training Webpage](#).

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## Findings and Corrective Action:

<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>Corrective Action History</b>		<p><u>Finding:</u> On the Annual Financial Report, the revenues and expenses did not match the PI-1505 report for each category (7 CFR 210.19).</p> <p><u>Corrective Action:</u> 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 to match the audited PI-1505. Upload the corrected report into SNACS or email to consultant. Once approved, the report will need to be updated by the DPI accountant being that it is after December 31.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>Corrective Action History</b>		<p><u>Finding:</u> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u> 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.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	806	
<b>Corrective Action History</b>		<p><u>Finding:</u> Civil Rights training did not occur for the Authorized Representative and must be provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u> Provide the civil rights training to Authorized Representative that can found on the <a href="#">DPI Civil Rights Webpage</a>. Upload the sign in sheet or completion email provided with the name and date the training was provided and include the PowerPoint 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>Corrective Action History</b>		<p><u>Finding:</u> 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>SFAs can inform families of summer meals by promoting the following methods:</p> <ul style="list-style-type: none"> <li>• Promotion of the <a href="#">Summer Meals Locator</a> 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 <a href="#">Summer Food Service Program</a> webpage</li> </ul> <p><u>Corrective Action:</u> 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>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	126	
<b>Corrective Action History</b>		<p><u>Finding:</u> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p><u>Corrective Action:</u> Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.</p>

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<b>Site Name</b>	
<b>Form Name</b>	Civil Rights (809 - 810)
<b>Question #</b>	810
<b>Corrective Action History</b>	<p><u>Finding:</u> The correct non-discrimination statement was not included on the Special Dietary Needs and Unpaid Meal Charge Policy (8500 - Food Service) and was missing from the Local Wellness Policy.</p> <p><u>Corrective Action:</u> Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
<b>Site Name</b>	Janssen Elementary
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)
<b>Question #</b>	317
<b>Corrective Action History</b>	<p><u>Finding:</u> SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students, which constitutes overt identification.</p> <p><u>Corrective Action:</u> Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.</p>
<b>Site Name</b>	Mapleview Intermediate School
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)
<b>Question #</b>	317
<b>Corrective Action History</b>	<p><u>Finding:</u> SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students, which constitutes overt identification.</p> <p><u>Corrective Action:</u> Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.</p>
<b>Site Name</b>	Janssen Elementary
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Corrective Action Status</b>	CAP Accepted
<b>Corrective Action History</b>	<p><u>Finding:</u> 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 product was identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> <li>• Bush's Baked Beans</li> <li>• Country Pure 100% Juice - USA, Chile, Argentina</li> </ul> <p><u>Corrective Action:</u> Complete and submit a Noncompliant Product List Form for the non-domestic products; Bush's Baked Beans, Country Pure 100% Juice. Noncompliant Product List templates can be found on the Buy American webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american">https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american</a>)</p> <p>A non-compliant list was started and completed while onsite.</p> <p>CAP Accepted</p>

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Technical Assistance Entries:					
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
02/23/2023	2979		Administrative Review		FSD
<b>Comments</b>					
All SFAs must have procedures in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service or State Agency within 5 days. SFAs are strongly encouraged to adopt the DPI SNT <a href="#">Template Civil Rights Complaint Procedures</a> .					
02/23/2023	2978		Administrative Review		FSD
<b>Comments</b>					
If one child or adult in the household receives Assistance Program benefits, categorical eligibility for free meal benefits through the CNPs is extended to all children in that household [7 CFR 245.6(b)(7)].					
For the purpose of making an eligibility determination for free and reduced priced benefits, household composition is based on an economic unit. An economic unit is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit, and whose members share housing, significant income, and expenses [7 CFR 245.2].					
02/23/2023	2972	109	Administrative Review	ALL	FSD
<b>Comments</b>					
Students that select migrant, homeless or runaway on a free and reduced application need to be verified before the benefit can be certified. For migrant status this approval comes from the State agency only and any students approved for migrant status will be communicated through Wisedash. This approval is good for 3 years. The student needs to annually submit an application, but the supporting documentation needed by the district is good until the date of expiration within Wisedash.					
Please ensure these students are communicated to the Determining Official in a timely manner. For homeless students, the district determines who the homeless liaison is. The DPI directory has not been updated with the new homeless liaison, please request an update to the directory to accurately reflect the correct officials in the district. All MCV approvals can only be made by this official.					
02/23/2023	2971	141	Administrative Review	ALL	FSD
<b>Comments</b>					
A child's receipt of benefits from Direct Certification extends eligibility for free benefits to all children who are members of the same household. [7 CFR 245.6(b)(7)].					
An application with a case number would not extend to another household that includes a student in a split household, only direct certified students can extend. Foster child, homeless, migrant, runaway or Head Start and Even Start benefits do not extend to other students in a household.					
02/22/2023	2968	407	Administrative Review	Mapleview Intermediate School	FSD
<b>Comments</b>					
During lunch meal service at Mapleview, it was observed that the popcorn chicken portions were inconsistent among trays (12-16 chicken pieces) when the production record listed 12 each as the portion. Due to needing to serve popcorn chicken in a quick manner due to a short lunch period, a 6 oz spoodle was being used to serve the chicken. The spoodle was changed to a 4 oz to get a more consistent 12 chicken per scoop. Due to time limits during lunch for counting out popcorn chicken, consider pre-portioning popcorn chicken into boats to ensure each student receives the same planned portion. Portion control teaches children good eating habits by demonstrating and providing appropriate sizes of each food group at a meal and ensuring consistency among student trays. Larger portion sizes than planned can lead to higher intakes of sodium, saturated fat, and calories.					
02/22/2023	2966	500	Administrative Review	Mapleview Intermediate School	FSD
<b>Comments</b>					
Under Offer versus Serve (OVS) at breakfast, four food items must be offered (from the three required components of grain, fruit and milk) and students must select at least three food items, one of which is ½ cup fruit and/or vegetable to have a reimbursable meal. An item at breakfast includes 1 oz eq grain, 1/2 cup fruit, and 1 cup milk. It was observed at breakfast that students that chose the muffin (1 oz eq grain) were forced to take the string cheese (1 oz eq M/MA) even if they had two other items (1/2 cup fruit and 1 cup milk, or 1/2 cup of fruit and 1/2 cup juice). There was confusion about the planned menu (1 oz eq grain and 1 oz eq string cheese) which is planned to meet both daily and weekly requirements; however, when using OVS a student does not need to take both items as long as they have three items from the required components. Technical assistance was provided onsite.					

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02/22/2023	2962	434	Administrative Review	Mapleview Intermediate School	FSD
Comments					
<p>Standardized Recipes: Creating and reviewing standardized recipes are an on-going process. Recipes need to be revised and updated as requirements and ingredients change. Recipes should be standardized in each production kitchen to reflect the products and practices that are used in that kitchen. During onsite at Mapleview Intermediate, it was observed that the mixed greens salad recipe called for 3 tablespoons of sliced cucumbers and 3 tablespoons of diced tomatoes. Due to it being difficult to measure 3 tablespoons of sliced cucumbers, 3 slices of cucumbers were placed on salads and because the school doesn't keep diced tomatoes onsite, they use 3 cherry tomatoes for the salads. In addition, the 1/2 cup croutons were added directly to the salad and not listed in the recipe for the salad. Updating the Mixed Greens Salad to reflect current practice and product used can ensure accurate crediting, consistent and high-quality yield, and customer satisfaction. Encourage school nutrition professionals to make notes on recipes to ensure that current practice is reflected in standardized recipes. Despite the changes in cucumbers and tomatoes, the crediting of the recipe remained consistent using USDA Food buying guide (FBG) to determine the weight of the sliced cucumbers and cherry tomatoes: ? Per the FBG, 1/4 cup of unpared, sliced cucumbers weighs 1.29 oz. 3 sliced cucumbers weighed 1.2 oz on the scale. The three slices of cucumbers would be credited as 1/8 cup. ? Per the FBG, 1/4 cup of cherry tomatoes weighs 1.32 oz. Three cherry tomatoes weighed 1.1 oz. The three cherry tomatoes would round down to credit as 1/8 cup. Standardized recipes are required for all menu items that have more than one ingredient (e.g., gluten free sunbutter and jelly sandwich). Currently, there are no gluten-free recipes on file. All standardized recipes must include detailed information about the specific ingredients, equipment, and procedures used to prepare the recipes.</p>					