

# Administrative Review Report

Cedarburg School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2019	11/26/2019
On-Site Review	12/12/2019	12/13/2019
Site Selection Worksheet	11/01/2019	11/02/2019
Entrance Conference	12/12/2019	12/12/2019
Exit Conference	12/13/2019	12/13/2019

## Commendations:

Thank you to the staff at Cedarburg School District for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests as well as pulling records for the on-site portion of the review.

It was a pleasure to meet and work with school nutrition staff. All staff members were kind, welcoming, and knowledgeable. Staff asked great questions that demonstrated their understanding and strong grasp on program requirements. The lunch meal was very tasty and visually appealing. The dining area was warm and inviting. It was a pleasure to visit Cedarburg School District.

## Recommendations:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- 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, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

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## Findings and Corrective Action:

<b>Site Name</b>	
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)
<b>Question #</b>	101
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The <i>Frequently asked Questions letter</i> was not distributed to households at the beginning of the school year with other information that was e-mailed regarding the lunch program.</p> <p><b>Corrective action:</b> Please submit a statement on how this will be corrected.</p> <p><b>Corrected on-site no further action needed.</b></p>
<b>Site Name</b>	
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)
<b>Question #</b>	311
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The attendance factor in the Accuclaim report was incorrect.</p> <p><b>Corrective Action:</b> Please contact the software company for guidance to correct the attendance factor and submit a copy of a corrected Accuclaim report with the attendance factor.</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>	<p><b>Finding:</b> The SFA completed the Nonprogram Foods Revenue Tool, but did not include all required information into the tool (7 CFR 210). Adult meals were missing.</p> <p><b>Corrective Action:</b> Update the Nonprogram Foods Revenue Tool, including missing information and upload the updated tool into SNACS.</p>
<b>Site Name</b>	
<b>Form Name</b>	Local School Wellness (1000 - 1006)
<b>Question #</b>	1004
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The SFA did not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p><b>Corrective Action:</b> Provide a plan on how potential stakeholders will be notified and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
<b>Site Name</b>	
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	127

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<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p><b>Finding:</b> The SFA had posted the current school year income eligibility guidelines (7 CFR 245.2) on the webpage that are for internal use only.  <b>Corrective Action:</b> Please remove the income eligibility guidelines for internal use only from the website. <b>Corrected on-site, no further action needed.</b></p>	
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	136	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p><b>Finding:</b> SFA is not in compliance with nondiscrimination practices per 7 CFR 245.8. Overt identification of student's eligibility for meal benefits was noted on computer screens.  <b>Corrective Action:</b> Provide a statement on how this SFA will correct the overt identification of students on the computer screen with meal benefits.</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>	<p><b>Finding:</b> The SFA must have a copy of the food safety plan. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). It was found that the HAACP 1,2 and 3 chart needed to be updated with newer food products.  <b>Corrective Action:</b> Update the HAACP 1,2 and 3 chart and submit a copy of the updated Chart.</p>	
<b>Site Name</b>	Cedarburg High School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	409	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p><b>Finding:</b> Two recipes suggested M/MA shortages. During discussion with the FSD, it became apparent that each recipe did provide 2 oz eq M/MA.  <b>Corrective Action:</b> Edit taco cheese recipes to read "offer 1 ounce by weight or ¼ cup" for the shredded cheese, and "offer 3 ounces by weight" for cheese sauce. Edit the turkey roast recipe to read "for 24 portions used 3# 12 oz cooked and diced turkey." Submit revised recipes.</p>	
<b>Site Name</b>	Cedarburg High School	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	502	
<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><b>Finding:</b> Menu signage did not include that students take at least 1/2 cup fruit, vegetable, or combination.  <b>Corrective Action:</b> All signage posted must include the requirement that students take at least 1/2 cup fruit, vegetable, or combination. Submit a photo of signage that fulfills this requirement.</p>
<b>Site Name</b>	Cedarburg High School
<b>Form Name</b>	Smart Snacks (1104 - 1107)
<b>Question #</b>	1104
<b>TA Log #</b>	TA Log# exists
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The Rold Gold Pretzels and Crunchy Cheetos do not meet Smart Snacks standards because they are not whole grain rich.  <b>Corrective Action:</b> State what will be done with this product to comply with the Smart Snack regulations. Note that you may sell your remaining supply.</p>
<b>Site Name</b>	Cedarburg High School
<b>Form Name</b>	Smart Snacks (1104 - 1107)
<b>Question #</b>	1105
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> Several school-operated vending machines contain foods and beverages that are not Smart Snack compliant.  <b>Corrective Action:</b> Identify who will track and approve items in the vending machines. Review the Smart Snacks in a Nutshell (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf</a>). Run all current items through the Smart Snacks Product Calculator (<a href="https://foodplanner.healthiergeneration.org/calculator/">https://foodplanner.healthiergeneration.org/calculator/</a>). Provide results, as well as a written plan of action for each non-compliant item. Note, it is allowable to sell out of remaining inventory. Submit a photo of the compliant, restocked machine. Submit results of the Smart Snacks compliant calculator for any replacement items.</p>
<b>Site Name</b>	Cedarburg High School
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1406
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p><b>Finding:</b> The most recent food safety inspection report was not posted in a publicly visible location.  <b>Corrective Action:</b> Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. <b>Corrected onsite, no further action required.</b></p>
<b>Site Name</b>	Cedarburg High School
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1411
<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>	<p><b>Finding:</b> The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American Non-Compliant Product List or SFA equivalent. Cucumbers- Mexico Broccoli- Mexico Green peppers- Mexico Further information can be found in Buy American in a Nutshell (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf</a>).</p> <p><b>Corrective Action:</b> Please submit a copy of completed non-domestic documentation for products identified above, as well as any other products found in inventory (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx</a>).</p>		

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/13/2019	1184	1104	Administrative Review	Cedarburg High School				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
La Croix and other, flavored beverages fall into the Smart Snacks category of "calorie free beverages" and therefore may not be sold at the middle school level.								12/17/2019 8:57:25 AM
12/12/2019	1152	404	Administrative Review	Cedarburg High School				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Consider making meal signage larger and easier to read.								12/12/2019 4:37:59 PM
12/06/2019	1188	1106	Administrative Review	Cedarburg High School				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Review the Smart Snacks in a Nutshell for more information ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf</a> ). We recommend using the Alliance for a Healthier Generation Smart Snacks Product Calculator to assess compliance of products sold outside the reimbursable meals ( <a href="https://foodplanner.healthiergeneration.org/calculator/">https://foodplanner.healthiergeneration.org/calculator/</a> ).								12/17/2019 9:03:16 AM
12/06/2019	1187	1106	Administrative Review	Cedarburg High School				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Tracking exempt fundraisers is crucial to ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage, ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks</a> ).								12/17/2019 9:02:42 AM
12/06/2019	1186	1104	Administrative Review	Cedarburg High School				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
To determine if coffee drinks are compliant, utilize the Smart Snacks Product Calculator ( <a href="https://foodplanner.healthiergeneration.org/calculator/">https://foodplanner.healthiergeneration.org/calculator/</a> ). More information is available on WI DPI's Smart Snacks webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks</a> ). It is encouraged that all persons involved in future student-run coffee/snack shops be aware of nutritional requirements and guidelines prior to menu development.								12/17/2019 8:58:18 AM
12/06/2019	1185	1104	Administrative Review	Cedarburg High School				

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Comments	Created By	Created Date
Coffee drinks are allowable beverages at the high school level. Accompaniments such as cream and sugar must be included in the nutritional analysis of the coffee drinks. The calories of the coffee, cream, and sugar needs to be added together when determining if the beverage meets the guidelines. See the Coffee as a Smart Snack flowchart for more guidance ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/coffee-smart-snacks.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/coffee-smart-snacks.pdf</a> ).		12/17/2019 8:57:50 AM