

# Administrative Review Report

Somerset School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/04/2019	03/26/2020
On-Site Review	11/04/2019	03/26/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	04/13/2020	04/13/2020
Exit Conference	04/16/2020	04/16/2020

## Commendations:

Commendations from the Public Health

Nutritionist:

Due to the safer at home policies related to COVID-19, DPI was unable to complete the on-site review at Somerset Elementary School as originally scheduled for April 2020. All staff at Somerset were accommodated to this new off-site procedure and created time to speak with us over the phone on multiple occasions. Thank you very much for the extra diligence it takes to conduct an off-site review and for being a conduit between us at the State Agency and your FSMC. Besides one meal pattern finding related to the size of bananas used, recipes were clearly thought-out to plan for ingredients that will satisfy the meal pattern requirements. There was an impressive variety of vegetables and fruits throughout the one week I reviewed.

Commendations from the Nutrition Program Consultant : Somerset School District was very responsive to our questions and requests during this Offsite Administrative Review. Thank-you to everyone that helped with sending information to us through email and phone calls. Even with construction going on, and internet out for some time, the staff was able to continue moving forward with our review. You are very organized, and efficient in your programs for school meals. I did not have any findings, which reflects the outstanding job the Food Service staff and office staff are doing. Thank-you for feeding our students every day and doing it with a smile! Great job!

## Recommendations:

Recommendations from the Public Health Nutritionist:

The School Nutrition Team (SNT) is proud to provide virtual learning this summer in lieu of offering our annual School Nutrition Skills Development Courses (SNSDC) in person. All recorded courses are available July 6 - September 4, 2020 for free. The SNSDC webpage, <https://dpi.wi.gov/school-nutrition/training/snsdc> , also provides you with dates and times to connect with SNT staff during a live call if you wish to have your questions answered in real time.

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## Findings and Corrective Action:

<b>Site Name</b>	Somerset EI	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	410	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	Flagged 07/01/2020 10:12 PM	Finding : The daily minimum requirement for FRUIT was not met for K-5 for breakfast and lunch during the review period. The following represent the planned portion sizes: - Monday, Feb 10 (Breakfast): Half a 150 count banana was credited as 1/2 cup, when in reality it credits as 1/4 cup. 4 fl oz fruit juice choice was the only other fruit option that meal. -Wednesday, Feb 12 (Lunch):Half a 150 count banana was credited as 1/2 cup, when in reality it credits as 1/4 cup. This was the only fruit served that meal. The daily minimum requirement for K-5 is 1 Cup at breakfast and 1/2 cup at lunch. Corrective Action : Describe specifically how the daily minimum requirement for fruit will be met for both breakfast and lunch in the future when serving bananas.
	CAP Submitted 07/13/2020 04:09 PM	When serving bananas in the future, the 150 count banana will not be cut in half. Three documents attached on 7/13/20 show the new plan for serving whole bananas in order to credit as 1/2 cup fruit.
	CAP Accepted 07/13/2020 04:09 PM	CAP Accepted

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
09/23/2020	2217	1209	Administrative Review	ALL				
<b>Comments</b>						<b>Created By</b>		<b>Created Date</b>
Each year, staff with responsibility for school nutrition programs must complete annual training that is applicable to their job (7 CFR 210.30).								9/23/2020 9:48:38 AM
09/23/2020	2216	1205	Administrative Review	ALL				
<b>Comments</b>						<b>Created By</b>		<b>Created Date</b>
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).								9/23/2020 9:38:13 AM