Administrative Review Report

Lac Courte Oreilles School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/04/2019	01/24/2020
On-Site Review	02/24/2020	02/24/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	02/25/2020	02/25/2020
Exit Conference	02/28/2020	02/28/2020

Commendations:

Thankyou to the staff at La Courte Oreille Schools for the wonderful cooperation in getting documents to us while we were there on site. Everyone was courteous and happy. The school is beautiful with drawings related to the Indian culture. All the children were so fun as well. We truly enjoyed our time there.

Recommendations:

No Recommendations found for this review.

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Lac Courte Oreilles School

Findings and Corrective Action:

Tindings and Corrective Action							
Site Name							
Form Name	Civil Rights (800 - 807)						
Question #	803	803					
TA Log #	No TA Log# found	lo TA Log# found					
Due Date							
Corrective Action Status	Flagged	lagged					
Corrective Action History	Flagged Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). Corrective Action: Provide a timeline for when a school meal program complaint policy will be put in place, or included in an existing district policy.						
Site Name							
Form Name	Local School Wellness (1000 - 10	006)					
Question #	1000						
TA Log #	TA Log# exists						
Due Date							
Corrective Action Status	Flagged						
Corrective Action History	Flagged	Finding: Current Local Wellness Policy (LWP) does not include all of the required content. Utilize the Wellness Policy Checkliston the SNT wellness policy webpage to ensure all areas are included. Upon review, the following areas were not included in the current local wellness policy: leadership, food/beveragemarketing, nutrition promotion, triennial assessment and how the public is updated and informed about the policy(7 CFR 210.31). CA: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.					
Site Name							
Form Name	Food Safety & Buy American (1400 - 1403)						
Question #	1400						
TA Log #	No TA Log# found						
Due Date							
Corrective Action Status	Flagged						
Corrective Action History	Flagged	Finding: The SFA had acopy of the food safety plan available, butwas not site specific. The SFAmust have a written site specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). CA: Update the food safety plan to be specific for each participating school in the SFA, including: completing the process 1,2,3 form for all menu items, complete the form to document the food safety plan is reviewed annually, have the employee agreement on file for each employee and volunteer, review the list of Standard Operating Procedures (SOP) and ensure only those that apply are checked and included within the plan. Upload the updated food safety plan into SNACS.					
Site Name							
Form Name	Food Safety & Buy American (1400 - 1403)						
Question #	1403						
TA Log #	No TA Log# found						
Due Date							
Corrective Action Status	Flagged						

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Lac Courte Oreilles School										
Corrective Action History	Flagged Finding: The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American Non-Compliant Product List of SFA equivalent: Elbow Macaroni (Italy), Trio Cheese Sauce Mix (Canada), Dole Pineapple (Philippines), Marquis Fruit Cocktail (China), Mandarin Oranges (China). Corrective Action: Begin tracking non-domestic products, which may include Buy American information from the vendor or distributor's website. Complete and submit Non-Compliant Product Forms for the products listed above.									
Site Name	Lac Courte Oreilles Sch	Lac Courte Oreilles School								
Form Name	Meal Components and	Quantities - Review Period (409-412)								
Question #	409	· · · · · · · · · · · · · · · · · · ·								
TA Log #	No TA Log# found									
Due Date										
Corrective Action Status	Flagged									
	Flagged	Finding: Standardized recipes are required for all menu items that have more than one ingredient. The recipes currently being used are not properly standardized. Corrective Action: Submit standardized recipes for the follow entrees served during the week of review and the day of observation. Mac-n-Cheese (01.27.20) Sloppy Joes (01.28.20) Chicken and wild Rice Soup (01.29.20) Tuna Noodle Casserole (01.31.20) Taco Meat (02.25.20) Finding: Production Records currently being used were not completed daily during the week of review. Production records are intended to be useful tools to record								
Corrective Action History		information prior to production, during production, and following production. Corrective Action: Submit updated production records for the week of review containing all missing information Finding: Crediting documentation was not available for many of the items offered during the week of review. Processed foods that are not listed in the Food Buying Guide (FBG) must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting. Corrective Action: submit crediting documentation for the following items-								
		Ingredient label for Trio cheese sauce Sliced bread PFS (Alpha baking Co) Ingredient label for canned ketchup Ingredient label for BBQ sauce Hamburger bun PFS (Alpha Baking Co) French fries PFS (McCain) Ingredient label for chicken base (jar) Ingredient label for Cream of Mushroom soup Ingredient label for canned mixed vegetables Crediting documentation for the bean and cheese burrito Crediting documentation for the tortilla chips Ingredient label for canned tuna Ingredient label for potato chip								

Administrative Review Report

Bran Cereal PFS (Hospitality) Once the Public Health Nutritionis has all endeting. Once the Public Health Nutritionis has all endeting. Commentation and updated conditionate recipies for the week of review, menus can be analyzed for compliance with the Materianal School Lunch Program and School Breakfast Program meal pattern requirements. Until that time, the administrative review earnot be closed. Please be aware that the possibility to Additional errors may require additional corrective action and may also be subject to fiscal action. Site Name Onfer vs Serve (500-502) Question # Soo Question # No TA Log # No TA Log # Found Due Date Corrective Action Status Flagged Finding: Offer venses Serve ((DVS) is required only for 9-12 students, at hundry, but sprinning (and encouraged) for K-6 at burch and K-12 at breakfast, the Offer vensus Serve (DVS) is requirements. Corrective Action History Corrective Action History Corrective Action History Table Tab				Lac	Courte Oreilles S	School			
documentation and updated standardized recipes for the week of review, menus can be analyzed for compilator with the National School Lunch Program and School Breakfast Program male pattern sequirements. Until that time, the administrative review cannot be closed. Flees be avere that the possibility to Additional errors may require additional corrective action and may also be subject to fiscal action. Site Name Lac Courte Oreilles School Form Name Offer vs Serve (500-502) Question # 500 TA Log # 500 TA Log # 500 TA Log # 500 TA Log # 600 Due Date Corrective Action Status Flagged Finding: Offer verses Serve (OVS) is required only for 9-12 students at lunch, but optional (and encouraged) for K-9 at lunch and K-12 at breakfast. Food service staff were somewhat unclear about the Offer versus Serve (OVS) requirements during meal service. To is important for staff to fully understand the OVS requirements during meals must be OVS trained. The DPI Offer Versus Serve webpage will provide information, including webcasts and the nutshell to be used to help train and understand OVS. Please submit details regarding when and where the training was held, who attended, and how the training that is applicable to their job (7 CFR 210.30). O3/11/2020 1956 Administrative Review ALL Comments Created By Created Date 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 to help training that is applicable to their job (7 CFR 210.30). O3/10/2020 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 included to outreach muster in the documents to the public of the current statement NDS must be included to outreach muster of the convey program information to the public. The current statement NDS must be included to outreach muster of the statement NDS must be included on outreach	Bran Cereal PFS (Hospitality)								
Offer vs Serve (500-502)		documentation and updated standardized recipes for the week of review, no can be analyzed for compliance with the National School Lunch Program are School Breakfast Program meal pattern requirements. Until that time, the administrative review cannot be closed. Please be aware that the possibility conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be					ogram and me, the possibility to e found.		
Question # 500 Ta Log # No Ta Log # found Due Date Corrective Action Status Flagged Finding: Offer verses Serve (OVS) is required only for 9-12 students at lunch, but optional (and encouraged) for K-8 at lunch and K-12 at breakfast. Food service staff were somewhat underen about the Offer versus Serve (OVS) requirements during meal service. Tt is important for staff to fully underest and the OVS requirements during meal service. Tt is important for staff to fully underest and the OVS requirements. Corrective Action: All staff responsible for serving meals must be OVS trained. The DPI Offer will provide information, including webcasts and the variable of the large to the large to the large submit details regarding when and where the training was held, who attended, and how the training was conducted. Technical Assistance Entries: Ta Date Ta Log # Question # Ta Area Site SFA Contact Email Phone User Ni and Understand OVS. Please submit details regarding when and where the training was held, who attended, and how the training that is applicable to their job (7 CFR 210.30). O3/11/2020 1956 1205 Administrative Review ALL Comments Created By Created Date Each year, staff with responsibility for school nutrition programs must complete annual training that is applicable to their job (7 CFR 210.30). O3/10/2020 1955 800 Administrative Review ALL Comments Created By Created Date 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/mice/school-nutrition/doc/nondiscrimination-statement.doc). When space is very limited, (printed menus or low balance notices, the abbreviated statement must be included on outreach materials when notifying households of benefits.	Site Name		Lac (Courte Oreilles School					
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	used to convey p used(https://dpi. statement.doc). \ abbreviated state Either of these st document. The fu	rogram inforr wi.gov/sites/ When space is ement may be atements mu ull statement	mation to the p default/files/in s very limited, e used, "This ir st be in the sa	public. The current staten nce/school-nutrition/doc/ (printed menus or low banstitution is an equal oppo nme size font as the other	nent NDS must be nondiscrimination- alance notices,) the ortunity provider." text in the		cacca by		.catcu vate
			1007	Administrative Review	ALL				
Comments					Comments				
Created By Created Date						Cr	eated By	C	reated Date
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,									

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			Ith promotion, etc. See thils. (7 CFR 210.31)	ne Local Wellness			
Tolley Checklist	on the sivi w	cosite for deta	113. (7 C/R 210.31)				
03/10/2020	1953	1600	Administrative Review	ALL			
				Comments			
				Comments			
						Created By	Created Date
students can red summer meals of DPI Summer Me •Promotion of the	ceive a free m via the followi eals webpage ne ability to te	eal in the sum ng methods: • •Promotion of ext 'food' to 87'	s all SFAs to inform famil mer months. SFAs can in Promotion of the summer calling 211 to locate mea 7-877 to locate meals in t w.fns.usda.gov/summerf	form families of meals locator on the Is in the area the area •Promotion			
03/10/2020	1952	1600	Administrative Review	ALL			
				Comments			
						Created By	Created Date
At the beginning	of the schoo	I year, the SFA	must notify households	of the availability of		•	
			ls should also send remin hout the school year(7 CI				
03/10/2020	1951	1204	Administrative Review	,			
				Comments			
						Constant Pos	
Each year non	cchool putritic	on staff with ro	sponsibilies for school nu	trition programs mu	ct	Created By	Created Date
complete annua trainings/contin demonstrate the	I training that uing education e minimum tra ntain program	is applicable to n must be main aining requirent records and d	o their job (7 CFR 210.30 ntained for all school food nents are being met (7 CF ocumentation for three yo)). Documentation o I service staff to FR 210.30). SFAs ar	f e		
02/25/2020	1790	1216	Administrative Review	ALL	FSD		
				Comments			
						Created By	Created Date
Each year, staff	with responsi	bility for schoo	I nutrition programs mus	t complete annual			
training that is a	applicable to t	heir job (7 CFF	R 210.30).				
02/25/2020	1788	1217	Administrative Review	ALL	FSD		
				Comments			
						Created By	Created Date
			ation must be maintained raining requirements are				
02/25/2020	1787	1214	Administrative Review	ALL	FSD		
		<u>'</u>		Comments			
						Created By	Created Date
Fach year School	al Nutrition Pr	ogram Director	rs must complete 12 hour	rs of annual continui	na	Created by	Created Date
education/traini	ng (7 CFR 210	0.30).	·				
02/25/2020	1786	1006	Administrative Review	ALL	FSD		
				Comments			
						Created By	Created Date
			about the assessment of		of		
documentation notify the public	regarding the including: ma	public notificat ailing flyers, ne	red to retain a copy of the cion. SFAs may use a vari ewsletters, emails, websit	ety of methods to e postings, and			
newspaper artic	les. The asses	ssment include	s the extent to which the	SFA is in complianc	е		

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			aining the goals of the policy (7 CFR 210.31).	LWP; and the extent					
02/25/2020	1785	1005	Administrative Review	ALL	FSD				
				Comments					
					Cı	eated By	Cre	ated Date	
years, with the develop a repor progress made compares to a rencourages SFA comply with the tool can be used located on the L nutrition/progra	first assessmer that describes toward attainin nodel policy. To s to use: 1)The LWP and progol to assess how ocal Wellness Fm-requirement	at completed not the extent to get the goals of to meet this request. The extent to get the policy composition with the policy composition webpage as/local-wellness.	WP) must be conducted later than June 30, 20. which schools comply whe LWP; and the extent uirement, the School Nuard to assess the extentaining the goals of the pares to a model policy (https://dpi.wi.gov/schs-policy). Retain a copy c notification (7 CFR 21	20. The SFA must with the LWP; the to which the LWP utrition Team to which schools LWP. 2) The WellSAT with the took are tools are tool of the assessment	г				
02/25/2020	1784	1001	Administrative Review	ALL	FSD				
	Comments								
					Cı	eated By	Cre	ated Date	
The SFA must inform the public about the content, implementation of, and updates to the LWP on an annual basis. SFAs may use a variety of methods to notify the public about the LWP. This may include mailing flyers, newsletters, emails, website postings, newspaper articles. The SFA must retain documentation regarding the notification (7 CFR 210.31).									
02/25/2020	1783	1000	Administrative Review	ALL	FSD				
Comments									
					Cı	eated By	Cre	ated Date	
the NSLP or SBI physical activity	P. Regulations r , foods sold on	equire minimu campus, healtl	blicy (LWP) for each sch m content to be includen n promotion, etc. See th s. (7 CFR 210.31)	d regarding nutrition,					