

Administrative Review Report

North Lakeland School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/31/2019	03/19/2019
On-Site Review	03/18/2019	03/20/2019
Site Selection Worksheet	01/31/2019	01/31/2019
Entrance Conference	03/18/2019	03/18/2019
Exit Conference	03/19/2019	03/19/2019

Commendations:

From the NPC:

Thank you to staff and school nutrition professionals at North Lakeland School for the courtesies extended to the review team during the on site portion of the review. Thank you for the time and attention given to the off-site questionnaire and documents and for pull records for the review team while on site.

All free and reduced priced meal applications were accurately approved and denied. The point of service (POS) produces accurate meal and milk counts and the claims for reimbursement are consolidated appropriately. All charges to the food service account are allowable and do not include indirect costs, which are unallowable in Wisconsin.

It is apparent how much care the school nutrition professionals put into the meals for their students. Staff and students are supportive of the programs. The review team is confident that North Lakeland School will continue to operate and improve its school meals programs.

From the PHN:

Sincere thanks to the Food Service Director and school nutrition professional of North Lakeland School. We appreciate your time and efforts spent preparing for and participating in the onsite review. The Food Service Director and the school nutrition professional were highly receptive to feedback, both positive and constructive criticism. They worked well together to prepare and serve meals to the students of North Lakeland School. Whole grain-rich bread and other menu items made from scratch were delicious, and the students enjoyed them. The kitchen was very clean. The Food Service Director and school nutrition professional quickly solved problems.

Recommendations:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at a nominal charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- 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, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training webpage](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- Wisconsin Team Nutrition is hosting a *Teaming Up to Increase Participation* workshop on June 19, 2019 at Chula Vista Resort (Wisconsin Dells). This one-day workshop will feature a keynote address that will encourage school

Administrative Review Report

North Lakeland School District

nutrition staff to recognize that the true magic kingdom is the school cafeteria while teaching participants how to create magical experiences for their students. The workshop will also showcase speakers well-versed in three different areas: Smarter Lunchrooms; marketing and communications; and alternative service models. Through facilitated conversation and peer-to-peer discussion, attendees will identify strategies to implement and leave the workshop with a plan of action for moving forward. The cost to attend the workshop is \$30. More information about the workshop is available on the [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/increase-participation-workshop) webpage (dpi.wi.gov/school-nutrition/training/increase-participation-workshop).

Findings and Corrective Actions:

Form Name	Civil Rights (800 - 807)
Question #	803
Corrective Action History	<p>Finding #1: The SFA does not have procedures for handling discrimination complaints specific for the school meal program.</p> <p>Required Corrective Action: Provide a timeline for when a school meal program 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	Civil Rights (800 - 807)
Question #	806
Corrective Action History	<p>Finding #2: The Hearing Official (HO) did not complete the Civil Rights annual training.</p> <p>Required Corrective Action: Have the HO complete the training and upload the updated attendance log into SNACS.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1601
Corrective Action History	<p>Finding #3: 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>Required Corrective Action: 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>
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
Corrective Action History	<p>Finding #4: The SFA is currently backdating many applications from the beginning of the school year. If applications were signed by the household before the beginning of the school year or if the SFA could not approve applications in a reasonable amount of time, the applications were backdated. If this occurred during the review period, fiscal action would have been taken.</p>

Administrative Review Report

North Lakeland School District

	Required Corrective Action: Please submit an explanation of how backdating will be prevented going forward and upload it into SNACS.
Form Name	Local School Wellness (1007)
Question #	1007
Corrective Action History	<p>Finding #5: The current Local Wellness Policy (LWP) does not contain all required components. Please reference the LWP Checklist for all required components and consider the LWP Builder to construct a new policy. These resources are located on the LWP webpage (https://dpi.wi.gov/school-nutrition/wellness-policy).</p> <p>Required Corrective Action: Please submit either a draft LWP or a timeline for the new LWP to be developed. If a timeline is submitted, please indicate who will be on the committee and how a new LWP will be developed (e.g. LWP Builder).</p>
Form Name	Professional Standards (1210 - 1219)
Question #	1217
Corrective Action History	<p>Finding #6: The SFA's Professional Standards tracking tool does not contain the following required components: date of hire, reporting period, job title, and full-time/part-time status. Consider utilizing the DPI Professional Standards Tracking Tool (https://dpi.wi.gov/school-nutrition/professional-standards).</p> <p>Required Corrective Action: Please submit an explanation of the tracker the food service professionals will utilize going forward and upload it into SNACS.</p>
Form Name	Food Safety & Buy American (1400 - 1403)
Question #	1400
Corrective Action History	<p>Finding #7: The SFA did not have a Field Trip Meals Standard Operating Procedure (SOP) (https://dpi.wi.gov/school-nutrition/food-safety).</p> <p>Required Corrective Action: Update the food safety plan to include this SOP and upload it into SNACS.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action History	<p>Finding #8: Crisp rice cereal, crackers, pasta salad, and eggrolls are not whole grain-rich products.</p> <p>Required Corrective Action: Discontinue serving these items. Submit crediting documentation (e.g. CN label, PFS, complete nutrition facts label with ingredient statement) or standardized recipes for replacement products, as applicable.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410

Administrative Review Report

North Lakeland School District

Finding #9: The daily and weekly minimum requirements for grain were not met for age/grade groups K-5 and 6-8 for lunch during the review period. The following represent the portion sizes planned during the review period:

- Monday: Smuckers Uncrustable Peanut Butter and Jelly Sandwich (2.6 oz, 1 oz eq)
- Tuesday: Fried rice (7/8 cup, 1 oz eq) and egg roll (cannot determine without meal pattern compliance documentation); peanut butter and jelly sandwich (2.6 oz, 1 oz eq)
- Wednesday: Salad bar (crackers, croutons, and pasta salad, 1 oz eq total); peanut butter and jelly sandwich (2.6 oz, 1 oz eq)
- Thursday: Chicken nuggets (5 each, 1 oz eq); peanut butter and jelly sandwich (2.6 oz, 1 oz eq)
- Friday: Pancakes (1 oz eq); peanut butter and jelly sandwich (2.6 oz, 1 oz eq)
- Total: 5 oz eq

The daily minimum requirement for age/grade groups K-5 and 6-8 is 1 oz eq. The weekly minimum requirement for age/grade groups K-5 and 6-8 is 8 oz eq. **Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.**

Required Corrective Action: Describe **specifically** how the daily and weekly minimum requirements for grain will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). Please address the menu items listed above in your reply.

Finding #10: The daily and weekly minimum requirements for meat/meat alternate were not met for age/grade groups K-5 and 6-8 for lunch during the review period. The following represent the portion sizes planned during the review period:

- Monday: Smuckers Uncrustable Peanut Butter and Jelly Sandwich (2.6 oz, 1 oz eq)
- Tuesday: Fried rice (7/8 cup, 1 oz eq) and eggroll (cannot determine without meal pattern compliance documentation); peanut butter and jelly sandwich (2.6 oz, 1 oz eq)
- Wednesday: Salad bar (grades 5-8 only; shredded cheese and cottage cheese, 1.5 oz eq total); peanut butter and jelly sandwich (2.6 oz, 1 oz eq)
- Thursday: Peanut butter and jelly sandwich (2.6 oz, 1 oz eq)
- Friday: Peanut butter and jelly sandwich (2.6 oz, 1 oz eq)
- Total: 5 oz eq

The daily minimum requirement for age/grade groups K-5 and 6-8 is 1 oz eq. The weekly minimum requirement for age/grade group K-5 is 8 oz eq, and the weekly minimum requirement for age/grade group 6-8 is 9 oz eq. **Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.**

Required Corrective Action: Describe **specifically** how the daily and weekly minimum requirements for meat/meat alternate will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). Please address the menu items listed above in your reply.

Finding #11: The daily and weekly minimum requirements for vegetables were not met for age/grade groups K-5 and 6-8 for lunch during the review period. The following represent the portion sizes planned during the review period:

- Monday: Mixed vegetables (1/4 cup); salad (1/2 cup credits as 1/4 cup); pizza sauce (with cheese fries only, 1/4 cup)
- Tuesday: Broccoli (1/2 cup); salad (1/2 cup credits as 1/4 cup)
- Wednesday: Salad bar (grades 5-8 only; 1 1/8 cups total) OR tomatoes (1/4 cup) and corn (1/2 cup)

Corrective Action History

Administrative Review Report

North Lakeland School District

- Thursday: French fries (1/2 cup); salad (1/2 cup credits as 1/4 cup)
- Friday: Salad (1/4 cup credits as 1/8 cup)
- Total: 2 7/8 cup

The daily minimum requirement for age/grade groups K-5 and 6-8 is 3/4 cup. The weekly minimum requirement for age/grade groups K-5 and 6-8 is 3 3/4 cups.

Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.

Required Corrective Action: Describe **specifically** how the daily and weekly minimum requirements for vegetables will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). Please address the menu items listed above in your reply.

Note: The following technical assistance was provided by Child Nutrition Resource during the school year 2014-2015 Administrative Review of North Lakeland School:

“It is required to serve 3/4 cup of vegetables daily. Currently only 5/8 cup is served on Wednesday. To correct this, add another vegetable to the menu OR increase the amount of vegetables in the pasta salad recipe to total at least 1/4 cup per serving.”

Finding #6 is not a repeat finding during the school year 2018-2019 Administrative Review because corrective action was not requested. **Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.**

Finding #12: Weekly beans and peas (legumes) vegetable subgroup requirement was not met for age/grade groups K-5 (grade 5 only) and 6-8 for during the review period due to 1/8 cup of black beans planned, offered, and served on the salad bar on Wednesday, February 13. The weekly minimum requirements for the beans and peas (legumes) subgroup is 1/2 cup. **Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.**

Required Corrective Action: Please refer to Finding #13.

Finding #13: Missing beans and peas (legumes) vegetable subgroup for age/grade group K-5 (grades K-4 only) for lunch during the review period. The weekly minimum requirements for the beans and peas (legumes) subgroup is 1/2 cup. **Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.**

Required Corrective Action: Describe **specifically** how the weekly vegetable subgroup requirement for beans and peas (legumes) will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).

Finding #14: Weekly red/orange vegetable subgroup requirement was not met for age/grade groups K-5 and 6-8 for during the review period due to 1/4 cup of pizza sauce and 1/4 cup of tomatoes planned, offered, and served on Monday and Wednesday, February 11 and 13. The weekly minimum requirements for the red/orange subgroup is 3/4 cup. **Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.**

Required Corrective Action: Describe **specifically** how the weekly vegetable subgroup requirement for red/orange will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). Please address green pizza sauce and tomatoes in your reply.

North Lakeland School

Form Name

Offer vs Serve (500-502)

Administrative Review Report

North Lakeland School District

Question #	502
Corrective Action History	<p>Finding #15: The required 1/2 cup fruit and/or vegetable, or a combination, statement is missing from signage.</p> <p>Required Corrective Action: Add a statement to your current signage which explains a student must select at least 1/2 cup fruit and/or vegetable, or a combination, as part of his or her reimbursable meal. Submit a photo of updated signage.</p>
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1411
Corrective Action History	<p>Finding #16: The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American Non-Compliant Product List or SFA equivalent, or did not have proper labeling to identify the country of origin:</p> <ul style="list-style-type: none"> • IQF blueberries from Chile <p>Required Corrective Action: Begin tracking non-domestic products, which may include Buy American information from the vendor or distributor's website. Provide a copy of the form(s) that will be used and include any noncompliant products.</p>

Technical Assistance Entries

<p>Resource Management</p> <ul style="list-style-type: none"> • USDA Foods processing and handling fees must be reported under <i>Purchased Services</i> on the Annual Financial Report (AFR). • Additionally, expenses for all programs in which the SFA is participating (including the Wisconsin School Day Milk Program) must be reported on the AFR. For more expenditure categories, reference the Expenditure Categories for the AFR (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/expenditure-categories-for-food-service-annual-financial-report.doc). • The SFA offers juice a la carte at breakfast. As the SFA sells a limited number of non-program food items and the juice has an identifiable per serving cost, similar to extra milks (SP 20-2016), the non-program foods revenue tool is not required. However, if additional a la carte items are sold in the future, this tool must be completed on an annual basis.
<p>Free and Reduced Meal Applications and Direct Certification</p> <ul style="list-style-type: none"> • The SFA does not always approve applications on the exact day they arrive at the office. Date Stamping the top of applications is allowable to reduce the number of days students may go without a potential meal eligibility. Contact Karrie Isaacson (karrie.isaacson@dpi.wi.gov) to request Date Stamping approval. • Written or verbal notice of an approved benefit based on an application must be communicated to households. If an application is denied, written notice is required. • Income on free/reduced applications must only be annualized if multiple incomes are listed at varying frequencies. If one or more incomes are listed with a single frequency (e.g. all incomes are bi-weekly), the incomes are not annualized, but instead added together and reported as that frequency on the back of the application.
<p>Verification</p>

Administrative Review Report

North Lakeland School District

- The Verification process was completed *after* the November 15 due date. Consider starting the Verification process as early as October 1 to ensure Verification is completed prior to November 15. As a reminder, applications are selected from the October 1 pool of applications.

Food Safety

- USDA Food and Nutrition Services (FNS) requires each school to post the most recent food safety inspection report in a publicly visible location for all participants of the school meals program to view.

Wisconsin School Day Milk Program (WSDMP)

- For WSDMP, juice is the only acceptable and claimable substitute. Juice may be offered as a substitute when a child is allergic to milk or has documented metabolic disorders or conditions that prohibit milk consumption. Refer to the [WSDMP and SMP Comparison Chart](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smp-wsdmp-comparison-chart.pdf) for more details (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smp-wsdmp-comparison-chart.pdf>).
- Counts must be taken as a students take their milks. Counts cannot be taken before or after each student receives the milk.

Civil Rights

- USDA's Non-Discrimination Statement must be listed on all communications with the public regarding the school meals programs. "This institution is an equal opportunity provider." or the [lengthened statement](#) must be used (dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights).
- Households cannot be targeted when encouraging the submission of free/reduced applications. The SFA cannot single anyone out when trying to obtain free/reduced applications.

Local Wellness Policy (LWP)

- A LWP is in place to set the standard for student, school, and community wellness. Develop your policy to include specific goals for your school and assess these goals annually to ensure your school is promoting local wellness to the best of its ability.
- The LWP is to be reviewed and updated, as necessary, on an annual basis. It also must be properly assessed every three years (triennial assessment). Reference the [LWP webpage](#) for more information (<https://dpi.wi.gov/school-nutrition/wellness-policy>).
- Encourage all to participate in the wellness committee. The invitation may be extended to students, parents, and members of the community.
- Consider utilizing the [LWP Checklist and LWP Builder](#) when modifying or creating a new LWP (<https://dpi.wi.gov/school-nutrition/wellness-policy>).

There are four pieces of information per non-compliant item that must be recorded on the [Buy American Non-Compliant Product List](#) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>) or SFA equivalent:

1. Date
2. Name of product
3. Country of origin
4. Reason

Administrative Review Report

North Lakeland School District

- a. Cost analysis
- b. Seasonality- record the months that the domestic product is not available
- c. Availability
- d. Substitution- record the reason the distributor substituted the product
- e. Distribution- record the reason the distributor carries the non-domestic product
- f. Other- explain

You may record additional information if you find it beneficial.

A standardized recipe is defined as one that has been tried, tested, evaluated, and adapted for use by your food service. It produces a consistent quality and yield every time, when the exact procedures, equipment, and ingredients are used.

Recipes developed and distributed by the USDA and the American Egg Board include nutritional and crediting information. Although organizations may refer to these as standardized recipes, they are in fact quantity recipes. Quantity recipes will only be standardized once they are tried, tested, and adapted to your food service operation.

Use the resources on the [Standardized Recipes webpage](#), including a checklist for pieces of information needed to standardize a recipe; tools to help analyze the meal component contribution; nutrient analysis tools; and [templates to organize all information once obtained](#) (<http://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes>, <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/recipe-template-one.doc>). The PHN also encourages viewing the webcast, [What's the Yield with Standardized Recipes?](#), which guides the viewer through the recipe standardization process (<http://dpi.wi.gov/school-nutrition/training/webcasts#sr>).

[Exhibit A](#) is a table that separates commonly used grains into groups (A-I), which provides information regarding the grams or ounces per 1.0 oz eq for each specific group (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf>). Exhibit A groups all grain products based on how much grain they contain per serving, on average. Below are explanations for the first three groups:

- Group A: these products are hard and crunchy, dry and lightweight. Per ounce, they contain a good deal of grain.
- Group B: whether serving bagels, pizza crusts or tortillas, 1.0 ounce of these products all credit the same towards the meal pattern (1.0 ounce by weight = 1.0 oz eq grain).
- Group C: cookies, cornbread, and pancakes all have something in common. Other ingredients have been added besides flour to bake these products. Therefore, 1.0 ounce of pancake does not credit as 1.0 oz eq like a slice of bread does. More of the product by weight will need to be served to credit as 1 oz eq grain.

Exhibit A can be used to credit any of the products that appear in the table when the baked weight is known. However, there may be circumstances when it is more beneficial to get exact information about the grams of creditable grain from the manufacturer in the form of a CN label or PFS.

According to Group I of Exhibit A, 1 cup or 1 ounce for flakes and rounds ready to eat breakfast cereal (cold, dry) credits as 1 oz eq of grain. For puffed ready to eat breakfast cereal, 1.25 cups or 1 ounce credits as 1 oz eq.

Foods that meet the whole grain-rich (WGR) criteria for the school meal programs contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. Grains that are not whole grain-rich cannot be credited toward the grain component. The following grain products are not WGR: crisp rice cereal, crackers, pasta salad, and eggrolls. USDA has a very thorough [Whole Grain Resource](#) that provides tools and tips for identifying whole grain-rich products (<http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf>).

Foods that meet the whole grain-rich (WGR) criteria for the school meal programs contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. Grains that are not whole grain-rich cannot be credited toward the grain component. The following grain products are not WGR: crisp rice cereal, crackers, pasta salad,

Administrative Review Report

North Lakeland School District

and eggrolls. USDA has a very thorough Whole Grain Resource that provides tools and tips for identifying whole grain-rich products (<http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf>).

The terms “wheat” or “made with whole grains” on a product label do not necessarily mean that a product is WGR. Always check the ingredient list to confirm the first ingredient is a whole grain (and any other grain ingredients in the list are enriched, if not whole. Alternatively, crediting documentation in the form of a PFS may show that the combined weight of multiple whole grain ingredients exceeds the weight of the enriched grain ingredients.

Cereals offered for breakfast credit as less than 1.0 oz eq of grain per ½ cup portion. Therefore, cereal must be bundled with another grain item so at least 1.0 oz eq of grain is offered each day to meet the daily minimum requirement for grain, and so cereal may be counted as an item as part of a reimbursable breakfast. An item at breakfast is defined as 1.0 oz eq grain, 1.0 oz eq m/ma, ½ cup of fruit and/or vegetable, or 1 cup of milk. Under OVS at breakfast, four food items must be offered, and students must select at least three food items, one of which is ½ cup fruit and/or vegetable to have a reimbursable meal.

Item Recipe

If it becomes too time- or labor-intensive to record breakfast item (e.g. cereal, juice, muffin, etc.) usage by type on production records, consider using recipes. Individual recipes document average breakfast item usage by meal and grade group. When a breakfast item recipe is on file, total usage must still be recorded on production records. Recipes must be updated twice per year or when students’ preferences change.

The vegetable subgroups are categorized based on nutrient composition. In order to ensure that students are getting a variety of nutrients each week, the USDA lunch meal pattern requires the menu planner to offer students a certain amount of each vegetable subgroup over the course of the week.

Beans and peas (legumes) are excellent sources of dietary fiber and nutrients such as folate and potassium. Some foods commonly referred to as beans and peas, such as green peas, lima beans, and green beans, are not considered part of this vegetable subgroup because their nutrient profile is not like those of legumes.

Refer to the [Vegetable Subgroups handout](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf>) from the [Menu Planning webpage](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning) to identify commonly eaten vegetables in each subgroup (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning>).

Processed foods that are not listed in the USDA Food Buying Guide for Child Nutrition Programs (FBG) must be accompanied by a product formulation statement (PFS) or a Child Nutrition (CN) label to sufficiently document meal component crediting. Secure a PFS directly from the manufacturer or save a CN label directly off the packaging.

A complete PFS must include the product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern requirements; and an original signature from the manufacturer certifying that the information is correct. Documentation should be printed on company letterhead and signed by an appropriate person (e.g. a quality assurance agent or registered dietitian, rather than a salesperson).

If a processed item does not have a valid CN label or PFS and cannot be found in the FBG, it may not be credited when served as part of the USDA School Meal Programs.

Product specification sheets or marketing brochures, commonly found on distributor websites, cannot be used for crediting meal components.

Administrative Review Report

North Lakeland School District

Continue recording planned usage, actual usage, and leftovers. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. Production records submitted for the review period were not filled in completely nor consistently.

The information below must be corrected on production records to meet the requirements. **No further action required.**

- Menu item **with recipe name/reference number or product name/description** (breakfast and lunch)
- Planned/actual quantity prepared in purchase units (breakfast and lunch)
- Planned serving size for condiments (lunch only)
- Number of reimbursable and non-reimbursable (adult) meals planned (lunch only)
- Substitutions made for students with special dietary needs (keep dietary request form on file as supporting documentation) (breakfast and lunch)

Be specific about the identity, brand, and description of the items served. Instead of “WG cereal,” “100% juice,” “cheese fries,” “hot dog,” or “chicken nuggets,” list the specific type. Those descriptions may be listed on menus for flexibility and to save space, but they are not detailed enough for production records to accurately reflect portion sizes and crediting.

Use volume measures (such as cups) to record portion sizes of fruits and vegetables, including salsa, and use weight measures (such as ounces) to record portion sizes of meat/meat alternates (m/ma) and grains.

The following discrepancies were identified in crediting during the review period and discussed with the food service director:

- Peanut butter, 0.75 ounces – 0.5 ounce equivalents (oz eq) of m/ma
- Cereals
 - Toasted oats, 1/2 cup – 0.5 oz eq of grain
 - Crisp rice, 1/2 cup – 0.25 oz eq of grain
 - Corn puffs, 1/2 cup – 0.25 oz eq of grain
- Donut holes, 4 each – 1.25 oz eq of grain

Raw, uncooked leafy greens credit for half the volume served in their fresh forms. For example, 3/4 cup of romaine lettuce credits as 3/8 cup dark green vegetable. The same crediting principle applies to iceberg lettuce and other lettuces, even if they are not in the dark green subgroup. If leafy greens are cooked, such as steamed spinach, they credit as the actual volume served.

While there are no required production record templates, there are examples on the SNT [Production Records](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records) webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records>). The production record requirements (“[Must Haves and Nice to Haves](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf)”) list can also be found at that link (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf>).

Rather than serving a K-5 lunch meal pattern and a 6-8 lunch meal pattern, it may be beneficial to simplify to a K-8 lunch meal pattern. A K-8 lunch meal pattern makes menu planning easier for school nutrition professionals, and Offer versus Serve (OVS) is in place to minimize food waste.