

# Administrative Review Report

Williams Bay School District

## **Commendations:**

Our sincere thanks to the administration and school nutrition staff. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. Thank you for what you do for kids!

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.

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 offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage ( <https://dpi.wi.gov/school-nutrition/training>).

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/20/2023 02:55 PM</p>	<p><b>Finding:</b> The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy in place that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p><b>Corrective Action:</b> Create an Unpaid Meal Charge Policy and implement it for the 2023-24 SY. Use the <a href="#">Unpaid Meal Charge Policy In a Nutshell</a> and <a href="#">USDA guidance</a> to create a policy. Submit a copy of the final Unpaid Meal Charge Policy in SNACS and a statement of how households will be notified annually of this policy.</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>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/24/2023 11:58 AM</p>	<p><b>Finding:</b> On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p><b>Corrective Action:</b> Review the <a href="#">Annual Financial Report webcast</a> and <a href="#">manual</a> on the DPI website. Submit a statement this has been completed.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	705	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 04/24/2023 11:49 AM</p>	<p><b>Finding:</b> The Food Service Management Company is not documenting the total amount of USDA Foods entitlement used each month. The FSMC needs to document this on the monthly invoice per the <a href="#">Crediting of USDA Foods Value For Food Service Management Company (FSMC) Contracts, Vended Meal Agreements and Joint Agreements</a></p> <p>Request a year-to-date USDA entitlement usage from the FSMC and compare end of year usage to the CARS report - <a href="#">Commodity Allocation Report Summary (CARS) for School Year</a></p> <p><b>Corrective Action:</b> Read through the <a href="#">Crediting of USDA Foods Value</a> and <a href="#">How to view a CARS report</a>. Submit a statement of this has been completed.</p>
<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	

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<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Flagged 01/10/2023 06:05 PM</p> <p><b>Finding:</b> The SFA completed the Nonprogram Foods Revenue Tool, but does not reflect the current prices the items are being sold at (7 CFR 210.14).</p> <p><b>Corrective Action 1:</b> Using the SFAs current Nonprogram Foods Revenue Tool, modify the nonprogram food selling prices so they match what is currently being sold and make sure the tool shows the ratio is in compliance. Upload a copy of the updated Nonprogram Foods Revenue tool into SNACS.</p> <p><b>Corrective Action 2:</b> Submit a statement of understanding that the Nonprogram Foods Revenue Tool is required to be run annually and utilized to set nonprogram food pricing to ensure compliance with this requirement.</p>
<b>Site Name</b>	
<b>Form Name</b>	Civil Rights (800 - 807)
<b>Question #</b>	801
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Flagged 04/20/2023 02:50 PM</p> <p><b>Finding:</b> The Public Release was not posted at three grassroots locations prior to the start of the school year. All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available.</p> <p>SFAs must annually distribute the Public Release to:</p> <ul style="list-style-type: none"> <li>o Local news media</li> <li>o Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.))</li> <li>o Local employment office</li> <li>o Major employers contemplating or experiencing large layoffs</li> </ul> <p>· SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.</p> <p><b>Corrective Action:</b> Upload into SNACS the names of 2-3 organizations that the public release will be posted at in the next school year.</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>	Flagged
<b>Corrective Action History</b>	<p>Flagged 04/20/2023 02:52 PM</p> <p><b>Findings:</b> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><b>Corrective Action:</b> Upload a copy of the <a href="#">Civil Rights Complaints Procedure</a> on the school website. Submit a statement in SNACS this has been completed.</p>
<b>Site Name</b>	
<b>Form Name</b>	SFA On-Site Monitoring (900)
<b>Question #</b>	900
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 01/11/2023 11:45 AM	<p><b>Finding:</b> The SFA shall establish and the Selected FSMC shall participate in the formation, establishment, and periodic meetings of the SFA advisory board composed of students, teachers, and parents to assist in menu planning. (Reference 7 CFR 210.16(a)(8)) This is not occurring at Williams Bay School District.</p> <p><b>Corrective Action:</b> Submit a statement of how this regulation will be met, specifically who will be participating in the advisory board and how many meetings will be scheduled per year.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1006	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 01/10/2023 06:10 PM	<p><b>Finding:</b> The SFA did not complete the Triennial Assessment per 7 CFR 210.31.</p> <p><b>Corrective Action:</b> Complete the <a href="#">Triennial Assessment</a>, notify the public of the results of the LWP assessment and post a copy of the assessment results to the school website. It is recommended to post a copy of the Local Wellness Policy on the school website as well. Submit a statement this has been completed.</p>
<b>Site Name</b>		
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	209	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 01/10/2023 05:36 PM	<p><b>Finding:</b> The application selected for verification should not have been chosen for verification since they were directly certified. (7 CFR 245.6a).</p> <p><b>Correction Action:</b> Select an approved application on file as of October 1, conduct the verification process for the application, and re-submit the Verification Collection Report once this has been completed. Upload a statement in SNACS that this has been completed.</p>
<b>Site Name</b>	Williams Bay Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	409	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/30/2023 03:51 PM	<p><b>Finding:</b> Milk was not documented on the breakfast production records provided for the week of review.</p> <p><b>Corrective action:</b> Submit milk invoices for the month of December to show that a variety of milk was purchased and offered to students at breakfast as well as lunch.</p>
<b>Site Name</b>	Williams Bay Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	410	
<b>TA Log #</b>	TA Log# exists	

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<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Flagged 03/30/2023 03:52 PM</p> <p><b>Finding:</b> Lunch production records provided for the week of review had 1/4 cup of fruit and 1/2 cup of vegetable served daily (1/2 cup leafy green salad Friday = 1/4 cup veg). The daily minimum requirements of the planned menu for grades 9-12 are 1 cup of fruit and 1 cup of vegetable daily at lunch.</p> <p>Therefore, based on the documentation provided, there was:</p> <ul style="list-style-type: none"> <li>-a daily and weekly quantity shortage for fruit at lunch</li> <li>-a daily and weekly quantity shortage for vegetable at lunch</li> <li>-a red/orange vegetable subgroup shortage (1/2 cup of Red/Orange vegetables offered compared to 1 1/4 cup required)</li> <li>-no vegetables offered from the "other" vegetable subgroup (missing vegetable subgroup)</li> </ul> <p>As these are considered systemic findings, it was necessary to review production records for the entire review period to analyze compliance with meal pattern requirements. As indicated in the finding related to production record requirements, when reviewing the production records for the entire month of December, a significant lack of documentation was found.</p> <p>Please note: Repeat violations involving insufficient quantities and/or missing vegetable subgroups may be subject to fiscal on subsequent ARs.</p> <p><b>Corrective action:</b> Staff responsible for menu planning must complete the must complete the <a href="#">Breakfast Meal Pattern and Lunch Meal Pattern trainings</a> found in the <a href="#">DPI Online Learning Library</a>. Please upload certificates of completion for each staff member in the Documents tab of SNACS.</p>
<b>Site Name</b>	Williams Bay Hi
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	412
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Flagged 03/30/2023 04:08 PM</p> <p><b>Finding:</b> Related to systemic non-compliance with meal pattern requirements, the performance-based 8 cent reimbursement will be stopped beginning February 1, 2023. Restarting the performance-based funding is contingent upon successful completion of the corrective action items included in this report. Please be aware that it is not sufficient to only make changes to one week of menus. The changes that need to be made to bring menus into compliance must be long-term, sustainable measures.</p> <p>The 8 cents will be restarted the first full month we are able to confirm that compliant meals are served. Note, the School Nutrition Team reserves the right to conduct an unannounced visit to observe meal service and document compliance. Repeat violations during subsequent Administrative Reviews may result in fiscal action.</p> <p><b>Corrective Action:</b> When the performance based reimbursement is terminated, it is necessary for the State Agency to conduct a weighted nutrient analysis for one week of menus for both breakfast and lunch. Therefore, in addition to the two weeks of production records requested, the SFA should submit the corresponding documentation (including the monthly menus, standardized recipes, nutrition facts labels and crediting documentation (CN labels/PFS)) for one of the two weeks so that compliance with National School Lunch Program and School Breakfast Program meal pattern requirements can be assessed AND a complete nutrient analysis can be conducted. Until that time, the administrative review cannot be closed. Additional errors may require additional corrective action and may also be subject to fiscal action.</p>
<b>Site Name</b>	Williams Bay Hi
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)

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<b>Question #</b>	430	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/30/2023 03:55 PM</p>	<p><b>Finding:</b> All production record requirements were not consistently fulfilled on production records during the week of review or the entire review period. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the <a href="#">Production Record Requirements</a>. Specifically the following were missing for many menu items during the month of review:</p> <ul style="list-style-type: none"> <li>• the serving site</li> <li>• grade grouping(s)</li> <li>• planned/actual number of servings prepared AND planned/actual quantity prepared in purchase units</li> <li>• amount leftover</li> <li>• milk types available and actual usage by type</li> <li>• planned serving size and usage for</li> </ul> <p>NSLP: There was no information filled in on the lunch production records for the week of 12/19-12/23 (with the exception of the pre-printed information for this cycle menu week). Additionally, all other weeks in December, with the exception of the review week, only documented the main entrée (and 1/2 cup of corn on 12/12). No other fruit, vegetable or milk was documented in the month of December outside of the week of review and are therefore considered to be missing components. Production records are required as documentation that your school is serving reimbursable meals that contain all required meal pattern components; without completed production records, there is no way to prove that reimbursable meals were served.</p> <p>SBP: Outside of the week of review, there was no information filled in on the breakfast production records for any other dates in December (with the exception of the pre-printed information).</p> <p><b>Corrective Action:</b> Submit two full weeks of completed production records for breakfast and lunch that fulfill ALL production record requirements. Choose weeks (Monday-Friday) that occur after the completion of the on-site Administrative Review (AR), but before the corrective action due date.</p> <p>Additionally, all staff responsible for completing production records must complete the <a href="#">Production Records training</a> found in the DPI Online Learning Library. Please upload certificates of completion for each staff member in the Documents tab of SNACS.</p> <p>Fiscal action will be assessed for both NSLP and SBP for the review month; all meals served in the month of December with the exception of the week of review (12/5-12/9) will be reclaimed. As Williams Bay Middle and Williams Bay High share the same kitchen, cafeteria and are recorded on the same production record, fiscal action must be assessed for both sites.</p> <p><i>Note: the week of review will not be reclaimed as all components except milk were documented as being served (milk is addressed in a separate CA). While there were quantity shortages, they were not repeat violations and are therefore not subject to fiscal action on this Administrative Review.</i></p> <p>NSLP dates to reclaim include December 1, 2, 12, 13, 14, 15, 16, 19, 20, 21, 22. SBP dates to reclaim include December 1, 2, 12, 13, 14, 15, 16, 19, 20, 21, 22.</p>
<b>Site Name</b>	Williams Bay Hi	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	435	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/30/2023 03:56 PM</p>	<p><b>Finding:</b> The standardized recipe for the Baked Potato bar indicates that the serving includes 1 oz of cheese and 1 oz of diced ham OR diced chicken. The recipe for 140 servings calls for 8.75lbs of cheese (140 oz), 4.5lbs of USDA diced ham (72 oz) and 4.5lbs of USDA diced chicken (72oz). While the USDA diced chicken credits 1 oz = 1 oz eq m/ma, the USDA diced ham is 1.22 oz = 1 oz eq. Therefore, the ham and cheese option credits as 1.75 oz eq m/ma and does not meet the daily minimum requirement of 2 oz eq m/ma for 9-12 students. This resulted in a daily meat/meat alternate quantity shortage.</p>

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		<p>Please note: Repeat violations involving insufficient quantities may be subject to fiscal on subsequent ARs.</p> <p><b>Corrective action:</b> Update the standardized recipe for the Baked Potato bar for accuracy and to ensure the entrée meets meal pattern requirements.</p>
<b>Site Name</b>	Williams Bay Hi	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	500	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/30/2023 04:11 PM</p>	<p><b>Finding:</b> Staff operating the point of service for lunch were not food service staff and had not been adequately trained on offer versus serve (OVS). During lunch observation at Williams Bay High, 9 meals were observed with less than 1/2 cup of fruit and/or vegetable and were therefore non-reimbursable.</p> <p><b>Corrective Action:</b> The day following meal observation, the serving line was rearranged to move the garden bar to the beginning of the line. Therefore, the last server on the line was able to determine if students had selected a reimbursable meal rather than the responsibility being on the staff at the point of service.</p> <p>All staff responsible for determining reimbursable meals must complete the <a href="#">Offer versus Serve training</a> found in the DPI Online Learning Library. Please upload certificates of completion for each staff member in the Documents tab of SNACS.</p>
<b>Site Name</b>	Williams Bay Hi	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	502	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/30/2023 04:12 PM</p>	<p><b>Finding:</b> Williams Bay High offers a self-serve garden bar, which is great! However, no salad bar signage was posted to demonstrate proper portion sizes. Additionally, no in-house yield studies had been conducted to determine the portion size needed for items that do not fit nicely into a portioning utensil, such as grape tomato, cucumber slices and cauliflower. Procedures for conducting an in-house yield study can be found on the <a href="#">DPI Menu Planning</a> page under Crediting.</p> <p><a href="#">Salad bar signage templates</a> are available on the DPI Signage page and may be used if desired.</p> <p><b>Corrective action:</b> Submit a photo of posted garden bar signage.</p>
<b>Site Name</b>	Williams Bay Hi	
<b>Form Name</b>	Smart Snacks (1104 - 1107)	
<b>Question #</b>	1106	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/30/2023 04:17 PM</p>	<p><b>Finding:</b> Food fundraisers at Williams Bay are not currently being tracked. As a reminder, all fundraisers selling food on the school campus, during the school day must either be compliant with Smart Snacks regulations or qualify for an exemption. The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each. Additionally, exempt fundraisers may not occur in the meal service area during meal times.</p> <p>All food fundraisers, whether compliant or exempt, must be tracked and document</p>

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	the organization name, date(s) and time, description of items sold and location. Tracking tools and additional information can be found on <a href="#">the DPI Smart Snacks webpage under Resources</a> .
	<b>Corrective Action:</b> Submit a statement explaining who at the school will be responsible for tracking all food fundraisers and how documentation will be kept.
<b>Site Name</b>	Williams Bay Hi
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1405
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Flagged 01/10/2023 06:23 PM</p> <p><b>Finding:</b> Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA did not receive two food safety inspections in the current or prior school year and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p><b>Corrective Action:</b> Contact the local regulatory authority to request two food safety inspections. Submit, post, and retain documentation of this communication.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	Us
01/10/2023	2661	1212	Administrative Review	ALL	AR			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
New Food Service Director Hiring Requirements • Each SFA must designate one staff member as the "Food Service Director" (FSD). The Food Service Director performs and/or oversees areas such as food safety, nutrition and menu planning, food production, procurement, financial management, customer service, and day-to-day program management. • The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the NSLP and SBP, with further flexibilities for directors hired after April 29, 2019, in SFAs with under 2500 enrollment. • The Hiring Standards for New SFA directors are based on the size of the SFA and includes education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. These requirements are listed in a summary document called "In a Nutshell- Hiring Requirements". • Per SP 38-2016, SFAs may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards. • Additional resources may be found on the Professional Standards webpage.								1/10/2023 6:21:56 PM
01/10/2023	2660	1501	Administrative Review	ALL	AR			
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
The SFA must retain all documents pertaining to the School Nutrition Programs for three years plus the current school year.								1/10/2023 6:14:17 PM
01/10/2023	2659	132	Administrative Review	ALL	AR			



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Comments							Created By	Created Date
<p><a href="#">Direct Certification</a> is required to be completed four times each year. However, it is a best practice to complete it monthly if not weekly. The Direct Certification database is updated weekly, so it is in your best interest to complete this often.</p>								1/10/2023 5:58:21 PM
01/10/2023	2658	208	Administrative Review	ALL	AR			
Comments							Created By	Created Date
<p>The Confirming Official only needs to review and sign the application(s) chosen for Verification. Although it is a good practice, it is not necessary for the Confirming Official to do this for every application.</p>								1/10/2023 5:52:48 PM
01/10/2023	2657	128	Administrative Review	ALL	AR			
Comments							Created By	Created Date
<p>The Determining Official must document the income, income frequency, household size, eligibility status, etc. on the bottom of Free and Reduced meal application.</p>								1/10/2023 5:49:10 PM
01/10/2023	2656	810	Administrative Review	ALL	AR			
Comments							Created By	Created Date
<p>The Approval/Denial Letter must have the most updated USDA Non-discrimination statement. Be sure to use the letter that is posted on the School Nutrition Team website as it is the most updated version.</p>								1/10/2023 5:44:45 PM
01/10/2023	3349	433	Administrative Review	Williams Bay Hi	AR/FSMC			
Comments							Created By	Created Date
<p>USDA fact sheets provided are very outdated (ex. 2014). Food manufacturers continuously reformulate products used in schools. It is important to stay current with these changes and be confident that the documentation on file matches the products in stock. Maintain and organize this information in a manner that is easy to reference and update, such as a binder, file folders divided into categories, or organized as digital files. These records should be reviewed and updated at least twice per year and as new products are purchased.</p>								3/30/2023 4:27:57 PM
01/10/2023	3348	437	Administrative Review	Williams Bay Hi	AR			
Comments							Created By	Created Date
<p>Leafy green salad marked as "RT" (room temperature) on the production record. Cut leafy greens are a time/temperature control for safety (TCS) food and the recipe says it should be held at 41 or below.</p>								3/30/2023 4:27:10 PM
01/10/2023	3347	410	Administrative Review	Williams Bay Hi	AR			
Comments							Created By	Created Date
<p>The planned serving size on the production record for the dinner roll served on 12/8 was 1 each. However, based on the planned number of servings/leftovers compared to the total number of reimbursable meals, it was determined that 2 dinner rolls were actually served. Be sure that the documented planned serving sizes are accurate for the grade group being served as 1 - 1 oz eq dinner roll would not meet the daily minimum grain requirement for grades 9-12.</p>								3/30/2023 4:26:22 PM
01/10/2023	3346		Administrative Review	Williams Bay Hi	AR			
Comments							Created By	Created Date

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Vegetables are offered daily at breakfast. Please note that vegetables are not a required component in the School Breakfast Program. Consider offering another fruit option or possibly adding a condiment such as peanut butter, to make the vegetables more appealing to students.							3/30/2023 4:22:50 PM	
01/10/2023	3345	406	Administrative Review	Williams Bay Hi	AR & FSMC			
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
The same meal pattern is used for grades 6-12. Because there is no overlap with the dietary specifications for these age groups under the NSLP, a separate 6-8 and 9-12 meal pattern must be followed. Since these grade groups are served in the same cafeteria, but at different times, it should be possible to adjust the menu slightly to ensure some differences and therefore compliance with meal pattern requirements. This could include slightly larger portions or additional items for the 9-12 grade students while keeping the menus similar.							3/30/2023 4:22:00 PM	
01/10/2023	3483	700	Administrative Review	ALL	FSD			
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
Non-program Food Revenue Tool • SFAs are required to annually complete the DPI Non-program Food Revenue Tool or the USDA Non-program Food Revenue Tool. The DPI tool is recommended since it aids in calculating prices of nonprogram foods to ensure USDA revenue requirements are met as found in Non-program Foods Revenue Rule SP-20-2016 • A non-program foods deficit must receive a transfer of non-federal funds into the nonprofit food service account. • SFAs that sell only non-program milk and adult meals are exempt from completing the Nonprogram Food Revenue Tool. All meals sold to Geneva Jt. 4, Fontana J8, and Faith Christian are considered Nonprogram foods and need to be included in the Nonprogram Foods Calculator Tool. Milk served in the milk program (not in SMP or WSDMP) must also be reported as a Nonprogram food and documented on the Nonprogram Foods Calculator Tool.							4/20/2023 3:47:21 PM	
01/10/2023	3482	1601	Administrative Review	ALL	AR			
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
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 Promotion of the Summer Meals Locator on the DPI Summer Meals webpage o Promotion of calling 211 to locate meals in the area o Promotion of the ability to text 'food' (in English or Spanish) to 304-304 o Promotion of visiting the Summer Food Service Program webpage							4/20/2023 2:57:41 PM	

# Administrative Review Report

Williams Bay School District