

# Administrative Review Report

Galesville-Ettrick Trempealeau School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/10/2022	12/07/2022
On-Site Review	12/07/2022	12/09/2022
Site Selection Worksheet	11/10/2022	11/10/2022
Entrance Conference	12/07/2022	12/07/2022
Exit Conference	12/09/2022	12/09/2022

## Commendations:

The SFA was open and accepting of feedback. The meal pattern and food quality observed were excellent. The cafeteria space, atmosphere and signage are beneficial to students. The service line set-up is efficient and encourages food service staff and student interactions. Food safety is practiced and documented well. This SFA does a good job of providing professional development opportunities for food service staff. The SFA's involvement and promotion of the Trempealeau Community Summer Meals program is exemplary.

## Recommendations:

It is recommended that the Food Service Director, Authorized Representative and Business Manager complete next school year's online contract together to become more aware of the SFA's responsibilities outlined there and in the Permanent Agreement, and so the contract accurately reflects the SFAs meal service plans for the coming school year. We also recommend this SFA take full advantage of DPI's School Nutrition Summer Trainings for those working in all aspects of the Child Nutrition Programs to clarify practices and learn about regulation changes in advance of each school year.

# Administrative Review Report

Galesville-Etrick Trempe School District

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	102	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	<p>Finding: the SFA is using an unapproved electronic Free and Reduced-price meal application which does not collect information required to determine an application and incorrectly annualizes income. CA 1: Remove the electronic application from school website immediately. CA 2: The Food Service Director will complete all 4 parts of the DPI SNT's online learning modules on Free, Reduced and Verification including Overview of the Free and Reduced Eligibility Process, The Verification Process and the Verification Collection Report, Special Situations in Free and Reduced Eligibility and the Knowledge Check. Upload certificates of completion for these components in to SNACS. CA 3: The Authorized Representative will make a statement that this SFA will not use either an in-house developed electronic application nor a purchased software component application to collect Free &amp; Reduced meal eligibility information without that application being approved by DPI SNT in advance of each school year and prior to any use.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	113	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	<p>Finding 1: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. The SFA does not have safeguards or systems in place to ensure only authorized individuals have access to student benefit information. CA: Review who within the district has access to the benefit issuance system and student eligibilities including school secretaries who input WSDMP counts. Determine who has a "legitimate need to know" and have each person sign a Disclosure Agreement found on our webpage: <a href="https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility">https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility</a>. Upload these signed agreements into SNACS. Finding 2: The SFA offers the opportunity to waive or subsidize district fees (e.g. registration, athletic fees, technology fees, etc.) based on a student's free or reduced price meal status; the SFA must provide the Sharing Information with Other Programs form to all students with a free or reduced price status. These waivers or subsidies cannot be provided until a signed Sharing Information form is returned to the SFA. P arents/Guardians should be able to select which particular programs/activities they agree the school can share their student's free or reduced status with. CA 2: Provide a statement of the procedures that will be used when sharing this private student information. Ensure that programs who receive this information do not have access to the entire student's record.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed when receiving these 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>CA: 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. DPI offers a simple tracking form and a SCA Funds In a Nutshell</p>

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Galesville-Etrick Trempp School District

		brief on our Financial Management webpage: <a href="https://dpi.wi.gov/school-nutrition/program-requirements/financial-management#msdyntrid=iWnCJGMRL9iBOu7viAdr-ntWvmWXLqmFDWZQGHP_hM">https://dpi.wi.gov/school-nutrition/program-requirements/financial-management#msdyntrid=iWnCJGMRL9iBOu7viAdr-ntWvmWXLqmFDWZQGHP_hM</a>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	<p>Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>CA 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year. CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</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>	CAP Submitted	
<b>Corrective Action History</b>	<p>Flagged</p> <p>CAP Submitted</p> <p>12/02/2022 08:22 AM</p>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>CA: Provide a timeline for when a school meal program civil rights complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.</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	<p>Finding 1: Meals are being selected for students not present at the POS. Any student who is unable to select their own meal and be present at the POS should be supported by a signed medical statement from a licensed medical professional or an IEP indicating specifically how they will select and be served meals(7 CFR 210.10). Finding 2: The SFA does not have a Special Dietary Needs policy. CA 1: Provide a detailed statement indicating the steps the district will take to ensure that food substitutions made outside of the meal pattern, and meal selections not made at the POS are based on an appropriate medical statement or student IEP. Include staff responsible for oversight. CA 2: Develop a district Special Dietary Needs policy and provide it to the public. See the SNT Special Dietary Needs example policy for assistance (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx</a>).</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	

# Administrative Review Report

Galesville-Etrick Trempe School District

<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	<p>Finding: The current Local Wellness Policy (LWP) does not include all of the required content and needs to address foods provided but not sold to students (7 CFR 210.31).</p> <p>CA: Provide updated or missing policy statements (proposed revisions) and submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	<p>Finding: SFA has not completed the required triennial assessment of the Local Wellness Policy within the last three years.</p> <p>CA: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs and provide a link to this document on the district website.</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	<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>CA: Provide a statement describing how households will be informed about the availability of SFSP 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>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	126	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). Applications were unallowable or incomplete and should not have been determined. See the SFA-1 provided by the consultant for details.</p> <p>CA: Follow the instructions and timeline uploaded by the consultant for each household application. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	128	
<b>TA Log #</b>	No TA Log# found	

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Galesville-Etrick Trempe School District

<b>Due Date</b>			
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	<table border="1"> <tr> <td>Flagged</td> <td>Finding: The correct income conversion factors were not used when determining meal eligibility on free and reduced price meal applications. Applications with one income frequency were annualized. CA: Review the Income Conversions section of the Eligibility Manual (pg 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced price meal application.</td> </tr> </table>	Flagged	Finding: The correct income conversion factors were not used when determining meal eligibility on free and reduced price meal applications. Applications with one income frequency were annualized. CA: Review the Income Conversions section of the Eligibility Manual (pg 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced price meal application.
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<b>Site Name</b>			
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)		
<b>Question #</b>	131		
<b>TA Log #</b>	No TA Log# found		
<b>Due Date</b>			
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	<table border="1"> <tr> <td>Flagged</td> <td>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). Applications were incomplete and should not have been determined or then denied. See the SFA-2 provided by the consultant for details. CA: Follow the instructions and timeline uploaded by the consultant for each household application. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</td> </tr> </table>	Flagged	Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). Applications were incomplete and should not have been determined or then denied. See the SFA-2 provided by the consultant for details. CA: Follow the instructions and timeline uploaded by the consultant for each household application. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.
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<b>Site Name</b>			
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)		
<b>Question #</b>	138		
<b>TA Log #</b>	No TA Log# found		
<b>Due Date</b>			
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	<table border="1"> <tr> <td>Flagged</td> <td>Finding: The SFA did not accurately update the Benefit Issuance (BI) list for all students because of an error in the implementation of 30 day carryover. Households were not given 30 school days to re-apply. CA 1.The Determining Official and each person involved in communicating student benefits to households will review and retain for reference the Calendar of Requirements and read the Eligibility Manual. Submit a statement that these actions have been completed and by whom. Carryover benefit guidance is found in the Eligibility Manual for School Meals <a href="https://dpi.wi.gov/schoolnutrition/program-requirements/free-reduced-meal-eligibility">https://dpi.wi.gov/schoolnutrition/program-requirements/free-reduced-meal-eligibility</a>. The Calendar of Requirements is found on the DPI SNT webpage <a href="https://dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements">https://dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements</a></td> </tr> </table>	Flagged	Finding: The SFA did not accurately update the Benefit Issuance (BI) list for all students because of an error in the implementation of 30 day carryover. Households were not given 30 school days to re-apply. CA 1.The Determining Official and each person involved in communicating student benefits to households will review and retain for reference the Calendar of Requirements and read the Eligibility Manual. Submit a statement that these actions have been completed and by whom. Carryover benefit guidance is found in the Eligibility Manual for School Meals <a href="https://dpi.wi.gov/schoolnutrition/program-requirements/free-reduced-meal-eligibility">https://dpi.wi.gov/schoolnutrition/program-requirements/free-reduced-meal-eligibility</a> . The Calendar of Requirements is found on the DPI SNT webpage <a href="https://dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements">https://dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements</a>
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<b>Site Name</b>			
<b>Form Name</b>	Meal Counting and Claiming (314 - 316)		
<b>Question #</b>	314		
<b>TA Log #</b>	No TA Log# found		
<b>Due Date</b>			
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	<table border="1"> <tr> <td>Flagged</td> <td>Finding: SFA is not following the current approved contract; adult meal prices are incorrect. CA: Update the online contract and submit for approval.</td> </tr> </table>	Flagged	Finding: SFA is not following the current approved contract; adult meal prices are incorrect. CA: Update the online contract and submit for approval.
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<b>Site Name</b>			
<b>Form Name</b>	Civil Rights (809 - 810)		
<b>Question #</b>	810		
<b>TA Log #</b>	No TA Log# found		
<b>Due Date</b>			

# Administrative Review Report

Galesville-Ettrick Trempe School District

<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	Finding: The correct (2022 version) non-discrimination statement was not included on all program materials, although it was on most. CA: Update program materials to include the correct non-discrimination statement. Make a statement as to where the non-discrimination has been updated or reposted.
<b>Site Name</b>	Gale-Ettrick-Trempe Mid	
<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>	Flagged	Finding: The most recent food safety inspection report was not posted in a publicly visible location, but inside the kitchen or service area which are not accessible to the public at all times the school is open. CA: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.
<b>Site Name</b>	Gale-Ettrick-Trempe Mid	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1410	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Submitted	
<b>Corrective Action History</b>	Flagged	Finding : The following information was not recorded on the Buy American Non-Compliant Product List: Reason (Cost analysis, Seasonality, Availability, Substitution, Distribution, Other) Corrective Action: Please fill out the "Reason" column on your Buy American Non-Compliant Product Tracking list and submit.
	CAP Submitted 12/09/2022 04:19 PM	

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/09/2022	2629		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
Application Notification Letters: It is recommended that Free and Reduced-price Meal Application notification letters to households list each known student's name and eligibility to assist households and food service staff in ensuring all household students are receiving benefits. This can be especially helpful in split families. See the DC notification letter for an example.								
12/09/2022	2628		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
Determining Applications: For examples of which sections of a Free and Reduced-price meal application must be filled out in order for the application to be complete and determinable, see our webpage for Example Forms of Completed Applications. <a href="https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility/applications">https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility/applications</a>								
12/09/2022	2627		Administrative Review		Food Service Director			

# Administrative Review Report

Galesville-Etrick Trempe School District

Comments									
					Created By			Created Date	
Verification: Only applications selected for verification are re-determined by the Confirming Official who then signs and dates the back of the application. This is required step in the Verification process. Further, the Verification Official also signs and dates the back of the application when verification is complete. Any approved application will have a space for these signatures.									
12/09/2022	2634		Administrative Review		FSD				
Comments									
					Created By			Created Date	
Summer Food Service Program (SFSP) Outreach 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 inform families of where their students can receive a free meal in the summer months. • SFAs can inform families of summer meals by promoting the following methods: o the summer meals locator on the DPI Summer Meals webpage o calling 211 to locate meals in the area o text 'food' (in English or Spanish) to 304-304 o visit the Summer Food Service Program webpage									
12/09/2022	2633		Administrative Review		FSD				
Comments									
					Created By			Created Date	
Food Safety Inspections • 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 have not received two within the school year and your school year is near ending, be sure to request a food safety inspection. Document the request date and retain any correspondence (email, letters, phone call details) with the sanitation inspection agency.									
12/09/2022	2632		Administrative Review		FSD				
Comments									
					Created By			Created Date	
After completing the Civil Rights Compliance Self Evaluation Form-National School Lunch Program (PI-1441) each year the official should sign the form and keep it as a program record.									
12/09/2022	2631		Administrative Review		FSD				
Comments									
					Created By			Created Date	
Local Wellness Policy: Find the LWP checklist and sample statements on our webpage: Also download the triennial assessment Report Card and WellSAT materials to assist in completing the required triennial assessment.									
12/09/2022	2630		Administrative Review		FSD				
Comments									
					Created By			Created Date	
The SFA can find several helpful tools related to financial management, allowable program costs, and equipment on the pre-approved list, on our webpages. The reviewer did not observe additional concerns in the resource management area (other than CA included in this report) but rather an unfamiliarity with USDA CNP terminology. Please see the Financial Management and Procurement webpages for resources.									
12/08/2022	2552		Administrative Review		FSD				
Comments									
					Created By			Created Date	
As discussed while on site, we have a short webcast that addresses the topic of Weight Vs. Volume. Please visit link to watch this webcast and share with all kitchen staff as you wish. <a href="https://media.dpi.wi.gov/school-nutrition/weight-versus-volume/story.html">https://media.dpi.wi.gov/school-nutrition/weight-versus-volume/story.html</a>									
12/07/2022	2549		Administrative Review		FSD				

# Administrative Review Report

Galesville-Ettrick Tremp School District

Comments					Created By	Created Date
Condiment usage was not monitored nor are portion sizes communicated to students. Please monitor your school's condiment usage and communicate appropriate portion sizes to students, as condiments can be a significant source of calories, saturated fat, and sodium. Promote appropriate serving sizes by adding signage at the condiment station and/or photos of the planned portion size of the condiments.						
12/07/2022	2548		Administrative Review		FSD	
Comments					Created By	Created Date
Meat/Meat Alternate products credit in weight rather than volume. On production records, the taco meat on Thursday 11/10 was listed as 1/3 cup rather than the appropriate weight in ounces. In the future, please ensure all Meat/Meat Alternate products are listed in weight rather than volume.						