

Administrative Review Report

Linn Joint #6 School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/28/2023	01/12/2024
On-Site Review	01/30/2024	01/30/2024
Site Selection Worksheet	11/28/2023	11/28/2023
Entrance Conference	01/30/2024	01/30/2024
Exit Conference	01/30/2024	01/30/2024

Commendations:

Our sincere thanks to the staff at Reek School for your warm welcome. We appreciate the time and efforts spent preparing for and participating in the administrative review. We recognize and appreciate your willingness to continuously learn about the USDA School Meals Programs and be receptive to feedback and technical assistance. Thank you for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions.

We were especially impressed with how well all staff work as a team to ensure USDA regulations are met and to maintain a quality lunch program.

Awesome job and thank you for what you do for kids!

Recommendations:

- See the DPI School Nutrition Webpage for up-to-date guidance, forms, and training opportunities.
- 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. Watch for registration information coming soon!
- For in depth technical assistance, including program links see the 2023-24 General Program Reminders which has been uploaded to the documents tab in SNACS.

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/30/2024 01:19 PM</p>	<p>Finding:</p> <p>1) The SFA has an unpaid meal policy but is not following it. (SP 46-2016). 2) An alternate meal is being provided for \$1.00</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> 1) Provide a timeline of when the policy will be revised and communicated to all households. 2) Ensure that if the alternate meal is claimed that all components are offered in the correct portion size. If the meal is not being claimed, ensure the full cost of the meal is reimbursed to fund 50 either through Fund 10 or charging the family a meal price that covers all cost.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/30/2024 01:31 PM</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>Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), develop procedures for the SFA and upload into SNACS.</p> <p>CORRECTED ONSITE NO FURTHER ACTION NEEDED.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/30/2024 01:34 PM</p>	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>Corrective Action: 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 or provide a link to this document on the district website.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/30/2024 01:41 PM</p>	<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>Corrective Action: SFAs are required to inform families where to find free summer meals. It is recommended to share the following in an end of year newsletter and on the SFA website:</p> <p>To find free summer meal locations:</p> <ul style="list-style-type: none"> • Call 211 to locate meals in the area • Text 'food' (in English or Spanish) to 304-304 • Check the Site Finder Map found on the Summer Food Service Program webpage
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/30/2024 12:55 PM</p>	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). 2 applications (3 students) were missing social security and household numbers. Note: On one of these applications the students withdrew on 12/13/2023.</p> <p>Corrective Action: Contact the families to correct the error(s) and indicate the date(s) the correction was made. CORRECTED ON 1/30/2024. NO FURTHER ACTION NEEDED</p>
Site Name		

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Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/30/2024 01:05 PM	Finding: Registration fees are automatically waived for students eligible for free or reduced-price meals. Families must have a way to decline fee waivers. Corrective Action: Provide families with a sharing of information form which allows them to decline fee waivers. CORRECTED ONSITE. NO FURTHER ACTION NEEDED.
Site Name		
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/30/2024 10:52 AM	Finding: 1). Verification confirmation was done correctly; however, the confirming official did not match the contract. 2). The verification official did not sign the application chosen for verification. Corrective Action: Review the verification section of the Eligibility Manual and submit a statement of understanding of the official's roles in verification.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/30/2024 10:58 AM	Finding: The non-discrimination statement was missing or incorrect on these required program materials; <ul style="list-style-type: none"> • DC letter • "We must check" verification letter • Website (lunch information section) • Local Wellness Policy • School Board policies 8500 & 8531

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		Corrective Action: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1213	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/30/2024 11:05 AM	<p>Finding: The new Food Service Director did not meet the food safety training requirements of 8 hours of food safety training within 5 years prior to starting date or within 30 days of hire (7 CFR 210.30(b)(v)).</p> <p>Corrective Action: Complete 8 hours of food safety training and provide documentation of completion.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/09/2024 03:45 PM	<p>Finding: The following products were identified in the selling SFA's storage area as non-domestic and not documented: Lemon juice (Mexico), pineapple (Indonesia), bananas (Honduras), tomatoes (Mexico), Sun Cup apple juice (USA, Argentina, Brazil, China, Chile, Turkey, Poland and/or Ukraine).</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products listed above. Noncompliant Product List templates can be found on the Buy American webpage.</p>
Site Name	Reek Elementary School	
Form Name	Offer vs Serve (500-502)	
Question #	502	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/30/2024 03:54 PM	<p>Finding: Menu signage must include the requirement to select at least 1/2 cup of fruit, vegetable, or combination. While Lunch signage was posted, it did not specify the minimum amount of fruit/vegetable that must be selected.</p>

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		Corrective Action: Update the signage to fulfill this requirement. This may be done by adding additional language to the current signage, posting a supplemental sign, or replacing the signage with an option from the DPI Signage webpage.
Site Name	Reek Elementary School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/30/2024 03:40 PM	<p>Finding: The food safety inspection report posted was not the most recent inspection.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/30/2024	4177		Administrative Review		FSD			
Comments								
						Created By		Created Date
The menu items listed on the transport sheet should be more detailed. For example, when listing broccoli, indicate if it is raw broccoli florets or frozen, steamed broccoli; whole pears or canned, sliced or diced; for cheese on nacho day, shredded cheese or cheese sauce. Additionally, the product numbers on the transport sheet should match the manufacturer's product number or the USDA/WI Processed commodity number. Brands should be included for processed products whenever possible.								1/30/2024 4:54:07 PM
01/30/2024	4176		Administrative Review		FSD			
Comments								
						Created By		Created Date
The transport sheet currently shows the grade groups as K-8. This should be updated to read 3K-8 since the meals for pre-k students are also included on the document.								1/30/2024 4:52:32 PM
01/30/2024	4175		Administrative Review		FSD			

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Comments							
				Created By		Created Date	
As required by the joint agreement, Lake Geneva Joint #1 provides Linn Joint #6 with access to supporting documentation for meal pattern contribution. While not required, it may be easier for both SFAs to have documents stored in a cloud-based system such as Google Docs or Drop Box. This would allow for any new products or updated documentation to be added for immediate access. Separating the documentation into folders by component or daily/weekly menu would also make it easier to find						1/30/2024 4:50:06 PM	
01/30/2024	4245		Administrative Review		FSD		
Comments							
				Created By		Created Date	
As a reminder, there is a difference between weight (ounces) and volume (fluid ounces). For example, spoodles, which are used to measure volume, are often referred to as a "4 oz spoodle". A 4 oz or ½ cup spoodle is actually 4 fluid oz rather than 4 oz by weight. This is an important distinction as the weight of the contents of the spoodle can vary significantly (think about the difference in weight between ½ cup of popped popcorn vs. ½ cup of peas).						2/9/2024 3:35:08 PM	
01/30/2024	4173	700	Administrative Review	ALL	Authorized Rep		
Comments							
				Created By		Created Date	
SCA funds tracker should not include full meals. Only unprocessed or minimally processed food items, such as milk, fruits, and vegetables should be listed on the tracker.						1/30/2024 1:30:09 PM	
01/30/2024	4172	712	Administrative Review	ALL	Authorized Rep		
Comments							
				Created By		Created Date	
Salaries for duties related to the food service program are an allowable expense. Time studies must be completed each year to show the exact amount to be charged to the nonprofit food service account.						1/30/2024 1:27:13 PM	