

Administrative Review Report

Linn Joint #4 School District

Commendations:

Thank you to the staff at Linn Jt. #4/Traver School for the courtesies extended to us during the onsite review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance.

The DPI review team appreciates the eagerness of the staff at Traver for their willingness to make changes to meet school nutrition program regulations.

Thank you for all you do for the children of WI.

Recommendations:

Meal Pattern Responsibility with a Joint Agreement: Although you are purchasing meals through a joint agreement, it is ultimately your responsibility, as the School Food Authority (SFA), to ensure all meal pattern requirements are met. This includes an understanding of the requirements of the meal pattern and keeping on file, at your site, any documentation (e.g., crediting documentation and recipes) needed to ensure that meals delivered are compliant with the meal requirements.

For information on the USDA Child Nutrition Programs, visit the [DPI School Nutrition webpage](#). For in depth technical assistance, including program links see the 2022-23 General Program Reminders which has been uploaded to the documents tab in SNACS.

This year's School Nutrition Summer Training (SNST), formerly SNSDC, will have both in-person and virtual options. The first session is in July at the Northcentral Technical College in Wausau. The second session is in August at the Waukesha County Technical College. The virtual option will also be offered in August with NEW advanced and beginner options. The classes provide an overview of all areas of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. More information can be found on the Training webpage (<https://dpi.wi.gov/school-nutrition/training>).

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Findings and Corrective Action:

Corrective Action History	Meal Counting and Claiming (300 - 311)	
Site Name	305	
Form Name	TA Log# exists	
Question #		
TA Log #	Flagged	
Due Date	Flagged 03/14/2023 04:57 PM	<p>Finding: The SFA does have an Unpaid Meal Charge Policy; however, it has not been communicated and distributed to all households, annually (SP 46-2016).</p> <p>CA: Provide a statement of how the Unpaid Meals Policy will be distributed to all households in SY 23-24 and going forward.</p>
Corrective Action Status		
Corrective Action History	Civil Rights (800 - 807)	
Site Name	803	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	Flagged 03/14/2023 05:01 PM	<p>Finding: The SFA does not have adequate procedures for handling discrimination complaints specific for the USDA school meal program (FNS Instruction 113-1). Use the DPI Civil Rights Complaint Procedures Template to create a written procedure or policy.</p> <p>CA: Provide a timeline for when the civil rights complaint procedures/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>
Corrective Action Status		
Corrective Action History	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Site Name	1601	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	Flagged	Finding: The SFA did not adequately inform households about the availability and location of free meals for

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	03/14/2023 05:14 PM	<p>students via the Summer Food Service Program (SFSP). SFAs can inform families of summer meals by promoting the following methods:</p> <ul style="list-style-type: none"> • promotion of the Summer Meals Locator on the DPI Summer Meals webpage • promotion of calling 211 to locate meals in the area • promotion of the ability to text 'food' (in English or Spanish) to 304-304 • promotion of visiting the Summer Food Service Program webpage <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>
Corrective Action Status		
Corrective Action History	Certification and Benefit Issuance (124 - 142)	
Site Name	128	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	<p>Flagged</p> <p>03/14/2023 04:08 PM</p>	<p>Finding: When determining meal eligibility on free and reduced-price meal applications, one application with one income frequency was annualized.</p> <p>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.</p>
Corrective Action Status		
Corrective Action History	Verification (207 - 215)	
Site Name	215	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	Flagged	Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a).

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	03/14/2023 04:15 PM	CA: Provide a statement indicating how the SFA will ensure verification is completed within the required time frame in the SY 23-24 and going forward.
Corrective Action Status		
Corrective Action History	Civil Rights (809 - 810)	
Site Name	810	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	Flagged 03/14/2023 04:22 PM	<p>Finding: The correct non-discrimination statement was not included on the menus, school board policy 8531, and the food page of the school district website.</p> <p>CA: Update the shortened statement on all menus to read "This institution is an equal opportunity provider" (from employer). Update policy 8531 and webpage to include the correct, 2022 non-discrimination statement.</p> <p>Upload into SNACS a copy of materials updated. If the board policy cannot be updated by the CA due date, simply provide a timeline for when the policy will be updated.</p>
Corrective Action Status	Traver School	
Corrective Action History	Meal Counting and Claiming - Day of Review (317-321)	
Site Name	318	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	Flagged 03/15/2023 01:17 PM	<p>Finding: On the day of onsite observation, the counting system does not provide an accurate milk count for reimbursable meals and a la carte milk sales. In addition, a la carte milk sales are not counted at a point of service.</p> <p>CA: A la carte milk sales must be counted as they are taken by the student at a point of service. This is the count that should be billed to the school board for reimbursement to the fund 50 account. Provide a plan detailing how the a la carte milk sales will be accurately counted.</p>
Corrective Action Status	Traver School	

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Corrective Action History	Meal Components and Quantities - Day of Review (400-408)	
Site Name	406	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	<p>Flagged</p> <p>03/15/2023 01:08 PM</p>	<p>Finding: 4K students need to follow the Preschool Meal Pattern when they are not co-mingled with students from other grades. Currently at Traver School, the breakfast service for 4K students is at a different time from the older students and it is eaten in their classroom.</p> <p>Corrective Action: In order to follow the Preschool Meal Pattern, please remove flavored milk as an option for the 4K students at breakfast. Please continue to ensure they take all components of the meal, as offer versus serve (OVS) is not an allowable meal service style. Lastly, monitor yogurt and cereal content. More information about the preschool meal pattern, including the regulation on grams of sugar for yogurt and cereal can be found here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/preschool-meal-pattern-in-a-nutshell.pdf</p>
Corrective Action Status	Traver School	
Corrective Action History	Meal Components and Quantities - Review Period (409-412, 430-437)	
Site Name	410	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	<p>Flagged</p> <p>03/15/2023 04:30 PM</p>	<p>Finding: Based on the posted menu and finalized transport sheets, there is a weekly grain shortage at breakfast. The entrees offered on the breakfast menu credited as 1.0-ounce equivalent (oz eq) of grain three days a week (Cereal, muffin, and ZeeZee Granola Bar) with the pancakes crediting as 2.0 oz eq grain and Chex Mix as 1.25 oz eq grain. These totals do not satisfy the weekly grain requirement for K-8.</p> <p>Corrective Action: Based on observation and conversation with staff, the breakfast meal is often accompanied by a cheese stick or yogurt which would bring the weekly menu into compliance. Please submit a</p>

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		statement of understanding that all foods provided need to be documented. When a week of breakfast production records are submitted for previously mentioned Corrective Action, this will also be monitored.
Corrective Action Status	Traver School	
Corrective Action History	Meal Components and Quantities - Review Period (409-412, 430-437)	
Site Name	431	
Form Name	No TA Log# found	
Question #		
TA Log #	Flagged	
Due Date	Flagged 03/15/2023 12:40 PM	<p>Finding: Based on observation, inaccurate milk usage is recorded on the breakfast production records. Milk is tallied on the point-of-sale paperwork even when a student takes a reimbursable meal without selecting a milk.</p> <p>Corrective Action: Submit one full week of breakfast production records showing the total actual milks served each day.</p>
Corrective Action Status	Traver School	
Corrective Action History	Meal Components and Quantities - Review Period (409-412, 430-437)	
	432	
	No TA Log# found	
	Flagged	
	Flagged 03/15/2023 12:36 PM	<p>Finding: Production records are intended to be useful tools to record information prior to production, during production, and following production. The Planned/Actual # of Servings Prepared and the Leftovers column were not consistently filled in daily on production records during the week of review.</p> <p>Corrective Action: Submit one full week of completed transport sheet documentation. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date</p>
Technical Assistance Entries:		
TECHNICAL ASSISTANCE		

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TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/15/2023	3173	500	Administrative Review	Traver School	Jeff S.			
<p>While Offer versus Serve (OVS) is optional for all K-8th graders at breakfast, it is highly encouraged in order to reduce food waste and allow students to make choices about which foods they select. Traver School has experimented with utilizing OVS and also requiring students to take all food items offered on the menu. Based on conversations with staff, Traver School will continue to operate OVS at breakfast for kindergarten - 8th graders. The current operation is set up to allow students to decline the milk component. This is satisfactory in meeting OVS regulations. Traver School could also decide to place an additional food item outside the reusable buckets to give students one more choice in their meal. DPI recommends keeping enough bundled items in the bucket to create a reimbursable meal in the event the student does not select any additional food items. This mean each bucket has at least 3 food items, one of which is 1/2 cup of fruit (or juice).</p> <p style="text-align: right;">3/15/2023 10:07:26 AM</p>								
03/15/2023	3171	1	Administrative Review	ALL	Food Service Director			
<p>Best practice is to keep the food safety plan in the kitchen, readily accessible to for all staff to view the standard operating procedures.</p> <p style="text-align: right;">3/15/2023 10:01:30 AM</p>								
03/14/2023	3168	704	Administrative Review	ALL	Person responsible for non-profit food service acc			
<p>In August, we will be offering our School Nutrition Summer Training (SNST) in-person in Waukesha. We will also be offering virtual training in August. The schedule should be posted on the SNST section of the School Nutrition Website in the next month. Some classes that might be helpful are:</p> <ul style="list-style-type: none"> • Free and Reduced Meal Benefits • Special Dietary Needs • Financial Basics • Meal Pattern • Offer vs. Serve <p>You can also find many options in the DPI School Nutrition Team Online Learning Library on the DPI School Nutrition Website.</p> <p style="text-align: right;">3/14/2023 5:33:47 PM</p>								
03/14/2023	3162	1214	Administrative Review	ALL	Food Service Director			
<p>It is recommended the SFA have a more comprehensive written procedure/policy for handling special dietary accommodations. The School Nutrition Team has created a Special Dietary Needs Policy template which can be modified to fit the needs of your school or district. If your district already has a policy in place, we recommend comparing it to this policy to ensure your policy includes all important information.</p>								

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3/14/2023 5:09:16 PM

03/14/2023	3161	805	Administrative Review	ALL	Persons responsible approving meal accommodations			
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On field trips, meals must be counted as the meal is given to the student. These should be marked on a student roster after the meal has been accepted. The meal counts should be entered onto the claiming spreadsheet/POS after the field trip using this roster.

3/14/2023 4:53:54 PM