

# Administrative Review Report

Spring Valley School District

Team Composition:

Review Schedule

Schedule Type	Start Date	End Date
Off-Site Review	10/30/2019	11/20/2019
On-Site Review	12/03/2019	12/04/2019
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	12/03/2019	12/03/2019
Exit Conference	12/04/2019	12/04/2019

Commendations:

Spring Valley Middle School was the reviewed site for this Administrative Review. The FSD has done a great job of following all the requirements needed for DPI. She also has a wonderful staff, and continually updates her program to keep kids interested and happy. Her menu has many choices including a fresh garden bar every day. The kitchen was very clean and organized. We thoroughly enjoyed working with her and her staff. She has included a Flavor Station for the kids to spice up the food on their trays, which has gone over very well with everyone. The students were happy, and the staff was too. It seems to us that breakfast and lunch meals are enjoyed by everyone. Kudos to the FSD for making these students her main priority, and feeding them healthy, colorful meals her passion every day! Great job!

Recommendations:

We would recommend more signage in the cafeteria area, and also near the Ala Carte area, which also serves as the Breakfast serving station. We discussed with the FSD about sending more information home to parents, and also making aware to students the option of Breakfast every day. She was very open to the idea and plans to look into it. We discussed also the option of having some free samples to get kids involved in seeing the breakfast, and hopefully taking it.

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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>	113	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	01/24/2020	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 12/04/2019 10:55 AM	Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. The SFA does not have any safeguards or systems in place to ensure only authorized individuals have access to the benefit issuance system. CA: Review who within the district has access to the benefit issuance system. Determine who has a "legitimate need to know" and upload the final list of which positions will maintain access into SNACS. CA 2: Provide a statement of the procedures that will be used to ensure only those with a "need to know" will have access to the benefit issuance system or eligibility information.
<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>	01/24/2020	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 12/04/2019 11:22 AM	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). CA: 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.
<b>Site Name</b>	Spring Valley Mid	
<b>Form Name</b>	Dietary Specification Assessment Tool (On Site Observation)	
<b>Question #</b>	19	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	01/24/2020	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 12/03/2019 01:30 PM	Finding: All recipes used in the NSLP must be standardized to the kitchens the meal is prepared in. Recipes are being used, however they have not standardized to the MS/HS kitchen. Corrective Action: Submit standardized recipes for the following: Mashed Potatoes, Chicken or Turkey ala a King, Spanish Rice, Chili con Carne with Beans, and the Yogurt Parfait Smoothie.
<b>Site Name</b>	Spring Valley Mid	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	404	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	01/24/2020	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 12/03/2019 01:48 PM	Finding: Signage should be posted at the beginning of each serving line, and signage must indicate that students must select at least ½ cup fruit and/or vegetable, or a combination with a reimbursable meal. Currently, signage is only at the beginning of one of the lines and signage does not list the required

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		statement. Corrective Action: Please update or hang new compliant signage at both entrances and submit a picture of the new signage.
<b>Site Name</b>	Spring Valley Mid	
<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>	01/24/2020	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 12/03/2019 01:59 PM	Finding: Please update the current Production Records. The planned serving size and the number of planned portions was not filled in daily on production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Currently using multiple pages, and this could be hard to follow, please condense or look at DPI for guidance. Corrective Action: Send one week of updated and completed production records, including all the required information. Choose a week that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.
<b>Site Name</b>	Spring Valley Mid	
<b>Form Name</b>	SFA On-Site Monitoring (901 - 904)	
<b>Question #</b>	901	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	01/24/2020	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 12/04/2019 02:14 PM	Finding: SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1. 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. CA 1: Complete all required onsite monitoring for the current school year and upload into SNACS

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/04/2019	1089		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: •Promotion of the summer meals locator on the DPI Summer Meals webpage Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 877-877 to locate meals in the area •Promotion of the USDA Summer Food website ( <a href="http://www.fns.usda.gov/summerfoodrocks">http://www.fns.usda.gov/summerfoodrocks</a> ) 7 CFR 210.12(d)								12/4/2019 11:25:32 AM
12/04/2019	1229		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
TA provided: Food substitutions outside of meal pattern must be supported by signed medical form from a licensed medical professional, include the child's physical or mental impairment of how it restricts their diet, and list foods to substitute. Food service staff may do substitutions, to accommodate children without a signed medical statement. The food must meet meal pattern requirements to be reimbursable. It's recommended the SFA develop a policy for handling these types of issues..								12/19/2019 10:36:04 AM
12/04/2019	1080		Administrative Review		FSD			

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Comments					Created By	Created Date
The director has met the training requirements for the 2018-2019 school year. She has documentation Food Safety Training Roster to show training was done. Also a list of attendees is with the roster and kept on file for the required 3 yrs plus the current year. She continues to do training with her staff to see that they all get the required training hours. For herself, the director attends the SNSDC DPI classes offered in summer each year.						12/4/2019 10:01:44 AM
12/04/2019	1079	126	Administrative Review	ALL	Food Service Director	
Comments					Created By	Created Date
All applications were determined correctly. However technical assistance was given to the FSD to remember to sign on the "Determining Official" line on the back of every application. The FSD had signed under "Verifying Official". She was not sure which line to sign. We discussed thoroughly what a "complete" application looks like. She explained that she thought that, but then second guessed herself. I have full confidence that the FSD knows now what to do in the future.						12/4/2019 8:30:57 AM