

Administrative Review Report

River Falls School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/06/2019	11/11/2019
On-Site Review	11/18/2019	11/20/2019
Site Selection Worksheet	11/06/2019	11/07/2019
Entrance Conference	11/18/2019	11/18/2019
Exit Conference	11/20/2019	11/20/2019

Commendations:

Thank you to the staff at River Falls 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 willingness to understand program requirements. Meals were very tasty and visually appealing. The dining area was warm and inviting. It was a pleasure to visit River Falls 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:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	102	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The finding is that the SFA utilizes the electronic application process for households in addition to taking paper applications. It was found that there are fields in the electronic application process for households which offers them the option to check off regarding <i>sharing of information</i> for fee waivers and other items based on benefit status. However, the SFA does not offer fee waivers or other items to households based on free/reduced meal benefit status.</p> <p>CA: Please remove the sharing of information fields in the electronic application. Submit a statement of understanding that the district understands that this is only allowable if there are fee/activity waivers being offered for households for free and reduced meal benefit status.</p>
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	105	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The electronic application process was not providing detailed information to households on how to enter a program name which is required when a case number is listed into the software</p> <p>CA: Reach out to the software company to correct this. Corrected on-site no further action needed as header was added prompting households to add the program name. TA was provided to SFA to follow up with households that did not have a program name listed.</p>
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	306	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged	<p>Finding: The finding was that the Accu-claim Variance report was being used from Woodware software for the edit check. The attendance factor for this report was being taken from another report for the purposes of claiming.</p> <p>CA: Please contact the software company on to correct the attendance factor in the Accu-claim Variance report. Please submit a copy of an Accu-claim Variance report with the attendance factor corrected.</p>
Site Name		
Form Name	Revenue from Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>CA 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year.</p> <p>CA2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: All food substitutions made outside of the meal pattern are not supported by a signed medical statement from a licensed medical professional (7 CFR 210.10) in the kitchens.</p> <p>CA: Provide a statement indicating the steps the district will take to ensure that food service will have copies of all appropriate medical statements on file for each kitchen facility.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p>CA: Provide the civil rights training to all staff that interact with program applicants found on the DPI website. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31 and a signature was missing.</p> <p>CA: Please submit a statement of understanding that the Civil Rights Compliance self-evaluation form (PI1441) will be completed by Oct 31st and signed annually.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1003	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The finding is that the wellness policy lists food service director but the director is a FSMC person and the district should have someone that is part of the SFA. TA was provided regarding the triennial assessment that is required starting June 30, 2020.</p> <p>Corrective Action: Please submit a statement on how the district will move forward to put in place someone from the SFA for policy leadership regarding the wellness policy.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	141	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The SFA is using a feature in the software known as verification by address matching which can incorrectly</p>

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		provide an extension off free or reduced meal benefits to students who did not qualify for the benefit. The determining official did notice this and made corrections manually. CA: Please submit a statement that the district will discontinue the verification by address matching or state what the process will be to ensure that students will not be automatically matched for a benefit by address matching.
Site Name		
Form Name	Verification (207 - 215)	
Question #	211	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: The non-discrimination statement in the verification notification letter was not in the same font size as the rest of the letter. CA: Please correct the font size of the non-discrimination statement in the verification notification letter. Corrected on-site no further action needed.
Site Name		
Form Name		
Question #		
TA Log #		
Due Date		
Corrective Action Status		
Corrective Action History		
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: Documentation of school food service staff training was not available or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30 for the current school year. CA: Include all training hours completed this current school year for the food service director and each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30) most specifically the authorized representative. As the district is in a FSMC agreement it is required that the authorized representative is required to have 12 hours of training and track this training each year.</p> <p>CA: Provide a statement of understanding that the SFA is aware training is required each year for the authorized representative. Please include in the statement how the authorized representative will meet the training hour requirements each year and how training will be tracked. Please provide a list or tracking tool of any planned upcoming trainings.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Non complaint forms not currently in use, no monitoring procedure in place.</p> <p>CA: Please submit a detailed statement indicating the procedure going forward to keep track of all products not produced in the USA. Complete a non-compliant form, found on our website, for each item offered to students that is not a product of the USA and submit to the PHN on the review.</p>
Site Name	Rocky Branch El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: Signage was not posted at lunch to show students what makes a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select to create a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS) students must select three full components, one of which must be at least 1/2 cup of fruit and/or vegetable, or a combination. Signage currently hung too high for students</p>

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		to read. Examples of signage can be found on the DPI website. CA: Please send a picture of properly completed and well place signage to the PHN on the Administrative Review.
Site Name	Greenwood El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: Signage must be posted visible to students that indicates the offered components in each meal and tells students what must be selected in order to make a reimbursable meal. Lunch signage should list the five components and inform students under offer versus serve, students must select at least 1/2 cup fruit and/or vegetable, or a combination. Current signage is hung too high for students to see. CA: Signage can be found on the DPI website. Please update signage and send the PHN on the administrative review a picture of the new signage filled out and posted properly.
Site Name	Rocky Branch El	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: All recipes need to be verified and updated to include currently used products. JTM meatballs or Tyson meatballs, then please ensure that the crediting is done properly. All recipes should be standardized to the individual kitchen using them. Please update the Italian Meatball Sub Sandwich recipe to the products being used. Also updated Rotini Recipe from Greenwood elementary. Will the salad option be used going forward? Please figure out how to incorporate it into the menu as an alternate entrée. Send the PHN on the review standardized recipe, production records, and will the salad entrée be used at both or all schools? CA: Please send Standardized recipes, completed production records, and one monthly menu indicating the salads.
Site Name	Greenwood El	
Form Name	Offer vs Serve (500-502)	
Question #	501	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: OVS not properly implemented. At breakfast POS occurred at the beginning of the line and the only nutritional professional on the line served the entrée, trays were not monitored as students left the line. Four non-reimbursable trays were observed leaving the line. At lunch students were served the hot vegetable, not offered. Fruit and vegetables were placed after the entrée and no nutrition professionals were monitoring student's trays and four non-reimbursable trays left the line.</p> <p>CA: Submit a detailed statement describing how the serving line at Greenwood Elementary will be restructured so that all trays will be observed before students leave the line ensuring all meals are reimbursable. Staff at Greenwood Elementary needs additional training, please submit a training plan, indicating how the staff will be retrained and monitored going forward. List all staff at Greenwood who receives the training and which tools are used.</p>
Site Name	Rocky Branch El	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: SFA did not meet on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8.</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, 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>
Site Name	Greenwood El	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged	<p>Finding: SFA did not meet on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8.</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, 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>
Site Name	Rocky Branch EI	
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	Flagged	<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 glove usage</p> <p>CA: Please provide training for all staff and submit a roster with the names of staff who were trained in proper glove usage.</p>
Site Name	Rocky Branch EI	
Form Name	Afterschool Snack Program (1700)	
Question #	1700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The counting and claiming process of the Afterschool Snacks program was reviewed and based on observations showed errors in the process. Snacks were counted and claimed incorrectly. Fiscal action will be applied. CA: Please correct the process. Please submit a plan of how this process will be corrected. Please submit 30 days of corrected counting and claiming documents. This will include snack sheets for each of the thirty days for Rocky Branch and Greenwood. Also submit the monthly transaction summary report for the 30 days. Plan was submitted and approved.</p>
Site Name	Rocky Branch EI	
Form Name	Afterschool Snack Program	
Question #	7	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Afterschool Snack onsite monitoring was not completed within the required timeframes. (7 CFR 210.9) CA: 1. Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at. Once during the first four weeks of the program plus one additional time during the program year. CA2. Complete and upload into SNACS the Afterschool Snack onsite monitoring forms for each afterschool snack service location.</p>
Site Name	Greenwood El	
Form Name	Afterschool Snack Program	
Question #	7	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Afterschool Snack onsite monitoring was not completed within the required timeframes. (7 CFR 210.9) CA1: Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at. Once during the first four weeks of the program plus one additional time during the program year. CA2: Complete and upload into SNACS the Afterschool Snack onsite monitoring forms for each afterschool snack service location</p>
Site Name		
Form Name	Food Service Management Company	
Question #	1	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>Finding: The district must initial or sign off on monthly reports used to submit the claim before food service director who works for the FSMC can submit the monthly claims each month. CA: Please submit a statement of understanding of this requirement each month.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	
11/19/2019	1113	10	Administrative Review	Greenwood El	Authorized Representative			

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Comments		Created Date
Technical assistance was provided to be sure to have non-discrimination statement near area of service for the afterschool snacks service area.		12/10/2019 11:00:00 AM