

Administrative Review Report

Plum City School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/29/2019	11/20/2019
On-Site Review	12/05/2019	12/06/2019
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	12/05/2019	12/05/2019
Exit Conference	12/06/2019	12/06/2019

Commendations:

Thank-you to all the staff at Plum City High School for their cooperation in going through the Administrative Review. All were very helpful in gathering documents, and accepting technical assistance where necessary. The staff there is very compassionate with the students and have smiles every day. The meals were colorful, a nice variety, and very inviting to the eye. Most students took all that was offered, thus having a full tray, and of course reimbursable as well. Nice job!

Recommendations:

It is recommended to try to attend some SNSDC DPI training classes that are offered in the summer months annually. The Food Service Director would benefit highly from these classes. It would help in completing required reporting for the National School Lunch and Breakfast Programs. There are also several Webcasts available on the DPI website. These and the summer trainings count towards the Professional Standards training hours that are also required. Please record all training hours on a tracker.

Administrative Review Report

Plum City School District

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	102	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged	Finding: Question #102 was not answered. Corrective Action Required: Answer this question, in SNACS.
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	110	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged	Finding: No information available at time of Administrative Review. Corrective Action Required: Submit a copy of the letter your school uses to notify parents of a benefit from Direct Certification.
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	112	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	Flagged	Finding: The SFA has not answered Question #112. Corrective Action Required: Answer the question, and upload your Benefit Issuance List into SNACS.
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	119	
TA Log #	No TA Log# found	
Due Date		
Corrective Action History	Flagged	Finding: The Benefit Issuance Document needs to show the date changes were made. Corrective Action Required: Submit a copy of the Benefit Issuance List in its entirety, showing the changes, dates of Eligibility, and benefit that was received.

Administrative Review Report

Plum City School District

Site Name		
Form Name	Verification (200 - 204)	
Question #	200	
TA Log #	TA Log# exists	
Due Date	Flagged	<p>Finding: Question #200 was not completed.</p> <p>Corrective Action Required: Complete the question and upload a copy of the VCR report to SNACS.</p>
Corrective Action History	Verification (200 - 204)	
Site Name	203	
Form Name	TA Log# exists	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding: The SFA did not complete the verification process in accordance with (7 CFR 245.6(a)).</p> <p>CA: Watch the verification webcast on the DPI website. Provide the process that will be used moving forward to ensure all steps of verification are completed. SFAs are strongly encouraged to use the Verification Tracking Form found on the DPI website. Corrective Action Required: Submit a signed and dated statement that you have watched the Verification Webcast on the DPI website, and understand the process for selecting application(s) to be Verified. Tell me what sample method you should have used.</p>
Corrective Action Status		
Corrective Action History	Verification (200 - 204)	
Site Name	204	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding: Question 204 was not answered. See Technical Assistance provided, to understand what Error Prone Application are.</p> <p>Corrective Action Required: Answer the question in SNACS, and submit a statement explaining that you understand what Error Prone means, in the process of Verification.</p>
Corrective Action Status		
Corrective Action History	Revenue From Non-Program Foods (709 - 711)	
Site Name	709	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding : SFA did not complete the DPI Non program Foods Revenue Tool or USDA Tool to determine compliance with non-program foods pricing and ratio requirements per 7 CFR 210.14.</p>

Administrative Review Report

Plum City School District

		<p>Corrective Action Required: Complete the DPI Non program Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year. CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set non program food pricing. Include copy of one invoice for any catering done.</p>
Corrective Action Status		
Corrective Action History	Civil Rights (800 - 807)	
Site Name	800	
Form Name	TA Log# exists	
Question #		
TA Log #		
Due Date	Flagged	<p>Technical Assistance Provided: The full" statement is to be used for all Program materials that go home to families. It is not to be altered in any way, the font must be the same as the letter it is included in, cannot be shortened, or shrunk. The non-discrimination must be included on letters, menus, website, and other documents used to convey program information to the public. The current statement NDS must be used (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc).</p> <p>Finding: The answer to Question #800 in incorrect. This answer is the shortened version of the Non-Discrimination Statement to be used on Menu's. When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach materials when notifying households of benefits.</p> <p>Corrective Action Required: View information on the link above, on the DPI website, and Provide a statement of understanding that the Full Non-Discrimination Statement will be used in its entirety, etc. as stipulated on the DPI website, going forward.</p>
Corrective Action Status		
Corrective Action History	Civil Rights (800 - 807)	
Site Name	803	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<p>Technical Assistance Provided: 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.</p> <p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meals program.</p>

Administrative Review Report

Plum City School District

		Corrective Action Required: Provide a timeline for when a school meal program 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.
Corrective Action Status		
Corrective Action History	SFA On-Site Monitoring (900)	
Site Name	900	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding: SFA did not meet on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8. Corrective Action Required:</p> <p>CA 1: Complete all required onsite monitoring for the current school year and upload into SNACS. If any corrective actions are found during the on-site monitoring, please complete the corrective actions within 45 days of the initial on-site assessment and include this as part of CA.</p> <p>CA 2: Submit a plan on how onsite monitoring will be completed for each school and program moving forward and the position responsible.</p>
Corrective Action Status		
Corrective Action History	Local School Wellness (1000 - 1006)	
Site Name	1000	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding: The SFA does not have a Local Wellness Policy (LWP) in place, or was not provided at the time of the onsite review. (7 CFR 210.31)</p> <p>CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into SNACS.</p> <p>Corrective Action Required: Use the Wellness Checklist on the DPI website, link here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf to create a Wellness Policy.</p>
Corrective Action Status		
Corrective Action History	Local School Wellness (1000 - 1006)	
Site Name	1001	
Form Name	No TA Log# found	
Question #		
TA Log #		

Administrative Review Report

Plum City School District

Due Date	Flagged	Finding: The SFA did not notify the public about the Local Wellness Policy (LWP) in accordance with 7 CFR 210.31. Corrective Action Required: Upload into SNACS a statement on how the public will be notified of the LWP, include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.
Corrective Action Status		
Corrective Action History	Local School Wellness (1000 - 1006)	
Site Name	1002	
Form Name	TA Log# exists	
Question #		
TA Log #		
Due Date	Flagged	Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated. Corrective Action Required: Provide a plan on when and how the LWP will be reviewed and updated.
Corrective Action History	Local School Wellness (1000 - 1006)	
Site Name	1004	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee. Corrective Action Required: 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.
Corrective Action Status		
Corrective Action History	Local School Wellness (1000 - 1006)	
Site Name	1005	
Form Name	TA Log# exists	
Question #		
TA Log #		
Due Date	Flagged	Finding: The SFA does not have a Local Wellness Policy (LWP) in place, or was not provided at the time of the onsite review.(7 CFR 210.31) Corrective Action Required: SFAs must establish a local school wellness policy (LWP) for each school participating in the NSLP or SBP. Regulations require minimum content to be included regarding nutrition, physical activity, foods sold on campus, health promotion, etc. See the Local Wellness Policy Checklist on the SNT website for details. (7 CFR 210.31) CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will

Administrative Review Report

Plum City School District

		ensure compliance. Upload the timeline or LWP into SNACS.
Corrective Action History	Professional Standards (1200 - 1209)	
Site Name	1208	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding : Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action Required: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.</p>
Corrective Action History	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Site Name	1601	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<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 Required: 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>
Corrective Action History	Certification and Benefit Issuance (124 - 142)	
Site Name	128	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding: The correct income conversion factors were not used when determining meal eligibility on free and reduced price meal applications. Applications with one income frequency were annualized.</p> <p>Corrective Action Required: Review the Income Conversions section of the Eligibility Manual (pg 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced price meal application.</p>
Corrective Action History	Meal Components and Quantities - Review Period (409-412)	
Site Name	409	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	Please see the final report for the complete list of the Findings and the required Corrective Action.

Administrative Review Report

Plum City School District

	Flagged	<p>Findings: Production Records currently in use need to be updated to include all required information. Missing information includes: The menu item is missing the product name, description, or recipe number if the item is a dish that has a standardized recipe. The planned /actual number of servings of each item needs to be listed. The planned /actual quantity prepared in purchase units needs to be listed. Left over need to be recorded.</p> <p>Corrective action: FSD has update the production records to the DPI template which includes all required information. Additional TA has been given. No further action required.</p> <p>Finding: Currently the salad bar does not have a production record. All fruits and vegetables need to listed in planned serving sizes, purchases units, leftovers, and all other required information.</p> <p>Corrective Action: FSD has begun using the DPI garden bar template, additional TA given. No further action required.</p> <p>Finding: The following Standardized Recipes need to be updated to the Plum City kitchen, Scalloped Potatoes with Ham, Spaghetti with Meat Sauce, Chicken Sandwich, and Walking Taco.</p> <p>Corrective Action: FSD has updated a few of the required recipes, with additional correction action and technical assistance provided. Finding: Missing required crediting documentation (CN labels, PFS, ingredient lists). List provided to FSD. Corrective Action: Please provide the PHN on the review with all the documents on the list. FSD has sent the PHN all required documents, no further action required.</p>
Corrective Action History	SFA On-Site Monitoring (901 - 904)	
Site Name	901	
Form Name	TA Log# exists	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding: SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1.</p> <p>CA: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this.</p>
Corrective Action History	Smart Snacks (1104 - 1107)	
Site Name	1105	
Form Name	No TA Log# found	
Question #		
TA Log #		
Due Date	Flagged	<p>Finding: Beverage vending machine located in the cafeteria is not compliant to the lowest grade group in the building (6th - 8th graders). Regulations and other information regarding Smart Snacks in schools was provided to the school administrator.</p> <p>Corrective Action: Please run all items through the Smart Snacks calculator to ensure compliance, also provide a detailed statement of understanding of the Smart Snacks regulations. Please include who will be monitoring the vending machine and how it will be brought into compliance.</p>
Corrective Action History	Food Safety, Storage and Buy American (1404-1411)	
Site Name	1407	
Form Name	No TA Log# found	

Administrative Review Report

Plum City School District

Question #		
TA Log #		
Due Date	Flagged	<p>Finding #1: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13).the food safety plan at Plum City HS was not up to date or complete as required. The new FSD is trying very hard to bring everything up to compliance.</p> <p>CA: Bring the food safety plan up to date. Use this as a working document throughout the school year, and make any changes necessary as you go along, (ex: SOP, equipment or product change, etc.) Submit a statement to the consultant explaining that you will work towards completing the food safety plan.</p> <p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with the SOP for sharing or "no thank you" tables.</p> <p>CA: Submit a statement describing how practices will be adjusted to be compliant with the established SOP. Explain what was changed to be compliant with what is required.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/19/2020	1725	106	Administrative Review	ALL	Interim FSD			
Comments					Created By		Created Date	
							2/19/2020 1:19:56 PM	
02/19/2020	1724	101	Administrative Review	ALL	Interim FSD			
Comments					Created By		Created Date	
							2/19/2020 1:18:09 PM	
02/18/2020	1730	113	Administrative Review	ALL	Interim FSD			
Comments					Created By		Created Date	
Technical Assistance provided on the free and reduced price meal applications is to be used only for determining eligibility for meal or milk benefits. Access to student meal eligibility must be limited to authorized school personnel with legitimate "need to know." See Eligibility Manual for more information.							2/19/2020 2:37:50 PM	
02/18/2020	1760	1005	Administrative Review	ALL	Interim FSD,			
Comments					Created By		Created Date	
							2/20/2020 11:50:48 AM	
02/18/2020	1757	804	Administrative Review	ALL	Interim FSD,			
Comments					Created By		Created Date	
Technical Assistance is provided to familiarize yourselves with the Form PI-1441. This form is required for SFA's to complete each year. This information is under Civil Rights-Racial/Ethnic Data Collection on the DPI website. Corrective Action Required: Fill in the Form and submit in SNACS. Keep a copy for your records.							2/20/2020 11:16:49 AM	
02/18/2020	1756	711	Administrative Review	ALL				

Administrative Review Report

Plum City School District

Comments										
					Created By	Created Date				
						2/20/2020 10:36:23 AM				
02/18/2020	1752	200	Administrative Review	ALL						
Comments										
					Created By	Created Date				
						2/20/2020 9:52:06 AM				
02/17/2020	1766	1206	Administrative Review	ALL						
02/17/2020	1765	1204	Administrative Review	ALL						
Comments										
					Created By	Created Date				
See TA comments in previous questions on this same page.						2/20/2020 12:06:39 PM				
02/17/2020	1764	1209	Administrative Review	ALL	Interim FSD					
Comments										
					Created By	Created Date				
Technical Assistance Provided: Each year, staff with responsibility for school nutrition programs must complete annual training that is applicable to their job (7 CFR 210.30). Each year, non-school nutrition staff with responsibilities for school nutrition programs must complete annual training that is applicable to their job (7 CFR 210.30).						2/20/2020 12:05:19 PM				
02/16/2020	1759	1003	Administrative Review	ALL	Interim FSD					
Comments										
					Created By	Created Date				
Technical Assistance provided: The SFA must permit parents, students, physical education teachers, school health professionals, school administrators, school board members, and the general public to be involved in the development, implementation, periodic review, and update of the LWP. The SFA must retain documentation on stakeholders who participated in the review and update of the LWP (7 CFR 210.31).						2/20/2020 11:42:22 AM				
02/16/2020	1758	1002	Administrative Review	ALL	Interim FSD					
Comments										
					Created By	Created Date				
SFAs are required to actively seek members for the wellness committee that represent a diverse group and to the extent possible, allow them to participate. SFAs must document stakeholders invited to participate in the committee and their relationship to the SFA. SFAs are encouraged to notify key stakeholders through various methods of communication (7 CFR 210.31).						2/20/2020 11:41:16 AM				
02/12/2020	1632	203	Administrative Review	ALL	Bookkeeper					
Comments										
					Created By	Created Date				
						2/12/2020 1:44:47 PM				
02/09/2020	1762	1203	Administrative Review	ALL	Interim FSD,					

Administrative Review Report

Plum City School District

Comments						Created By	Created Date
Technical Assistance Provided: The Professional Standards regulations in 7 CFR 210.30(b)(1) established hiring standards for new School Nutrition Program Directors, hired on or after July 1, 2015, that manage and operate the National School Lunch and School Breakfast Programs. New Food Service Directors (FSD) must complete at least 8 hours of food safety training within 5 years prior to starting date or within 30 days of hire(7 CFR 210.30(b)(v)). Each year School Nutrition Program Managers must complete 10 hours of annual continuing education/training (7 CFR 210.30).							2/20/2020 12:02:38 PM
02/09/2020	1761	1006	Administrative Review	ALL	Interim FSD,		
Comments						Created By	Created Date
Technical Assistance Provided: The SFA must review and update the local school wellness policy (LWP) on a periodic basis. The frequency of updates is a local decision and is based on the content and structure of the plan (7 CFR 210.31).							2/20/2020 11:55:13 AM
12/06/2019	1131	811	Administrative Review	Plum City Hi			
Comments						Created By	Created Date
FNS Instruction 113 requires the nondiscrimination "And Justice for All" poster to be prominently displayed in each participating school. It must be placed in a location that enables program participants to read the text of the poster without obstruction and must be 11" x 17".							12/12/2019 10:40:41 AM
12/06/2019	1128	800	Administrative Review	ALL			
Comments						Created By	Created Date
The non-discrimination must be included on letters, menus, website, and documents to convey information to the public. The NDS must be used, but when space is very limited, the abbreviated statement may be used, "This institution is an equal opportunity provider." Both must be in the same font as other text in the document. The full statement must be included on materials when notifying households of benefits.							12/12/2019 8:14:16 AM
12/05/2019	1132	901	Administrative Review	Plum City Hi			
Comments						Created By	Created Date
Each SFA with more than one school operating the NSLP must perform at least one on-site review by February 1 of each school year. On-site monitoring is required to be completed at all sites participating in NSLP, and 50% of the sites participating in SBP. A minimum of 50 percent of schools operating SBP must be monitored at least once every two years (7 CFR 210.8).							12/12/2019 10:43:36 AM