

Administrative Review Report

Cochrane-Fountain City School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2022	02/01/2023
On-Site Review	02/07/2023	02/09/2023
Site Selection Worksheet	11/01/2022	11/14/2022
Entrance Conference	02/07/2023	02/07/2023
Exit Conference	02/09/2023	02/09/2023

Commendations:

From the Public Health Nutritionist: Thank you to all staff at Cochrane Fountain City School District for the warm welcome and cooperation during this Administrative Review (AR). A special thanks to the Food Service Director who helped expedite the AR by providing crediting documentation and production records ahead of time and answering emails in a quick and timely fashion. In addition, thank you to the school nutrition professionals and administrative staff for supporting such a great school nutrition program. The staff go above and beyond to provide students nutritious meals and to prepare a beautiful salad bar daily which was wonderful to see. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant: Thank-you to the Food Service Director and staff, and also the Administrative staff for all of their help and cooperation with us during the administrative review. Everyone was friendly and happy to assist us with anything we might need. The food service staff was great with the students as they came through the lines for breakfast and lunch. They knew their names, and helped them with items to carry. We observed students chit chatting with the staff and smiling and having a good day. The Food Service director is doing a great job in her program, and always asks questions if needed. The staff around her is very well trained and know what a reimbursable meal is. They all work together as a cohesive team, and it shows they take pride in their work! It was a pleasure to come to your school and observe the great things you are doing for students, and also the colorful meals you are serving. Thank-you for doing such a wonderful job and please know we appreciate that very much!

Recommendations:

No Recommendations found for this review.

Administrative Review Report

Cochrane-Fountain City School District

Findings and Corrective Action:

Site Name	Cochrane-Fountain City EI	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	12	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 02/07/2023 02:34 PM	Finding: For grades K-12, up to 2 oz eq of grain-based desserts per week are allowed in the NSLP. The alternate menu option for the week of review exceeded the grain-based dessert limit. (Bug Bites graham crackers (1.0 oz eq grain-based dessert) was offered daily on the alternate menu option line in addition to a cinnamon graham cracker on Tuesday (1.0 oz eq grain) totaling 6.0 oz eq grain-based desserts for the week of review). Corrective Action: Describe how the menu would be changed to comply with the grain-based dessert limit. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation for items that would be planned in place of a grain-based dessert.
	CAP Submitted 02/08/2023 10:12 AM	The alternate meal no longer uses a Bug Bite as the grain portion. Cheddar Goldfish have been put in their place. Documentation of this was uploaded.
	CAP Accepted 02/08/2023 03:30 PM	CAP Accepted
Site Name	Cochrane-Fountain City EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 02/07/2023 02:25 PM	Finding: The weekly minimum requirement for grains was not met for K-8 lunch during the review period with the alternate menu option offering 7.5 oz eq over the week. The following represent the planned portion sizes: - Mon, Thurs, Fri: Kellogg's Bug Bites (1 oz eq grain) - Tuesday: Kellogg's Bug Bites (1 oz eq) + Cinnamon Goldfish Graham (1 oz eq) - Wednesday: Kellogg's Bug Bites (1 oz eq) + Doritos (1.5 oz eq) The weekly minimum requirement for K-8 is 8 oz eq grains. Corrective Action: Describe specifically how the weekly minimum requirement for grain will be met for lunch on the alternate line during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.) or submit an updated production record for the week of review.
	CAP Submitted 02/08/2023 10:13 AM	A whole grain dinner roll with a 1 oz eq. was added to Thursday's alternate meal. Documentation has been uploaded.
	CAP Accepted 02/08/2023 03:30 PM	CAP Accepted
Site Name	Cochrane-Fountain City EI	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 02/07/2023 02:27 PM	Finding: There were no serving sizes on the garden bar production records at the elementary school. Garden bar production records must meet the same criteria as production records used to record main line items. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf). Corrective Action: Please submit updated garden bar production records with serving sizes for each menu item. Although not required, DPI's Garden Bar Production Records may be used (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/salad-bar-production-record.xlsx ; https://dpi.wi.gov/sites/default/files/imce/school-

Administrative Review Report

Cochrane-Fountain City School District

		nutrition/xls/garden-bar-production-record.xlsx).
	CAP Submitted 02/08/2023 10:15 AM	New garden bar production records have been upload to show planned serving sizes.
	CAP Accepted 02/08/2023 03:30 PM	CAP Accepted
Site Name	Cochrane-Fountain City El	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 02/07/2023 02:29 PM	Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There is no standardized recipe on file for the Taco Filling. During onsite review, school nutrition professionals were mixing 1/2 - #10 can of refried beans into 6 packages of taco filling. Corrective Action: Please submit a standardized recipe for the following: - Taco filling recipe Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes). Or, submit a statement if the practice of adding refried beans to the pre-made taco filling will be discontinued.
	CAP Submitted 02/08/2023 10:17 AM	Adding refried beans to the pre-made taco filling will be discontinued. Refried beans will be served as another side vegetable option on taco day.
	CAP Accepted 02/08/2023 03:30 PM	CAP Accepted

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/09/2023	2849	110	Administrative Review	ALL				
Comments								
						Created By		Created Date
Technical assistance was given to be sure to assess each school year for Infinite Campus software, that the letter templates include all language necessary in comparison with what is on the DPI website.								2/9/2023 2:30:41 PM
02/09/2023	2848	104	Administrative Review	ALL				
Comments								
						Created By		Created Date
Technical assistance was given as a reminder to retain all NSLP Program documents for a period of 3 years "plus" the current year for a total of 4 years.								2/9/2023 2:28:29 PM
02/09/2023	2847	700	Administrative Review	ALL				
Comments								
						Created By		Created Date
Technical Assistance was given as a reminder to maintain and keep all records pertaining to Food Service Breakfast and Lunch Programs for 3 years "plus" the current year for a total of 4 years.								2/9/2023 2:19:28 PM
02/08/2023	2826	101	Administrative Review	ALL				
Comments								
						Created By		Created Date
There was some difficulty in looking through applications as to whether or not they qualified on DC but had also submitted a paper application. These applications were in a file, but not designated that they also qualified for DC. Technical Assistance was given to the Food Service Director to write DC on the top of each paper application that qualified under DC after receiving a paper application. This will significantly help the SFA to know								2/8/2023 11:49:18 AM

Administrative Review Report

Cochrane-Fountain City School District

and also reviewers from DPI. It is a better organizational way of keeping applications and better efficiency of time.								
02/08/2023	2824	1000	Administrative Review	ALL				
Comments					Created By	Created Date		
Technical Assistance was given to SFA regarding the Local Wellness Policy. A reminder to continue the 3-yr. evaluation, however it is also good practice to meet annually to discuss how the policy is working, and if changes should be needed.						2/8/2023 11:01:16 AM		
02/08/2023	2870	500	Administrative Review	ALL				
Comments					Created By	Created Date		
All foodservice staff has completed Professional Standards each school year. The director has copies of each employees training. She however does not have them listed in a tracker. The link was given to her to add everyone in a tracker for ease of paperwork and better efficiency. SFA was very receptive to this.						2/14/2023 9:35:52 AM		
02/08/2023	2869	500	Administrative Review	ALL				
Comments					Created By	Created Date		
SFA has been compliant with all Ala Carte items sold to students after the meal service. She has run all items through the Smart Snack Calculator to be sure of compliance. She also has the labels saved in a binder marked Smart Snacks. Question 1100-1103						2/14/2023 9:32:48 AM		
02/08/2023	2812	2	Administrative Review	Cochrane-Fountain City EI				
Comments					Created By	Created Date		
During breakfast, if you are able to distinguish the preschool students from K-6th grade and know that the 4K students take meals back to the classroom, consider using the preschool meal pattern. The infant and preschool meal pattern replaces the previous meal pattern options for School Food Authorities (SFAs) serving infants and children aged 1-5 and not yet in kindergarten. Meals served under these meal patterns include a greater variety of vegetables and fruits, more whole grains, and less added sugar. Information on these meal pattern is available on the Infants and Preschool in NSLP and SBP webpage (https://dpi.wi.gov/school-nutrition/program-requirements/infants-and-preschool).						2/8/2023 8:52:06 AM		
02/08/2023	2811	500	Administrative Review	Cochrane-Fountain City EI				
Comments					Created By	Created Date		
The School Breakfast Program requires that students must be offered, at minimum, 1 oz eq grain, 1 cup fruit, and 1 cup milk daily. When using Offer versus Serve (OVS) students must select at least three food items, one of which is a ½ cup fruit. During breakfast meal service, it was observed that students were offered mandarin oranges (1/2 cup) OR juice (1/2 cup). Education was provided to the school nutrition professionals that students should be able to take both mandarin oranges AND juice, because while they must take 1/2 cup fruit for a reimbursable meal, they need to be able to select up to 1 cup fruit as planned in the menu.						2/8/2023 8:38:33 AM		
02/07/2023	2809	410	Administrative Review	Cochrane-Fountain City EI				
Comments					Created By	Created Date		
Portion Control/Volume/Crediting: Fluid ounces are a volume measurement, while ounces are a weight measurement. Spoodles measure fluid ounces, not ounces by weight. Meat/meat alternate (M/MA) is credited by weight, so it is not appropriate to use a 3 fluid ounce spoodle for an intended 3.17 ounce (by weight) serving of taco filling unless it was previously weighed and determined that 3.17 oz by weight of filling fits into a 3 oz spoodle for serving. To ensure that students receive the proper amount of M/MA, first weigh the product, then determine which scoop will hold that weight of meat. The USDA Food Buying Guide (FBG) contains yield and crediting information for foods with a standard of identity (https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs). Fruits,						2/7/2023 2:33:30 PM		

Administrative Review Report

Cochrane-Fountain City School District

<p>vegetables, grains, meat/meat alternates (M/MA), and dairy can be credited using the FBG. Most fruits and vegetables credit by volume served and most M/MAs and grains credit by weight. If the product is not listed in the FBG, additional crediting documentation is required. Using the FBG, salad bar signage was reviewed and corrected as needed. As an example, 2 slices (1/2 fruit) of 113 count oranges was noted to be 1/2 cup. One 113 ct orange credits as 5/8 cup fruit and thus half a fruit would credit as 1/4 cup when rounded down to the nearest 1/8 cup. Another example was bananas. According to the USDA FBG, one banana credits as 1/2 cup fruit. Therefore, if a banana is cut into two halves, each half only credits as 1/4 cup. A full banana needs to be selected in order to obtain a full 1/2 cup portion. The FBG may also be used for determining the weight needed to credit a 1/2 cup by volume of a hard-to-measure vegetable such as cauliflower, broccoli, celery sticks, and baby carrots (i.e. 1/2 cup baby carrots weighs around 2.48 oz). The weight may then be used to determine the number of pieces of vegetable to meet the 1/2 cup vegetable requirement.</p>		
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