

Administrative Review Report

Flambeau School District

Team Composition:

Reviewer	Reviewer Type	Email	Work Phone

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/05/2022	12/30/2022
On-Site Review	12/06/2022	12/08/2022
Site Selection Worksheet	11/01/2022	11/14/2022
Entrance Conference	12/06/2022	12/08/2022
Exit Conference	12/08/2022	12/08/2022

Commendations:

Flambeau School and the Food Service Dept. was especially welcoming to us as we came in to do our review. The ladies working in foodservice were friendly, and very helpful. The Foodservice Director was so sincere, and asked questions regarding her program as she is always trying to improve and update. She was very helpful in providing us with documents and information for the review. Keep up the great work you are doing in feeding students and making your environment so positive for all the school staff and students at Flambeau!!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name	FLAMBEAU EL	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/07/2022 08:12 PM	Finding: There was a weekly grain shortage at breakfast during the week of review. The alternate entree choice, wg cereal bowl (1 oz portion credits as a 1 oz eq wg) totaling 5 oz eq grain was offered over the course of the week, which does not meet the minimum 7.0 oz. eq. grain requirement for the K-5 meal pattern. If a student chose this option each day of the week, this student would be not meet the weekly meal pattern. Corrective Action: Submit a statement explaining how this weekly grain shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.
Site Name	FLAMBEAU EL	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/07/2022 06:58 PM	Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. All the current recipes need to be updated with the proper meal pattern grade groups and additional detail must be added. and standardized. Corrective Action: Submit standardized recipes for the Breakfast Sandwich, the Frosting for the Cinnamon Breakfast Rolls, and the Squash. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).
Site Name	FLAMBEAU EL	
Form Name	Offer vs Serve (500-502)	
Question #	502	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/07/2022 07:10 PM	Finding: Signage was not posted at breakfast or lunch to show students what makes up 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 in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage). Corrective Action: Submit a picture of completed signage posted near the lunch and breakfast service line.
Site Name	FLAMBEAU EL	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/08/2022 10:31 AM	Finding: Food Service Director does not have a system in place to track products received from the vendor to check country of origin. Corrective Action: Submit a statement explaining the process you will implement to ensure all food products not grown/produced in the US will be documented properly. Submit noncompliance documents for: Kiwi - product of Italy, Pineapple - product of Honduras, and Canned Baby Corn - product of Vietnam.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/07/2022	2551	1	Administrative Review	FLAMBEAU EL	Flambeau Elementary School			
Comments								
						Created By	Created Date	
Sodium - As you are able, purchase canned products that are low in Sodium.							12/7/2022 6:46:09 PM	
12/07/2022	2543	1000	Administrative Review	ALL				
Comments								
						Created By	Created Date	
Technical Assistance was provided to update the section in the Student Handbook about the wellness. The price for extra milk is from last year (2021).							12/7/2022 12:53:56 PM	
12/07/2022	2553	1000	Administrative Review	ALL				
Comments								
						Created By	Created Date	
The Wellness policy is on the schools website and is distributed to families at the beginning of each school year. The FSD is trying to get the group together to meeting a couple times each year to evaluate it. She had a wellness meeting with staff and teachers while we were onsite. A good group of people were there for the meeting. Keep up the good work on Wellness!							12/8/2022 10:09:51 AM	