

Administrative Review Report

Medford Area School District

Commendations:

From the Nutrition Program Consultant:

Thank you to the staff at Medford School District for the courtesies extended to everyone during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. The food service director and the middle school food service team do a nice job of offering nutritional meals to students. It was a pleasure to work with everyone!

From Public Health Nutritionist:

Thank you to all staff at Medford Middle School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The Food Service Director and Lead Cook were very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

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Findings and Corrective Action:

Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA completed the Nonprogram Foods Revenue Tool but did not sufficiently increase nonprogram food prices to meet the ratio requirement (7 CFR 210.14).</p> <p>Corrective Action: Submit a statement of understanding that the Nonprogram Foods Revenue Tool is required to be run annually and utilized to set nonprogram food pricing to ensure compliance with this requirement. The prices adjusted in the updated tool should be used to set prices in the following school year.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date	June5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). One application was determined incorrectly due to incorrect case number.</p> <p>Corrective Action: Notify household of the correct meal benefit, upload copy of letter to household into SNACS. Update benefit issuance list and point of service.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Non-school nutrition staff who have duties for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. (School staff at a minimum need civil rights training specific for food service.)</p>
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	

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Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did have a copy of the food safety plan at each school but 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: Update the food safety plan to be specific for each participating school in the SFA, ensure a copy is provided to each school and upload the updated food safety plan(s) into SNACS.</p>
Site Name	Medford Mid	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students, which constitutes overt identification.</p> <p>Corrective Action: Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.</p>
Site Name	Medford Mid	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Signage was not posted at breakfast 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. Signage examples can be found on our Signage webpage.</p> <p>Corrective Action: Submit a picture of completed signage posted near the breakfast service line.</p>
Site Name	Medford Mid	

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Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The daily minimum requirement for grains was not met for the K-8 meal pattern for breakfast during the review period. The following represent the planned portion sizes:</p> <p>Friday, March 10th: Krusteaz Coffee Cake - 1 piece</p> <p>The daily minimum requirement for the K-8 meal pattern is 1 oz. eq. This product is a boxed mix, does not have proper crediting documentation, and is not whole grain. Without a product formulation statement, it is difficult to determine how this product contributes to the K-8 meal pattern. It is recommended to find a new product to serve in place of this product.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for grains will be met for breakfast during the day containing the shortage (e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Medford Mid	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Standardized recipes exist; however, some recipes require updating.</p> <p>Ham and turkey club: Recipe indicates that 3 slices of turkey credits as 0.75 oz. eq m/ma, however the product formulation for Jennie-O turkey indicates that 3 slices are equal to 1 oz. eq. m/ma.</p> <p>Pizza (pepperoni and cheese): The pizza recipe indicates that it credits as 2 oz. eq. grains, however the product formulation statement for the crust indicates that 1/8 of the crust is equal to 2.75 oz. eq. grains.</p> <p>Meatball sub: The recipe indicates that 5 meatballs credit as 2 oz. eq. m/ma, however the CN label provided for this product indicates that 6 meatballs are needed to credit as 2 oz. eq. m/ma.</p>

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		Corrective Action: Submit updated recipes for the ham and turkey club sandwich, pepperoni pizza, cheese pizza, and meatball sub sandwich that indicate the correct crediting information.
Site Name	Medford Mid	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There were no vegetables served from the beans/peas (legume) vegetable subgroup at lunch during the week of review. A minimum of ½ cup legumes per week must be offered in the K-8 meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly vegetable subgroup shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Medford Mid	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1.</p> <p>Corrective Action: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this.</p>
Site Name	Medford Mid	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p>

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		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. If corrected onsite, no further action required.
Site Name	Medford Mid	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). There was not an SOP for either a "No thank-you table or a Sharing table". SOP is needed to determine what options is being used.</p> <p>Corrective Action: Determine what option will be used and update food safety plan with the correct SOP. Submit a statement describing how practices will be adjusted to be compliant with an established SOP.</p>
Site Name	Medford Mid	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <p>Dole peach cup (Greece)</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic product Dole peach cup. Noncompliant Product List templates can be found on the Buy American webpage.</p>
Site Name	Medford Mid	
Form Name	Afterschool Snack Program	
Question #	6	
TA Log #	No TA Log# found	
Due Date	June 5, 2023	
Corrective Action Status	Flagged	

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Corrective Action History		<p>Finding: Production Records for the Afterschool Snack Program were incomplete. (7 CFR 210.10)</p> <p>Corrective Action: Review the Afterschool Snack production record resources on the Afterschool Snack webpage. Provide two weeks of completed Afterschool Snack production records for all schools.</p> <p>Finding: Snacks provided for the Afterschool Snack Program did not meet the minimum meal pattern requirements of offering two different components.</p> <p>Corrective Action: Review the Afterschool Snack Program meal pattern on the Afterschool Snack webpage. Provide an updated Afterschool Snack menu that includes two different components each day. Fiscal action will apply to non-reimbursable snacks claimed during the review month.</p> <p>Finding: The juice that is offered on the menu credits as only a half of cup. No other fruit or vegetable was offered was provided. This results in a shortage of the fruit and vegetable component.</p> <p>Corrective Action: Submit a statement on how this shortage this will be corrected.</p>						
Site Name	Medford Mid							
Form Name	Afterschool Snack Program							
Question #	7							
TA Log #	No TA Log# found							
Due Date	June 5, 2023							
Corrective Action Status	Flagged							
Corrective Action History		<p>Finding: The Afterschool Snack onsite monitoring was not completed within the required timeframes. (7 CFR 210.9)</p> <p>Corrective Action: Provide a statement of understanding that the Afterschool Snack Program must be monitored twice each year at each site it is operated at. Once during the first four weeks of the program plus one additional time during the program year.</p>						
Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/27/2023	3515	434	Administrative Review	Medford Mid	FSD			
Comments					Created By	Created Date		

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<p>It was observed on the day of review that shredded mozzarella cheese for the meatball sub was served without a utensil, and therefore not measured out to ¼ oz. as the recipe indicates. TA was given to use the appropriate utensil when serving shredded cheese. Offering portions greatly exceeding the planned serving size does not aid in teaching students good nutrition or eating habits. This practice also drives up food costs and most likely does not fit into the dietary specifications.</p>											
04/27/2023	3514	434	Administrative Review	Medford Mid	FSD						
Comments											
						Created By	Created Date				
<p>Some Meat/Meat alternates (M/MA) do not credit ounce-for-ounce because they contain ingredients other than meat (e.g. water, fillers, breading). For example, the Tyson diced chicken credits as 2.5 ounce equivalents (oz eq) for every 2 ounce by weight. Therefore, a 2.5 oz. serving of diced chicken equals 2 oz eq. Make sure to use current product information to determine the weight of each serving in order to meet the daily and weekly requirements.</p>							4				
04/27/2023	3513	431	Administrative Review	Medford Mid	FSD						
Comments											
						Created By	Created Date				
<p>Production records are intended to be useful tools to record production information. The production record must list all required information for each item served. For example, when an item is written in on the production record, all columns must still be filled out for that item. A copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).</p>											
04/26/2023	3511	433	Administrative Review	Medford Mid	FSD						
Comments											
						Created By	Created Date				
<p>Food manufacturers continuously reformulate products used in schools. It is important to stay current with these changes and be confident that the documentation on file matches the products in stock. Maintain and organize this information in a manner that is easy to reference and update, such as a binder, file folders divided into categories, or organized as digital files. These records should be reviewed and updated at least twice per year and as new products are purchased.</p>											
04/26/2023	3510	411	Administrative Review	Medford Mid	FSD						
Comments											
						Created By	Created Date				

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The printed menu should list all components included with the reimbursable meal. While the current menu states, "1/2 pint of milk included with meals" it should indicate that a milk variety (at least two varieties of milk) is offered.						
04/26/2023	3509	502	Administrative Review	Medford Mid	FSD	
Comments					Created By	Created Date
Adequate signage helps ensure that students accurately select reimbursable meals. Signage was available; however, it is recommended to reposition this closer to the meal service area. Signage should also be posted on or near the salad bar to communicate serving sizes to students. Samples of signage that can be printed or updated and implemented in your school can be found on our Signage web page (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).						