

Administrative Review Report

Osseo-Fairchild School District

Commendations:

From Public Health Nutritionist:

Thank you to all staff at Osseo-Fairchild 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 was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant:

Another big thank you to all the Child Nutrition Program staff we encountered while onsite for your welcoming attitude and willingness to answer questions that we had during the review. I would especially like to thank the Food Service Director for the great communication throughout the offsite and onsite portion of the review and for providing us with all of the documentation needed for anything that was asked for, this made for a quick and thorough review both onsite and offsite. To the front-line staff, it is evident that they enjoy what they are doing, serving these students healthy and nutritious meals with a big smile on their face and a great attitude. The interaction between the staff and the students was one of mutual respect and kindness, saying please and thank you and "Have a good day!" Keep up the great work!

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. In addition, the SNT will offer School Nutrition Summer Training online and in person in 2023. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin [DPI School Nutrition GOALS Training Webpage](#).

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Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
Corrective Action History		<p><u>Finding:</u> The SFA has received Supply Chain Assistance Funds and not in compliance with the Attestation signed when receiving these funds. The SFA is not tracking the funds separately.</p> <p><u>Corrective Action:</u> 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.</p>
Form Name	Civil Rights (800 - 807)	
Question #	803	
Corrective Action History		<p><u>Findings:</u> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</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 Template Civil Rights Complaint Procedures to create written procedures.</p> <p><u>Corrective Action:</u> 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>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
Corrective Action History		<p><u>Finding:</u> Current Local Wellness Policy (LWP) does not include all of the required content and is missing nutrition promotion, update/informing the public, food and beverage marketing and the full nondiscrimination statement (7 CFR 210.31).</p> <p>Local Wellness Policy Builder is an online tool designed to assist schools/districts in creating comprehensive school wellness policies that meet the final rule established by the USDA in August 2016.</p> <p><u>Corrective Action:</u> Provide updated or missing policy statement(s) 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>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
Corrective Action History		<p><u>Finding:</u> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the excel document labeled "Osseo-Fairchild Apps to Pull for Onsite Review" provided by the consultant for specific details on which applications need to be corrected.</p> <p><u>Corrective Action:</u> Utilizing the provided document with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the document, including all corrective action dates listed next to each error into SNACS.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
Corrective Action History		<p><u>Finding:</u> The current non-discrimination statement was not included on all required program materials. The following documents contained the outdated non-discrimination statement, 8500 Food Service policy/procedure, school district website and the local wellness policy.</p> <p>The full version of the USDA Non-discrimination Statement (Spanish) (Hmong) must be included on USDA Child Nutrition</p>

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		<p>Program materials including: parent handbooks, program websites, employee handbooks, free and reduced price meal applications, and letters to households. For all other languages visit the USDA FNS Non-discrimination webpage.</p> <p><u>Corrective Action:</u> Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
Corrective Action History		<p><u>Finding:</u> Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30), specifically the elementary cashier who is a paraprofessional and the business manager. Both of these staff members have civil rights training, however, would recommend the cashier take meal pattern (breakfast and lunch) and offer vs serve trainings and the business manager take the Annual Food Service Financial Report training and potentially the nonprogram food revenue training if helping with updating pricing.</p> <p>A full list of trainings available can be found on the DPI Training Team Online Learning Library.</p> <p><u>Corrective Action:</u> Provide a training plan for the current school year, for all non-school nutrition staff identified, with school nutrition program responsibilities.</p>
Site Name	Osseo-Fairchild Middle School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
Corrective Action History		<p><u>Finding:</u> Amounts prepared were not consistently filled in for the garden bar items on the production records. It is important to clearly indicate the amounts prepared and left over for every item that is put out each day. Garden bar production records must meet the same criteria as production records used to record main line items.</p> <p>Review the Production Record Requirements (DPI Production Records Requirements).</p> <p><u>Corrective Action:</u> Submit a week's worth (5 days) of production records with prepared amounts of garden bar items consistently filled out. Although not required, DPI's Salad Bar or 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-nutrition/xls/garden-bar-production-record.xlsx).</p>
Site Name	Osseo-Fairchild Middle School	
Form Name	Civil Rights (811-812)	
Question #	811	
Corrective Action History		<p><u>Finding:</u> The correct nondiscrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students (FNS Instruction 113).</p> <p><u>Corrective Action:</u> Provide a statement and or image of how this requirement will be met.</p> <p>Corrected while onsite, no further action required.</p>
Site Name	Osseo-Fairchild Middle School	
Form Name	Smart Snacks (1104 - 1107)	
Question #	1105	
Corrective Action History		<p><u>Finding:</u> The following products are not Smart Snacks compliant: Super Slice Banana Bread, Great Northern Baking Lemon Bread, Baker Boy Little Johns, Baker Boy Apple Ring Donuts, and Super Bakery Donuts.</p> <p>These products are allowable items for a reimbursable breakfast meal when offered as the main entrée option, but they are not on the breakfast menu as the main entrée; they are marketed as a la carte items. Since these snack items exceed 200 calories per serving, they do not meet Smart Snacks guidelines for a la carte sales.</p>

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		<u>Corrective Action:</u> Please do not sell these items a la carte. Send a statement explaining how these items will be served at breakfast moving forward.
Site Name	Osseo-Fairchild Middle School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
Corrective Action History		<p><u>Finding:</u> The most recent food safety inspection report was not posted in a publicly visible location.</p> <p><u>Corrective Action:</u> Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.</p> <p>Corrected onsite, no further action required.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
05/03/2023	3554		Administrative Review		FSD
Comments					
It was observed during breakfast service that the line slowed down at the point of service quite a bit due to students not making their selections visible to the cashier. It is recommended to include signage at the point of service that communicates to all students that they need to present all selections to the cashier to be charged appropriately.					
05/03/2023	3553		Administrative Review		FSD
Comments					
When student eligibility status changes to a better status (example, a reduced student is found on a DC run with a free code (S, T, O, M, E & G codes), there is no need to keep the outdated status on the benefit issuance list.					
05/03/2023	3552		Administrative Review		FSD
Comments					
SFAs must inform families of the availability of reimbursable breakfasts 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. It is recommended that the breakfast menu be available to the public through the school district website.					
05/03/2023	3551	402	Administrative Review	Osseo-Fairchild Middle School	FSD
Comments					
The menu planner has the discretion to determine how to credit certain food items. The definition of a food item at breakfast is ½ cup fruit, 1 oz eq grain, and 1 cup milk. Therefore, if an apple is served that credits as 1 cup fruit, the menu planner can choose whether the apple will count as one or two items. The same goes for grains. A 2 oz eq muffin may count as one or two items. Remember, the crediting must be clearly communicated to students and staff.					
05/02/2023	3548	431	Administrative Review	Osseo-Fairchild Middle School	FSD
Comments					
Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "fresh fruit", list both apples and bananas separately to clearly indicate what was served. Additionally, be sure to record milk usage on breakfast production records. Milk usage was not consistently filled out on breakfast production records during the week of review.					
05/02/2023	3547	1000	Administrative Review	ALL	FSD
Comments					
It is recommended that the Local Wellness Policy includes language about the USDA Smart Snacks in Schools nutrition standards.					
05/02/2023	3546	411	Administrative Review	Osseo-Fairchild Middle School	FSD

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Comments					
The printed menu should list all components included with the reimbursable meal. While the current menu lists "milk" daily, it should indicate that a milk variety (at least two types of milk) is offered.					
05/02/2023	3545	1411	Administrative Review	Osseo-Fairchild Middle School	FSD
Comments					
Cucumbers (Mexico) were found to be noncompliant and not tracked on the existing Buy American Noncompliant Tracker Form. Thank you to the FSD for adding cucumbers to the noncompliant list while onsite.					
05/02/2023	3544	404	Administrative Review	Osseo-Fairchild Middle School	FSD
Comments					
Because the vegetables on the garden bar are being used to meet the weekly vegetable requirements, portion sizes of at least ½ cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).					
05/02/2023	3543		Administrative Review		FSD
Comments					
Every school year, SFAs with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP.					