

# Administrative Review Report

Waadookodaading Inc.

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/06/2023	11/14/2023
On-Site Review	11/14/2023	11/16/2023
Site Selection Worksheet	10/25/2023	11/13/2023
Entrance Conference	11/14/2023	11/14/2023
Exit Conference	11/16/2023	11/16/2023

## Commendations:

Thank you to all staff at Akii-gikinoo'amaading Charter School for the warm welcome and cooperation during this Administrative Review. The Food Service Director was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving homemade meals to your students!

Thank you to the staff members for being available during the on-site visit for discussion and collaboration. The school offers students unique opportunities for learning, and the staff are passionate about the mission of the school. The Food Service Director provides excellent customer service to the students and the students seem to enjoy the meals.

Thank you to the Business Manager for keeping all financial documents very organized. The attention to detail in the accounting procedures is excellent.

## Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. Find more information on these training opportunities on the DPI School Nutrition [Training Webpage](#).

It is highly recommended that the Authorized Representative and Food Service Director use the Calendar of Program Requirements to help keep track of tasks and due dates. Make sure to use the [CEP Calendar of Requirements](#). The digital version of the calendar has links included, though it could also be printed and written on as tasks are completed. The calendar is designed to be fairly comprehensive and is generally organized in the order that things must be completed each year.

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	777	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 08:30 AM	<p>Finding: The School Food Authority (SFA) has received <a href="#">Supply Chain Assistance Funds</a> and is not in compliance with the Attestation signed to receive the funds. The SFA is not aware of what the funds can be spent on, the funds are used on unallowable costs and/or the funds are not being tracked separately.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent. Please provide a copy of the tracking tool that will be used (a <a href="#">template tracking tool</a> is available).</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:08 PM	<p>Finding: The <a href="#">Public Release</a> was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)).</p> <p>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent to in the following school year.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:08 PM	<p>Findings: The SFA does not have <a href="#">procedures for handling discrimination complaints</a> specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the <a href="#">DPI template policy</a>, develop procedures for the SFA and upload into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	805	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:12 PM	<p>Finding: The SFA does not have written procedures in place to notify households how to request a <a href="#">meal modification for students with special dietary needs</a>.</p>

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		Corrective Action: Provide a timeline for when a Special Dietary Needs procedure will be put in place. Provide the name and title of the SFA representative that will ensure compliance. It is recommended that SFAs utilize the <a href="#">Special Dietary Needs policy template</a> .
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	806	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:13 PM	<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>Corrective Action: Provide the <a href="#">civil rights training</a> to all staff that interact with program applicants, the training is located here: <a href="https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html">https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html</a>. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	807	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:14 PM	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>Corrective Action: Complete the <a href="#">Civil Rights Compliance Self Evaluation Form</a> (PI-1441) form and submit as corrective action. The form is located here: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc</a>.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1001	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:17 PM	<p>Finding: The SFA does not make the <a href="#">Local Wellness Policy (LWP)</a> publicly available in accordance with 7 CFR 210.31.</p> <p>Corrective Action: Notify the public of the LWP and upload documentation for how the public was notified.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1004	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged 11/15/2023 01:19 PM	<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee. The SFA did not include a diverse group of stakeholders to participate in the committee update and review the LWP per 7 CFR 210.31.</p> <p>Corrective Action: Provide a statement of understanding that the LWP committee must include a diverse group of stakeholders in the review and update of the LWP. Provide a plan on how potential stakeholders will be notified of their ability to participate.</p>
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:48 PM	<p>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).</p> <p>Corrective Action: Provide a statement describing how <a href="#">households will be informed about the availability of SFSP</a> for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1212	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:42 PM	<p>Finding: The Food Service Director was hired after July 1, 2015 and does not meet the <a href="#">Professional Standards hiring requirements</a> for this SFA (7 CFR 210.30(b)(1).</p> <p>Corrective Action 1: Review the Professional Standards hiring requirements on the School Nutrition Team website (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-in-a-nutshell.pdf</a>) and submit a statement of understanding of the hiring requirements for your SFA.</p> <p>Corrective Action 2: Complete the Professional Standards Exemption form that will be provided and submit to Karrie Isaacson at <a href="mailto:karrie.isaacson@dpi.wi.gov">karrie.isaacson@dpi.wi.gov</a> for review.</p>
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 01:43 PM	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with <a href="#">annual training requirements</a> per 7 CFR 210.30.</p> <p>Corrective Action: Include all training hours completed this school year for each school food service employee onto the <a href="#">USDA</a> or <a href="#">DPI professional standards training tracking tool</a> and upload into SNACS. At minimum, this must be completed for the Food Service Director.</p>
<b>Site Name</b>		

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<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 08:26 AM</p>	<p>Finding: The SFA did not have a copy of the <a href="#">food safety plan</a> at each school and/or was not site specific. Each school within the SFA must 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).</p> <p>Corrective Action: Create and implement a <a href="#">written food safety plan</a> for the school. Submit a copy of the complete, final food safety plan for corrective action.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Question #</b>	318	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 12/05/2023 01:32 PM</p>	<p>Finding: During meal observation, there was not a sufficient point of service (POS).</p> <ul style="list-style-type: none"> <li>In the cafeteria, students were serving themselves from two different counters and then sitting down with their meals. The Food Service Director (FSD) verbally encouraged students to select a variety of foods. A staff member was marking down on a roster which students were present that took food. There was not a person checking if students selected full reimbursable meals.</li> <li>In reviewing a portion of the meal count sheets, some days had duplicated dates recorded and some days had check offs on incorrect days. It is crucial that the meal count sheets accurately reflect the reimbursable breakfasts and lunches served each school day.</li> </ul> <p>Based on observation, this process did not result in an accurate total of reimbursable breakfasts and lunches served daily.</p> <p>Furthermore, there was not a sufficient process in place for the POS for reimbursable field trip meals. When the school offers reimbursable field trip meals, they are either not recorded at all or they are recorded based on how many meals were sent on the field trip. Students must be checked off by an adult when they actually receive their meal. Completed sheets should be returned to FSD and/or the claim preparer, kept with the rest of the daily meal check off sheets, and used for the reimbursement claim.</p> <p>The point of service is defined as "the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced price or paid meal has been served to an eligible child." Please refer the <a href="#">permanent agreement</a> that is attested to at the time of online contract submission, as well as 7 CFR 210.7 and 7 CFR 210.11.</p> <p>Corrective Action: Implement an acceptable POS that will yield an accurate count of reimbursable meals served to eligible students, including processes specific to field trip meals. Ensure the point of service is located after all components of a reimbursable meal have been offered.</p> <p>A school staff member must operate the POS. The meal counts obtained at the POS are what must be used for the reimbursement claims. The POS operator must ensure students have a complete meal before being checked off and leaving the line.</p> <p>It is recommended that the school keep using the roster sheet with each enrolled student listed. However, the staff member that will do the daily check off must ensure:</p> <ol style="list-style-type: none"> <li>They complete training on the <a href="#">point of service</a> and <a href="#">Offer vs Serve</a>.</li> </ol>

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		<ol style="list-style-type: none"> <li>2. They stand in a location after all meal components are offered to the students.</li> <li>3. They record breakfast and lunch daily on the correct dates and days of the week on the roster sheet.</li> <li>4. They visually check each students' tray before they sit down to ensure they have selected enough food items to make a reimbursable meal. If students do not have complete reimbursable meals on their tray, they must select additional food(s) to make their meal complete before they can be checked off on the sheet.</li> </ol> <p>Submit the details of the new POS plan to ensure it is fully acceptable. Also submit certificates of completion for the point of service and Offer vs Serve training for the staff member that will be operating the POS, as mentioned above in #1.</p> <p>Once it is confirmed the new POS is acceptable and the SFA has implemented it, allowing the SFA to resume receiving reimbursement will be assessed. The meal pattern findings, production record findings, and counting/claiming findings must all be sufficiently corrected to the satisfaction of the State Agency for reimbursement to be allowed. Fiscal action is typically assessed for insufficient POS back to the beginning of the school year, however all meals served so far this school year meals are already being reclaimed due to missing production records.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Counting and Claiming - Review Period (322-325)	
<b>Question #</b>	322	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged</p> <p>12/05/2023 01:21 PM</p>	<p>Finding: The SFA did not have sufficient internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8.</p> <p>During the onsite review, the claiming process was observed as follows:</p> <ul style="list-style-type: none"> <li>• The FSD provides the meal counts to the Claim Preparer for each meal program each month.</li> <li>• The claim preparer transfers this information into an electronic spreadsheet and compares the daily meal counts to the student attendance. The claim preparer checks to make sure students that are absent are not marked as receiving a meal, and that meal counts are only recorded on school days.</li> </ul> <p>During the review, a completed example of the electronic spreadsheet where the meal counts are transferred over could not be provided for the 2023-24 school year. At that time, the August claims had been submitted but the September and October claims had not yet been compiled.</p> <p>The complete claim template files for September and October were submitted via email on November 29. The total breakfast and lunch counts for October on the submitted claims did not match the totals for the month that the reviewer obtained from review of the available daily meal check off sheets.</p> <p>In addition to the corrective action and technical assistance related to the point of service (POS), the process of obtaining meal counts, checking meal counts, and submitting claims should be modified.</p> <p>The daily paper meal count sheets that are marked during breakfast and lunch meal service are the original POS documents that must be retained for 3 years plus the current year. These completed daily sheets are what the reimbursement claims must be based on. All original, completed daily meal count sheets should be submitted to the claim preparer monthly. The claim preparer should then review the sheets and utilize some sort of edit check process that allows the daily meal totals to be compared to average daily attendance. The claim preparer should attempt to identify and correct any potential errors from the meal count sheets during this "edit check" process and prior to the claim submission.</p> <p>Please review the corresponding technical assistance portion of this report regarding edit checks.</p> <p>Corrective Action: Upload completed monthly edit checks for breakfast and lunch for December through January into SNACS. Fiscal action may be calculated if meal counting and claiming errors are identified.</p>

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<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	401	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 03:46 PM</p>	<p>Finding: Food service staff were unclear about the Offer versus Serve (OVS) requirements for breakfast and lunch. During breakfast on 11/15, 7 non-reimbursable meals were observed. Students took only one item on their trays and the FSD was not effectively enforcing the requirement to take 3 items, including ½ cup of fruit and/or vegetable. Fiscal action will be taken for 7 meals. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a>). The Meal Pattern e-learning resources may also be helpful (<a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description</a>).</p> <p>Corrective Action: Have staff responsible for determining reimbursable meals attend a training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	403	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 06:25 PM</p>	<p>Finding: The only allowable milk types in USDA School Meals Programs are low-fat (1%) and fat-free flavored and unflavored milk and lactose-free or lactose-reduced fat-free or low-fat milk.</p> <p>Neither 2% (flavored or unflavored) nor whole milk can be served. It was observed during onsite meal service that 1% chocolate and 2% white milk were served. Please discontinue service of 2% white milk. As a reminder, at least two choices of allowable milk types must be offered daily at each meal. On the day of review, no meals were observed with the unallowable milk type and therefore no meals were reclaimed. Repeat findings will be subject to fiscal action.</p> <p>Corrective Action: Submit a statement explaining your understanding of the allowable milk types and your agreement to discontinue service of 2% white milk and replace it with an allowable milk type.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<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>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 03:47 PM</p>	<p>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 (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage</a>).</p>

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		Corrective Action: Submit a picture of completed signage posted near the lunch and breakfast service line.
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 03:48 PM	<p>Finding: The same lunch meal pattern is used for grades 6-12. Because there is no overlap with the dietary specifications for these age groups under the NSLP, separate 6-8 and 9-12 meal patterns must be followed.</p> <p>Corrective Action: Submit a statement explaining how a separate 6-8 and 9-12 meal pattern will be followed going forward.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	409	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 03:53 PM	<p>Finding: During the week of review, the fruit component was not served during lunch on October 24, 25, or 26. Additionally, the milk component was not served at lunch on 10/23 (bagged lunch). Fiscal action is typically assessed for missing components, however these meals are already being reclaimed due to missing production records.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	410	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 06:48 PM	<p>Finding: There were several meal pattern shortages identified during the week of review for all age/grade groups at breakfast and lunch. Due to lack of production records for 10/23-10/26, it is unclear what the actual serving sizes were. Future quantity shortage findings may result in fiscal action. Note: school operates 4-day weeks.</p> <p><b>Fruit</b> Breakfast:</p> <ul style="list-style-type: none"> <li>• K-12: There was a daily and weekly shortage of fruit offered. 1 cup is required to be served daily and 4 cups weekly.</li> </ul> <p>Lunch:</p> <ul style="list-style-type: none"> <li>• 6-8: There was a daily and weekly shortage of fruit offered. ½ cup is required to be served daily and 2 cups weekly.</li> <li>• 9-12: There was a daily and weekly shortage of fruit offered. 1 cup is required to be served daily and 4 cups weekly.</li> </ul> <p><b>Vegetables</b> Lunch:</p> <ul style="list-style-type: none"> <li>• 6-8: There was a daily and weekly shortage of vegetables offered. ¾ cup is required to be served daily and 3 cups weekly.</li> <li>• 9-12: There was a daily and weekly shortage of vegetables offered. 1 cup is required to be served daily and 4 cups weekly.</li> </ul>



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		<p><b>Meat/Meat Alternate</b> Lunch:</p> <ul style="list-style-type: none"> <li>6-8: There was a daily and weekly shortage of meat/meat alternates offered. 1.0 oz eq is required to be served daily and at least 7.0 oz eq weekly.</li> <li>9-12: There was a daily and weekly shortage of meat/meat alternates offered. 2.0 oz eq is required to be served daily and at least 8 oz eq weekly.</li> </ul> <p><b>Grains</b> Breakfast:</p> <ul style="list-style-type: none"> <li>K-12: There was a daily and weekly shortage of grains offered. 1.0 oz eq is required to be served daily and at least 7.0 oz eq weekly.</li> </ul> <p>Lunch:</p> <ul style="list-style-type: none"> <li>6-8: There was a daily and weekly shortage of grains offered. 1.0 oz eq is required to be served daily and at least 6.5 oz eq weekly.</li> <li>9-12: There was a daily and weekly shortage of grains offered. 2.0 oz eq is required to be served daily and at least 8.0 oz eq weekly.</li> </ul> <p>Corrective Action: Please submit 1 week of menu planning worksheets for breakfast and lunch. This week should occur after the receipt of the Administrative Review report but before the corrective action due date. Three worksheets should be submitted (1 week for the K-12 breakfast meal pattern, 1 week for the 6-8 grade lunch meal pattern and 1 week for the 9-12 grade lunch meal pattern). 4-day week menu planning worksheets were provided to FSD onsite.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	411	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 11/15/2023 04:07 PM	<p>Finding: The printed menu should list all components included with the reimbursable meal. Currently, there are no printed breakfast or lunch menus available. Instead, menus are recorded on a notepad each day, but not all menu items are recorded.</p> <p>Corrective Action: Submit a copy of the planned December and January breakfast and lunch menus that includes all components for the reimbursable meal: meat/meat alternates, grains, fruit, vegetables, and milk.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	412	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 12/05/2023 12:59 PM	<p>SFAs must maintain accurate <u>production records</u> and <u>crediting information</u> for all meals/snacks claimed for reimbursement. These records must show how the meals offered contribute to the required components and quantities for each age/grade group, every day.</p> <p>For missing production records, the State Agency must apply fiscal action.</p> <p>Finding: There were no breakfast or lunch production records on file for the week of review. Due to this finding, the review was opened up to the review period (October 2023) and subsequently the entire 2023-2024 school year. Production records were not provided for any meals served this school year.</p> <p>Corrective Action 1: As a result of missing production records, all breakfast and lunches claimed for reimbursement in the 2023-2024 school year, as of November 14, 2023, are subject to fiscal action and will be reclaimed (no reimbursement will be provided). All other meals served and not yet claimed will be unallowable (no</p>

# Administrative Review Report

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		<p>reimbursement will be provided) until the SFA demonstrates to the satisfaction of the State Agency that reimbursable meals are being planned, served, and properly documented.</p> <p>Corrective Action 2: Submit 2 weeks of completed breakfast and lunch production records that meet all the production record requirements. These weeks should occur after the receipt of the Administrative Review report and before the corrective action due date. In addition to the production records, include:</p> <ul style="list-style-type: none"> <li>• monthly breakfast and lunch menus</li> <li>• all standardized recipes used during these two weeks</li> <li>• all nutrition facts labels with ingredient statements</li> <li>• crediting documentation (Child Nutrition labels or product formulation statements) for all products, as appropriate</li> <li>• Fresh fruits and vegetables should include any information needed to determine meal pattern contribution, such as size/case counts</li> </ul> <p>Corrective Action 3: A weighted nutrient analysis will be conducted for one week of breakfast and lunch menus. The documentation submitted with the completed production records will be used to conduct the nutrient analysis.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	433	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 03:58 PM</p>	<p>Finding: Acceptable <a href="#">crediting documentation</a> was not available for the products served during the week of review. Processed foods that are not listed in the <a href="#">Food Buying Guide (FBG)</a> must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting. Technical assistance was provided on what constitutes as acceptable forms of crediting documentation.</p> <p>Corrective Action: Attend the DPI SNT Crediting e-learning course <a href="https://media.dpi.wi.gov/school-nutrition/product-formulation-statements/story.html">https://media.dpi.wi.gov/school-nutrition/product-formulation-statements/story.html</a>. Complete the proof of completion form at the end of the course and submit to Public Health Nutritionist (PHN).</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	434	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 03:59 PM</p>	<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for: deli meat and cheese sandwich, oatmeal, hamburger mac soup, cinnamon toast, and potato salad. There was also no recipe for sloppy joes served on the day of review. PHN provided technical assistance to FSD on standardized recipe creation. The sloppy joe recipe was developed while onsite.</p> <p>Corrective Action: Submit a standardized recipe for the menu items listed above. 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 (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>).</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	436	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 06:27 PM</p>	<p>Finding: At least 80% of the grains offered weekly on each serving line must be whole grain-rich. During the week of review, there were no whole grain-rich items offered at breakfast. While some whole-grain rich items were offered at lunch during the week of review, less than 80% of grains offered came from whole grains.</p> <p>Corrective Action: Describe how the menu would be changed to comply with the 80% <a href="#">whole grain-rich requirement</a>. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation for items that would be planned in place of enriched grain items.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	437	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 03:57 PM</p>	<p>Finding: There were no vegetables offered from the Dark Green or Other vegetable subgroups during the week of review. In order to ensure that students get a variety of nutrients each week, the lunch meal pattern requires the menu planner to offer students a certain amount of <a href="#">each vegetable subgroup</a> over the course of the week. Fiscal action will be assessed for future vegetable subgroup-related findings.</p> <p>Corrective Action: Attend the DPI SNT Vegetable Subgroup e-learning course <a href="https://media.dpi.wi.gov/school-nutrition/vegetable-component/content/index.html">https://media.dpi.wi.gov/school-nutrition/vegetable-component/content/index.html</a>. Complete the proof of completion form at the end of the course and submit to PHN.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1405	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 01:53 PM</p>	<p>Finding: Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA did not receive two food safety inspections in the current or prior school year, and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p>Corrective Action: Contact the local regulatory authority to request two food safety inspections. Upload documentation of this communication into SNACS.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 08:21 AM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.</p>

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<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1408	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 08:21 AM</p>	<p>Finding: Temperatures (refrigerator, freezer, food, milk coolers, dish machine) must be recorded daily (7 CFR 210.13). The requested temperature logs were not available for review or were incomplete. Temperature logs are needed for the cooler/refrigerator, freezer, and hot food daily.</p> <p>Template temperature logs can be found on the <a href="#">Food Safety webpage</a> under Templates-Logs.</p> <p>Corrective Action: Upload one month of completed temperature logs into SNACS and provide a statement indicating how temperatures will be monitored and how logs will be retained going forward.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1409	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/15/2023 08:23 AM</p>	<p>Finding: SFAs must ensure that food storage, preparation and service is in accordance with the state and local sanitation and health laws and regulations (7 CFR 210.13). The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas. The following food storage violations were observed: in the cooler, raw shell eggs were stored above ready-to-eat foods which poses a risk of cross-contamination.</p> <p>Corrective Action: Corrected on-site. No further action required.</p>
<b>Site Name</b>	WOLI/Akii-gikinoo'amaading	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1411	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/16/2023 08:01 AM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> <li>● Fresh mandarins (South Africa)</li> <li>● Frozen broccoli (Spain)</li> </ul> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products: fresh mandarins and frozen broccoli. Noncompliant Product List templates can be found on the Buy American webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american">https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american</a>).</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/05/2023	3830		Administrative Review		AR			

# Administrative Review Report

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Comments						
Edit Checks for Claims			Created By	Created Date		
<p>The U. S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made.</p> <p>Although it is not required to complete an edit check incorporating an attendance factor at breakfast, USDA regulations prohibit claiming for free and reduced-price breakfasts in excess of the number of children approved for free and reduced price breakfasts. A school employee must review and confirm the monthly edit checks of meals served before the information is submitted for a claim.</p> <p>Please refer to the <a href="#">CEP Edit Check template</a> for an example. For further assistance understanding edit check requirements, it is recommended to review the Edit Check section of the <a href="#">Site-Based Claiming webcast</a> or the <a href="#">Counting/Claiming/POS webcast</a>.</p>				12/5/2023 1:21:50 PM		
12/05/2023	3829		Administrative Review			
Comments						
Recording Revenues			Created By	Created Date		
<p>The Business Manager must ensure that revenues for the Child Nutrition Programs are correctly coded in the software system going forward. These would be Fund 50 R in the system, and WUFAR coding should be used as required.</p>				12/5/2023 12:41:10 PM		
11/16/2023	3737		Administrative Review			
Comments						
ServSafe Manager Exam			Created By	Created Date		
<p>It is recommended that the FSD retake the ServSafe Manager exam course to earn the certification. The FSD earned the 8 hours of food safety training required by USDA through taking the course. However, the Wisconsin Food Code requirement that each school participating in NSLP have a certified food protection manager has not been met, and this could be an issue on a food safety inspection.</p> <p>Please visit the <a href="#">ServSafe website</a> for information on exams and contact their customer service for any assistance. The local university may also offer the proctored ServSafe Manager exam, so that may be worth looking into.</p>				11/16/2023 9:03:00 AM		
11/16/2023	3736		Administrative Review			
Comments						
Claim Submission			Created By	Created Date		
<p>The claim for reimbursement for the review period could not be reviewed before or during the on-site visit, as it was not submitted as requested. In the weeks prior to the review, it was communicated via email and verbally that the October claims must be submitted before the on-site review. During the on-site review, the reports that must be completed before submitting October claims were submitted. However, despite several requests during the on-site visit, the October claims were not submitted online nor via email to the reviewer. At the time of the review, the September claims were also not yet submitted.</p>				11/16/2023 8:55:06 AM		
11/16/2023	3735		Administrative Review			
Comments						
School Food Service Webpage			Created By	Created Date		
<p>It is recommended that a food service/school nutrition section be added to the school website. This would be a good way to inform students and families about the meal programs, and is an easy way to make certain documents/policies "publicly available" (such as the local wellness policy).</p>				11/16/2023 8:46:09 AM		
11/16/2023	3732		Administrative Review			
Comments						
Local Wellness Policy			Created By	Created Date		
<p>SFAs are required to retain basic records demonstrating compliance with local wellness policy (LWP) requirements. For assistance in the creation and updates of a LWP,</p>				11/16/2023 8:34:44 AM		

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<p>Wisconsin Team Nutrition has several wellness policy resources available: A <a href="#">toolkit</a>, a <a href="#">wellness policy builder</a>, and <a href="#">wellness policy report card</a> found on the <a href="#">LWP webpage</a>.</p> <p>Each year, stakeholders must be provided with the opportunity to participate in the development, implementation, periodic review, and update of the local school wellness policy as stated in 7 CFR 210.31(d)(1). It is at the discretion of the SFA on how stakeholders are invited to participate. Suggestions for including a variety of stakeholders include:</p> <ul style="list-style-type: none"> <li>• sending a letter to parents/families;</li> <li>• providing status updates in teacher/staff trainings;</li> <li>• posting a call for volunteers on the LEA website;</li> <li>• including a blurb on the school, or local community newspaper, newsletter, and/or blog;</li> <li>• partnering with community organizations to spread the information; and</li> <li>• posting information about the process on social media.</li> </ul> <p>SFAs must inform the public each school year of basic information about the local school wellness policy, including its content and any updates as described in 7 CFR 210.31(d)(2). Posting the policy on the school's website may be an easy and effective way to accomplish this.</p> <p>SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). The assessment must measure LWP compliance, goal and outcome progress, and how the policy compares to the model policy. SFAs must use the <a href="#">Wisconsin Local Wellness Policy Triennial Assessment Report Card</a> in order to fulfill the triennial assessment requirement. The first page includes instructions for completing the Local Wellness Policy Triennial Assessment Report Card which can be found on page two.</p>	11/16/2023	3731	Administrative Review	AR			
Comments							
Point of Service Records for Counting and Claiming	Created By			Created Date			
<p>Counts used for reimbursement claims must be based on an acceptable, accurate point of service (POS). The POS is defined as the point where it can be reliably determined that an eligible child received a reimbursable milk or meal.</p> <p>The school staff responsible for the point of service must mark students off as they receive their reimbursable meals each day. Breakfast and lunch must be counted separately. These daily records showing how many reimbursable breakfasts and lunches were served to eligible students each day must be used to compile the monthly reimbursement claim. Only one meal per student per meal service may be claimed for reimbursement.</p> <p><b>Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student.</b> To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students. Additionally, the number of meals served and claimed for reimbursement must have adequate documentation on file to support the claim. <b>All meals served in the National School Lunch and School Breakfast Program and counted for reimbursement must meet the meal pattern requirements as specified in the program regulations and be served to eligible students.</b></p> <p>Some meal count systems that are <b>not</b> acceptable include:</p> <ul style="list-style-type: none"> <li>• Attendance/classroom meal counts - meal counts prior to meal service are important for production purposes but do not provide an accurate count of meals served.</li> <li>• Tray or entrée counts - tray or entrée counts do not ensure all required components were on the tray, trays were not stuck together, or that each entrée was part of a reimbursable meal.</li> <li>• Backout counts - Counting the number of leftover meals from the starting meal count as this does not account for dropped trays, or that each entrée was part of a reimbursable meal.</li> </ul>				11/16/2023 8:32:08 AM			
11/16/2023	3730		Administrative Review	AR			
Comments							
Field Trip Meals	Created By			Created Date			
<p>The school must offer reimbursable breakfasts and lunches to students every day school is in session, unless students are away from school on field trips or other off-school premises learning experiences during meals time (i.e. they are not present at the school building/cafeteria during the meal time).</p> <p>If a reimbursable meal <b>will not</b> be provided for the field trip, any other food provided on the field trip cannot be claimed for reimbursement. The food cannot be purchased using</p>				11/16/2023 8:00:14 AM			

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the food service account. A note should be made on the daily count sheets that a reimbursable meal was not served on the date of the field trip.					
<p>If a reimbursable meal <b>will</b> be provided for the field trip, the meal must meet the required meal pattern including offering milk. To make including milk on field trips easier, the SFA may consider purchasing individually portioned shelf-stable milk for these instances. All necessary meal information must be recorded on the daily production record. The meals must be served and consumed as part of the school curriculum. The meals served must also be recorded through a proper point of service. Ideally, a paper check off sheet would be sent with the field trip meals, students would be marked off by an adult when they receive their meal, and the completed sheet would be returned to the Food Service Director to include with the rest of the point of service records that support the claims for reimbursement. The food safety requirements in the Wisconsin Food Code must be followed. Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage, and to ensure the foods are held at safe temperatures.</p> <p>If meals are provided to children on a field trip, they must meet daily meal pattern requirements. Specific procedures must be followed, including maintaining the temperature of time/temperature control for safety (TCS) food items (such as milk, meat, cheese, etc.) and obtaining an accurate meal count through an appropriate point of service. If your school implements Offer versus Serve (OVS), it must continue to be implemented, to the extent possible, during field trip meals.</p>					
11/15/2023	3729	436	Administrative Review	WOLI/Akii-gikinoo'amaading	FSD
<b>Comments</b>					
<b>Meat/Meat Alternate at Breakfast</b>			<b>Created By</b>		<b>Created Date</b>
There were several days during the week of review in which <a href="#">meat/meat alternate</a> products were offered at breakfast, but no <a href="#">true grains</a> were offered. In order for meat/meat alternates to contribute to the grain component at breakfast, at least 1.0 oz eq of true grains must be offered.					11/15/2023 6:29:24 PM
11/15/2023	3727	410	Administrative Review	WOLI/Akii-gikinoo'amaading	FSD
<b>Comments</b>					
<b>Juice Limits</b>			<b>Created By</b>		<b>Created Date</b>
No more than half (50 percent) of the fruit offered over the course of a week can be in the form of juice. It is possible to offer juice daily and still meet the 50 percent juice limit, as long as it is offered along with fruit (fresh, frozen, dried, or canned). The total amount of juice available at all meals over the course of the week (separately for breakfast and lunch) is divided by this total fruit offering to determine the weekly juice offering.					11/15/2023 6:15:00 PM
11/15/2023	3726		Administrative Review		AR
<b>Comments</b>					
<b>Meals Served Every School Day</b>			<b>Created By</b>		<b>Created Date</b>
When schools sign up to participate in the National School Lunch Program (NSLP), they agree to provide reimbursable meals to students each school day. Please reference 7 CFR 210.1. Whenever there will be alternate arrangements for lunch or breakfast, the meals provided to students must still meet the meal pattern requirements. Additionally, menus and production records documenting the meal pattern was met must be kept. The school may not simply decide to forgo serving reimbursable meals that are compliant with the meal pattern on days when school is in session and students are on-site for the meal in favor of a special birthday meal or a student bringing in a special breakfast food to share with the class.					11/15/2023 5:52:15 PM
11/15/2023	3725		Administrative Review		AR
<b>Comments</b>					
<b>Records Retention for POS Check Off Sheets</b>			<b>Created By</b>		<b>Created Date</b>
Please note, that as part of the records retention requirements ALL original check off sheets used at the point of service daily for breakfast and lunch must be retained for 3 years plus the current year. This means the exact papers used each day on which students are manually marked off must be retained. The check off sheets may NOT be discarded after the business manager enters the counts into the computer.					11/15/2023 5:37:38 PM
11/15/2023	3724		Administrative Review		AR

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Comments									
Supply Chain Assistance Funds					Created By		Created Date		
<p>Supply Chain Assistance (SCA) Funds are to be exclusively used to purchase unprocessed or minimally processed domestic food products served in the National School Lunch (NSLP), School Breakfast (SBP), and Afterschool Snack (ASP) Programs.</p> <p>The <a href="#">USDA Allocation of Supply Chain Assistance Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers</a> includes detailed information on allowable ways to utilize these funds.</p> <p>SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. These funds must be tracked as they are used. DPI has developed a <a href="#">Supply Chain Assistance (SCA) Funds Expense Tracker</a> that SFAs may use to track these funds, however, SFAs may use any form of tracking.</p> <p>SCA funds are recorded under WUFAR code 717 Revenue Source - federal reimbursement and 547 Program/Project Code - National School Lunch (NSL). Record the entire amount into NSL revenue on the AFR during the year it is received and expense it to NSL "food" as it is used. The NSL food expense may carry over into future AFR reporting year.</p>							11/15/2023 5:34:58 PM		
11/15/2023	3723		Administrative Review		AR				
Comments									
Summer Food Service Program Outreach					Created By		Created Date		
<p>A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to <a href="#">inform families of where their students can receive a free meal</a> in the summer months.</p> <p>It is recommended to share the following in an end of year newsletter and on the SFA website:</p> <p>To find free summer meal locations:</p> <ul style="list-style-type: none"> <li>○ Call 211 to locate meals in the area</li> <li>○ Text 'food' (in English or Spanish) to 304-304</li> <li>○ Check the <a href="#">Summer Meals Site Finder Map</a> on the <a href="#">Find a Summer Meals Site webpage</a></li> </ul>							11/15/2023 5:32:42 PM		
11/15/2023	3722		Administrative Review		AR				
Comments									
School Breakfast Program Promotion					Created By		Created Date		
<p>SFAs must <a href="#">inform families of the availability of reimbursable breakfasts</a> served under the School Breakfast Program (SBP) at the beginning and throughout the school year. The goal of providing school breakfast outreach is to increase participation in the SBP.</p>							11/15/2023 5:32:10 PM		
11/15/2023	3721		Administrative Review		AR				
Comments									
Records Retention for CEP Schools					Created By		Created Date		
<p>Additional record retention rules apply for CEP schools. These are detailed in 7 CFR 245.9 and the USDA CEP Planning and Implementation Guidance. The records listed below must be kept as long as the SFA is in CEP (including any extensions), plus three fiscal years after the submission of the last Claim for Reimbursement which was based on the data. In any case, if audit findings have not been resolved, these records must be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit.</p> <ul style="list-style-type: none"> <li>● Data used to calculate the identified student percentage (which is usually primarily direct certification data)</li> <li>● Annual selection of the identified student percentage <ul style="list-style-type: none"> <li>○ CEP applications, annual CEP intent forms, eligibility worksheets submitted with CEP applications</li> <li>○ CEP approval packets sent by DPI after application is submitted and approved</li> </ul> </li> <li>● Total number of breakfasts and lunches served daily</li> <li>● Free and paid claiming percentages used to claim meal reimbursement</li> <li>● Non-Federal funding sources used to cover any excess meal costs</li> </ul>							11/15/2023 5:31:49 PM		



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<ul style="list-style-type: none"> <li>School-level information provided to the State agency for publication</li> </ul>					
11/15/2023	3720	Administrative Review	AR		
Comments					
General Records Retention		Created By	Created Date		
<p>All program records related to the school nutrition programs must be kept for a period of three years after submission of the final claim for reimbursement for the fiscal year. If audit findings have not been resolved, the three-year period is extended as long as required for resolution of audit issues. Refer to 7 CFR 210.23 (c) and 7 CFR 210.15 (b). This includes free, reduced-price, and denied applications, DC documents, and verification documents.</p> <p>Other examples of program records that must be kept for three years plus the current year are:</p> <ul style="list-style-type: none"> <li>Claims for Reimbursement (including supporting documentation, such as point-of-service benefit issuance rosters);</li> <li>Meal count participation data by school;</li> <li>Documentation of edit checks, on-site reviews, internal controls, October enrollment, free and reduced price eligible data;</li> <li>If applicable, currently approved and denied certification documentation for free and reduced price lunches and a description of the verification activities,</li> <li>Records to demonstrate the school food authority's compliance with the professional standards for school nutrition program directors, managers and personnel established</li> <li>Agreements and free and reduced price policy statements;</li> <li>Approved and denied free and reduced price meal applications;</li> <li>Procedures and documentation for direct certification for free meals, if applicable;</li> <li>Procedures for alternate point-of-service meal counts, if applicable;</li> <li>Menu and food production records and, if applicable, nutrient analysis records;</li> <li>All documentation provided in support of the Resource Management Section (including appropriate records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements);</li> <li>Documentation associated with the local school wellness policy;</li> <li>Number of food safety inspections obtained per school year by each school;</li> <li>Records from the food safety program for a period of 6 months following a month's temperature records. If temperature records are on production records, then keep for 3 years plus current year</li> <li>Records from the most recent food safety inspection;</li> <li>Documents demonstrating compliance with Civil Rights requirements;</li> <li>Audit reports and written responses and any related corrective action.</li> </ul>			11/15/2023 5:31:28 PM		
11/15/2023	3719	Administrative Review	AR		
Comments					
Claim Submission Deadlines		Created By	Created Date		
<p>SFAs participating in USDA School Nutrition Programs agree to submit claims for reimbursements, submit program applications and submit reports each year within the required timeframes. The <a href="#">Reporting Requirements In a Nutshell</a> provides information regarding reporting and timeframes.</p> <p>To be entitled to reimbursement, a claim preparer for each agency must submit a monthly claim for reimbursement that provides data in sufficient detail to justify the reimbursement claimed. An authorized agent or district official of the agency must certify and submit the claim. Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. The <a href="#">claim deadline chart</a> gives the deadline date for each monthly claim period. In the event that the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is due on the next business day. If you are submitting a claim under this situation, you will not be able to submit your claim online. Instead, you need to complete a <a href="#">manual "paper copy"</a> of the claim. Please plan ahead to avoid "paper claim" submissions.</p>			11/15/2023 5:31:03 PM		
11/15/2023	3718	Administrative Review	AR		

# Administrative Review Report

Waadookodaading Inc.

Comments						
Professional Standards Training				Created By	Created Date	
<p>Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this <a href="#">"In A Nutshell- Training" document</a>. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.). SFAs must record training hours on a <a href="#">training tracker</a>, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool are encouraged but not required.</p> <p>The only food service staff member at the school is the Food Service Director who plans menus and prepares food daily. However, there are several other staff members in the school that have some school nutrition related duties. This would include the Authorized Representative/School Director, Business Manager, staff member that is responsible for the point of service during meals, and the staff member that would serve as a substitute cook if the Food Service Director is absent. These non-school nutrition staff members do not need to complete a certain minimum number of training hours annually, but they must receive sufficient job-specific training that supports their school nutrition duties. They should also receive the annually required <a href="#">USDA civil rights training</a>, as well as job-specific training that supports their specific duties in school nutrition.</p> <p>It is strongly recommended that the Authorized Representative (AR) also complete additional training on the school nutrition programs. This will help the AR support the Food Service Director, maintain good program oversight, and ensure program regulations are followed as required.</p>				AR	11/15/2023 5:26:05 PM	
11/15/2023	3717		Administrative Review			
Comments						
Hiring Standards for New Food Service Directors				Created By	Created Date	
<p>Each SFA must designate one staff member as the "Food Service Director" (FSD). The Food Service Director performs and/or oversees areas such as food safety, nutrition and menu planning, food production, procurement, financial management, customer service, and day-to-day program management.</p> <p>The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the NSLP and SBP, with further flexibilities for directors hired after April 29, 2019, in SFAs with under 2500 enrollment.</p> <p>The Hiring Standards for New SFA directors are based on the size of the SFA and includes education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. These requirements are listed in a summary document called <a href="#">"In a Nutshell- Hiring Requirements"</a>.</p> <p>Per SP 38-2016, SFAs may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards.</p> <p>Additional resources may be found on <a href="#">the Professional Standards webpage</a>.</p>				FSD	11/15/2023 5:25:33 PM	
11/15/2023	3716		Administrative Review			
Comments						
Food Safety Plan				Created By	Created Date	
<p>SFAs are required to implement food safety programs based on Hazard Analysis Critical Control Point (HACCP) principles. This requirement covers any facility where food is stored, prepared, or served for the purposes of the NSLP, SBP, or other Child Nutrition Programs.</p> <p>Food safety programs should contain Standard Operating Procedures (SOP) for safe food handling on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria. Schools must have a comprehensive, site-specific food safety plan which includes HACCP process 1, 2, and 3 items, SOPs, equipment list, and food service staff list. The food safety plan must be reviewed annually.</p> <p>A <a href="#">prototype food safety plan template</a> as well as template SOPs may be found on the <a href="#">SNT Food Safety webpage</a>. All food service staff, student workers, volunteers, and other staff involved in the Child Nutrition Programs should follow the procedures detailed in the SOPs included in the site-specific food safety plan.</p>				FSD	11/15/2023 5:20:08 PM	
11/15/2023	3715		Administrative Review			

# Administrative Review Report

Waadookodaading Inc.

Comments									
Temperature Logs					Created By			Created Date	
Staff must record temperatures daily using temperature logs. This includes for the cooler/refrigerator, freezer, and hot foods being cooked for the day. For cooling equipment, posting temperature logs directly on the equipment can make recording convenient and routine. For hot food temperatures, using the daily production record template with a space for temperatures is recommended.								11/15/2023 5:18:30 PM	
11/15/2023	3714		Administrative Review		FSD				
Comments									
Food Safety Inspections					Created By			Created Date	
Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year, which typically includes a food safety inspection and a review of the site's food safety plan. The most recent food safety inspection report must be posted in public view. If you request a food safety inspection but are not able to obtain one, document the request date and retain any correspondence (email, letters, phone call details) with the local regulatory authority that conducts inspections. SFAs are responsible for requesting food safety inspections from the local regulatory authority and documenting their efforts.								11/15/2023 5:15:32 PM	
11/15/2023	3713		Administrative Review		AR				
Comments									
Milk Types					Created By			Created Date	
Fat-free or 1% lactose-free or reduced lactose milk are allowable milk types in the Child Nutrition Programs. SFAs may offer these options as part of the daily milk choices if desired. This may be a good option when there are a significant number of students that decline the milk component due to lactose intolerance.								11/15/2023 5:13:12 PM	
11/15/2023	3712		Administrative Review		AR				
Comments									
Special Dietary Needs					Created By			Created Date	
The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars must accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan.  At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodations that provide notice and information to parents and guardians regarding how to request a meal accommodation and their right to file a grievance and participate in the grievance process.  However, we highly recommend School Districts develop a written meal accommodation policy to ensure clear communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination.  The <a href="#">Special Dietary Needs Policy template</a> can be used to create a policy/procedure for your school or district. This template should be modified to fit the needs of your school or district. If your district already has a policy in place, we recommend comparing it to this policy to ensure your policy includes all important information.  It is recommended, but not required, for SFAs to use the <a href="#">WI DPI Medical Statement for Special Dietary Needs</a> found on the <a href="#">Special Dietary Needs webpage</a> . At a minimum the statement must include: <ol style="list-style-type: none"> <li>an explanation of how the child's physical or mental impairment restricts the child's diet</li> <li>the food(s) to be avoided</li> <li>the food or choice of foods that must be substituted.</li> <li>the statement must be signed by a state authorized medical practitioner, which is a health care provider that can write a prescription in the state of WI. This will be a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner.</li> </ol>								11/15/2023 5:09:18 PM	
11/15/2023	3711		Administrative Review		AR				
Comments									
Process for Handling Civil Rights Complaints					Created By			Created Date	

# Administrative Review Report

Waadookodaading Inc.

<p>Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous.</p> <p>All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the <a href="#">Template Civil Rights Complaint Procedures</a> to create written procedures.</p> <p>An SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file.</p> <p>If a complaint of discrimination is received at your district, the following procedures should be followed:</p> <ol style="list-style-type: none"> <li>1. Document the complaint using the USDA Program Discrimination Complaint Form (Espanol).</li> <li>2. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) <ol style="list-style-type: none"> <li>a. Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841</li> <li>b. Fax: (608) 267-0363</li> <li>c. Email: <a href="mailto:jessica.sharkus@dpi.wi.gov">jessica.sharkus@dpi.wi.gov</a></li> </ol> </li> <li>3. Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need to know.</li> </ol>				11/15/2023 5:05:53 PM	
11/15/2023	3710		Administrative Review	AR	
<b>Comments</b>					
<b>Civil Rights Self-Evaluation</b>			<b>Created By</b>		<b>Created Date</b>
<p>The <a href="#">Civil Rights Self-Evaluation Compliance form</a> must be completed by October 31 annually. This is kept on file at the SFA until requested by DPI.</p>					11/15/2023 5:05:14 PM
11/15/2023	3709		Administrative Review	AR	
<b>Comments</b>					
<b>Civil Rights Training</b>			<b>Created By</b>		<b>Created Date</b>
<p>USDA requires <a href="#">civil rights training</a> on an annual basis for all who interact with the Child Nutrition Programs participants. The training outlines specific civil rights regulations that govern these programs. The training informs administrators of these programs receiving Federal financial assistance of their rights and responsibilities.</p>					11/15/2023 5:04:45 PM
11/15/2023	3708		Administrative Review	AR	
<b>Comments</b>					
<b>Non-Discrimination Statement</b>			<b>Created By</b>		<b>Created Date</b>
<p>All materials and resources, including websites, that are used to inform the public about the USDA Child Nutrition Programs must contain the current <a href="#">USDA non-discrimination statement</a>.</p> <p>There are two non-discrimination statements: the full, official statement and the shortened statement. When including the non-discrimination statement on letters, menus, websites, and documents used to convey program information, it is necessary to use the most current full official statement.</p> <p>The abbreviated statement, "This institution is an equal opportunity provider", is only used when space is limited, such as printed menus.</p> <p>All non-discrimination statements must be in the same size font as document's main text. Statement words and formatting cannot be altered.</p>					11/15/2023 5:03:36 PM
11/15/2023	3707		Administrative Review	AR	
<b>Comments</b>					
<b>Public Release</b>			<b>Created By</b>		<b>Created Date</b>
<p>All SFAs are required to distribute <a href="#">a Public Release</a> before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available. SFAs must annually distribute the Public Release to:</p> <ul style="list-style-type: none"> <li>• Local news media</li> <li>• Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.))</li> <li>• Local employment office</li> </ul>					11/15/2023 5:02:01 PM

# Administrative Review Report

Waadookodaading Inc.

<ul style="list-style-type: none"> <li>Major employers contemplating or experiencing large layoffs</li> </ul>										
SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.										
11/15/2023	3706	500	Administrative Review	WOLI/Akii-gikinoo'amaading	FSD					
<b>Comments</b>										
<b>Lunch Offerings</b>						<b>Created By</b>		<b>Created Date</b>		
The school must offer the required portions of fruit, vegetable, grain, meat/meat alternate, and milk at each meal at lunch. From these offerings, students must select at least three full, different, food components, one of which is ½ cup fruit and/or vegetable. Use the OVS In a Nutshell for guidance ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ovs-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ovs-in-a-nutshell.pdf</a> ).								11/15/2023 4:11:55 PM		
11/15/2023	3705	411	Administrative Review	WOLI/Akii-gikinoo'amaading	FSD					
<b>Comments</b>										
<b>Menu Planning</b>						<b>Created By</b>		<b>Created Date</b>		
Technical assistance was provided on filling out menu planning worksheets and creating monthly menus. It is important to plan menus ahead of time to ensure all meal pattern requirements are met.								11/15/2023 4:06:01 PM		
11/15/2023	3704	411	Administrative Review	WOLI/Akii-gikinoo'amaading	FSD					
<b>Comments</b>										
<b>Cycle Menus</b>						<b>Created By</b>		<b>Created Date</b>		
Using a cycle menu may ease the burden of menu planning and help ensure meal pattern requirements are met after a compliant cycle has been planned. Cycle menus may aid in purchasing, if production records are reviewed and analyzed to forecast based on historical data. When using a cycle menu, production records can be partially completed prior to meal service. For more information, visit the Cycle Menu webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/cycle-menu">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/cycle-menu</a> ).								11/15/2023 4:05:18 PM		
11/15/2023	3703	409	Administrative Review	WOLI/Akii-gikinoo'amaading	FSD					
<b>Comments</b>										
<b>Meal Pattern</b>						<b>Created By</b>		<b>Created Date</b>		
<p>Technical assistance was provided on the entire meal pattern. PHN discussed the 4-day week meal pattern for the 6-8 grade group and the 9-12 grade group. FSD received the <a href="#">Grains in a Nutshell</a> document, <a href="#">Meat/Meat Alternate in a Nutshell</a> document, <a href="#">Crediting Fruits document</a>, and <a href="#">Vegetable Subgroups handout</a>.</p> <p>PHN also provided technical assistance on the requirement that 80% of the weekly grains offered and credited in the school meal program must be whole grain-rich. Foods that meet the whole grain-rich criteria for the school meal programs must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched.</p> <p>PHN also provided technical assistance on how some meat/meat alternate products do not credit ounce-for-ounce, as they sometimes contain water, fillers and breading.</p>								11/15/2023 4:04:30 PM		
11/15/2023	3702	433	Administrative Review	WOLI/Akii-gikinoo'amaading	FSD					
<b>Comments</b>										
<b>Food Product Crediting</b>						<b>Created By</b>		<b>Created Date</b>		
PHN provided technical assistance on several ways in which products can be credited toward the meal pattern. PHN provided FSD with <a href="#">Exhibit A</a> and the <a href="#">Crediting in a Nutshell handout</a> . Technical assistance was given on what to look for when ordering products from a distributor such as CN labels and product formulations statements. PHN also provided guidance on utilizing the Food Buying Guide.								11/15/2023 4:02:34 PM		
11/15/2023	3701	430	Administrative Review	WOLI/Akii-gikinoo'amaading	FSD					
<b>Comments</b>										
<b>Production Records</b>						<b>Created By</b>		<b>Created Date</b>		

# Administrative Review Report

Waadookodaading Inc.

[Production records](#) are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work on completing daily production records. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. Technical assistance was given on accurately filling out production records. FSD received the [Production Record Requirements handout](#).

11/15/2023 4:01:48 PM