

# Administrative Review Report

Kettle Moraine School District

Schedule Type	Start Date	End Date
Exit Conference	04/13/2023	04/13/2023

Thank you to the staff at Kettle Moraine School District for the courtesies extended to everyone during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. The food service director and the food service team do a nice job to provide nutritional meals to students. It was a pleasure to work with everyone!

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## Findings and Corrective Action:

<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	107	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The Non-discrimination statement in the <a href="#">Direct Certification</a> notification letter was not listed in the correct format.</p> <p>Corrective Action: Correct the format of the non-discrimination statement in the Direct Certification notification letter. Upload a copy of the updated Direct Certification notification letter.</p>
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	113	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The <a href="#">Sharing of Information</a> letter needs to be used to allow for parental consent. Fee waivers are to be broken out instead of grouping them all in one paragraph with one box for parental consent.</p> <p>Corrective Action: Please submit a Sharing of Information letter that shows specific fee waivers broken out individually that will be used moving forward. Update the online form to show that fee waivers are broken out and provide a screenshot of the updated form.</p>
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	311	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA did not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. The SFA is not completing <a href="#">Monthly Edit Checks</a> for St Anthony on the Lake School prior to claim submission.</p>

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		Corrective Action: Upload monthly edit checks for lunch for <b>September thru February</b> into SNACS. Fiscal action will be calculated if meal counting and claiming errors are identified.
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA has received <a href="#">Supply Chain Assistance Funds</a> and not in compliance with the Attestation signed when receiving these funds. The FSD assumed Bakery products were allowable funds, but they are not. In addition, Supply Chain Assistance Funds are not being tracked separately.</p> <p>Corrective Action: 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. Review past and present invoices to determine expenses that should have been used regarding produce towards the Supply Chain Assistance Funds. Start to work on a tracking mechanism to include all products that are allowable. Submit a copy of the tracking mechanism that will be used to track these items.</p>
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA did not complete the <a href="#">DPI Nonprogram Foods Revenue Tool</a> or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5-day reference period from the current school year.</p> <p>Corrective Action 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing.</p>

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	<p>Include the position responsible for ensuring this is completed.</p> <p>Finding: Cold milk purchased by students did not have an acceptable Point of Service (POS) at KM Explorer (Wales) and Dousman Elementary.</p> <p>Corrective Action: Please provide a plan on how this will process will be corrected to ensuring monitoring of the POS. Provide the title of the person(s) who will monitor the point of service for these two schools for the cold milks that are sold.</p>
<b>Form Name</b>	Indirect Costs (712)
<b>Question #</b>	712
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 18, 2023
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Indirect costs are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. There are charges (percentage) for labor for custodial, administrator of business services and assistant charges to the food service school food service fund. There was no documentation to support these charges. Technical assistance was provided.</p> <p>Corrective Action: All costs charged to the nonprofit school food service account must be made into direct costs. Identify if indirect charges can be made into direct costs by using <a href="#">Time Studies</a>. Determine what the direct cost would be. If the indirect amount charged is greater than the direct cost calculated, the difference will need to be refunded to the nonprofit school food service account for SY 2021-22. Please upload a copy of time studies for custodial, administrator of business services and assistant into SNACS.</p> <p>Corrective Action: Please submit a statement that of understanding that time studies need to be completed each year when charging for custodial, administrator of business services and the assistant.</p>
<b>Form Name</b>	Civil Rights (800 - 807)
<b>Question #</b>	801
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 18, 2023

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The Public Release was not distributed to the required locations.</p> <p>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	806	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Civil Rights training did occur to all staff who interact with program participants in the current school year (FNS Instruction 113-1), but the webcast used was outdate and the roster used was for CACFP.</p> <p>Corrective Action: Provide a statement that the <a href="#">Civil Rights Training</a> to all staff that interact with program applicants found on the DPI website will be used moving forward along with the appropriate training roster.</p>
<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>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: St Bruno's and St Anthony's did not have onsite monitoring forms completed.</p> <p>Corrective Action: Complete <a href="#">Onsite Monitoring</a> for these two schools, complete the forms and upload a copy of each school's onsite monitoring form into SNACs.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1002	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated.</p>

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		Corrective Action: Provide a plan on when and how the LWP will be reviewed and updated.
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1003	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA did not invite a diverse group of stakeholders to participate in the committee to develop, update and review the LWP per 7 CFR 210.31.</p> <p>Corrective Action: Provide a statement of understanding that the LWP committee must invite a diverse group of stakeholders.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1004	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee.</p> <p>Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<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 <a href="#">Local Wellness Policy</a> 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>
<b>Form Name</b>	Verification (207 - 215)	
<b>Question #</b>	211	

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<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The <a href="#">Verification Notification</a> letters did not have the Non-discrimination statement in the correct format.</p> <p>Corrective Action: Update the non-discrimination statement for both letters to show the correct format and upload into SNACS for approval.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The Non-discrimination statement was not included on all required program materials including elementary student handbook, unpaid meal balance policy, posted menus in the cafeterias and the school food service webpage where program information is mentioned.</p> <p>Corrective Action: Add the Non-discrimination statement to required program materials and webpage. Provide a statement on how this will be corrected and upload a copy of what Non-discrimination statement will be used moving forward for the meal balance policy, student handbook and the food service webpage. Upload a copy of a menu with the Non-discrimination Statement that will be used. (The shorten version is allowable for the menu)</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1213	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The Food Service Director did not meet the food safety training requirements of 8 hours of food safety training of every 5 years.</p> <p>Corrective Action: Complete 8 hours of food safety training and provide documentation of completion.</p>

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<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1214	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The tracking mechanism used by the school for the food service director did not show the number of hours of training completed to meet the 12 hours of annual continuing education/training for the current school year.</p> <p>Corrective Action: Submit a statement on the specific topics with the number of hours for each topic that training occurred this current school year.</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Documentation of school food service staff training is being tracked to be in compliance with annual training requirements per 7 CFR. However, most trainings are not broken out in detail to determine what specific trainings are being taken. In addition, it is hard to determine actual hours for each of the trainings except for the in-service training.</p> <p>Corrective Action: Please submit a plan moving forward on how trainings will be broken out in detail in order to determine what specific training takes place and what the actual training hours are.</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1219	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: 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).</p> <p>Corrective Action: Provide a training plan for the</p>



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		current school year, for all Non-school nutrition staff, with school nutrition program responsibilities.
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA did not have a copy of the food safety plan at each school and/or was not site specific. Each school within the SFA must have a written site- specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13).</p> <p>Corrective Action: Update the <a href="#">Food Safety Plan</a> to be specific for each participating school in the SFA, ensure a copy is provided to each school and upload the updated food safety plan(s) into SNACS.</p>
<b>Form Name</b>	Reporting and Recordkeeping (1500 - 1501)	
<b>Question #</b>	1501	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Each year an SFA that has an Alternative School Authority Agreement which needs to complete. The agreement outlines responsibilities agreed upon by both parties involved in this arrangement. The Alternative School Authority Agreement for St Anthony's on the Lake and St Bruno's were not completed.</p> <p>Corrective Action: Provide a statement of understanding that the Alternative School Authority Agreement needs to be completed each year which outlines the responsibilities agreed upon by both parties involved in this arrangement.</p>
<b>Site Name</b>	Cushing El	
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Question #</b>	317	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA is not in compliance with Non-discrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students, which constitutes overt identification.</p> <p>Corrective Action: Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.</p>
<b>Site Name</b>	KM Explore	
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Question #</b>	317	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA is not in compliance with Non-discrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students, which constitutes overt identification.</p> <p>Corrective Action: Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.</p>
<b>Site Name</b>	Dousman El	
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)	
<b>Question #</b>	318	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The point of service (POS) software presented issues being at the beginning of the line as students went through. Food service staff are required to watch the screen as students entered pin numbers. However, in watching the process it was noted that when food service staff were busy serving food items there was some struggle to stay on task with monitoring the software for a meal charge. There was an issue with the computer, and it stopped processing numbers the students entered in. Students continued to enter their</p>

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	<p>numbers going through the line, but it appeared the meals may have not been charged. The food service staff did catch the issue and corrected it. This issue can result in missing meal counts. I did speak with staff, and it would be more helpful to adjust how the POS logistics is handled.</p> <p>Corrective Action: Provide me a statement on how this will be corrected. It is encouraged to adjust serving line logistics so that the POS is handled at the end of the line. This may be more helpful to food service staff to monitor software and assist with serving. Provide a plan on how the POS process will be corrected.</p>
<b>Site Name</b>	Cushing El
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	410
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 18, 2023
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: There was a weekly grain shortage at lunch during the week of review for all three sites. There are two reasons that this grain shortage occurred. First, with the 2 main entrees, only 7.5 oz. eq. grains were offered over the course of the week, which does not meet the minimum 8.0 oz. eq. grain requirement for the K-5 meal pattern. The alternate entrée of yogurt and granola offered daily also would have caused a shortage as well. The parfait only provides 1.0 oz. eq. grains with the granola which would put the weekly total to 5.0 oz. eq. grains.</p> <p>Corrective Action for Grain &amp; Vegetable Findings: Submit a menu planning worksheet for Lunch for the week of review (February 12-17, 2023) showing that all components and quantities will be met. Please complete <a href="#">Menu Planning</a> worksheets to reflect the changes to the originally served menu.</p>
<b>Site Name</b>	Dousman El
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	410
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 18, 2023
<b>Corrective Action Status</b>	Flagged

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<b>Corrective Action History</b>		<p>Finding: The daily minimum requirement for vegetables was not met for K-5 at lunch for all three sites during the review period. This is due to insufficient amount of greens offered daily of 3/8 cup which only provides 1/8 cup of dark green vegetables since leafy green vegetables credit as half of their volume served.</p> <p>The daily minimum requirement for K-5 is 3/4 cup but each day the K-5 students were only offered 5/8 cups vegetables.</p> <p>Corrective Action for Grain &amp; Vegetable Findings: Submit a menu planning worksheet for Lunch for the week of review (February 12-17, 2023) showing that all components and quantities will be met. Please complete <a href="#">Menu Planning</a> worksheets to reflect the changes to the originally served menu.</p>
<b>Site Name</b>	Cushing El	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	437	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Due to a daily vegetable quantity shortage, there was a vegetable subgroup shortage of the "other" category for all three school sites.</p> <p>Corrective Action: This will be addressed in the daily vegetable quantity shortage corrective action.</p>
<b>Site Name</b>	Cushing El	
<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>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Food service staff at all three sites were unclear about the Offer versus Serve (OVS) requirements for lunch. Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements. OVS resources on WI DPI's Menu Planning webpage may be used as training resources. <a href="#">The Meal Pattern e-learning resources</a> may also be helpful.</p>

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		Corrective Action: Have all staff at all three sites responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.
<b>Site Name</b>	Dousman El	
<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>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: Menu signage at all three school sites did not include that students take at least 1/2 cup fruit, vegetable, or combination.</p> <p>Corrective Action: All signage posted must include the requirement that students take at least 1/2 cup fruit, vegetable, or combination. Submit a photo of signage that fulfills this requirement for all three school sites.</p>
<b>Site Name</b>	Cushing El	
<b>Form Name</b>	Civil Rights (811-812)	
<b>Question #</b>	811	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The Non-discrimination "And Justice for All" poster was outdated from 1999.</p> <p>Corrective Action: Post an updated version of the "And Justice for All" poster. Provide a statement of understanding that the current poster must be posted and how the district will monitor for updates in the future.</p>
<b>Site Name</b>	Dousman El	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1404	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	May 18, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR

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	<p>210.13). Practices were observed that conflict with what is outlined in the site-specific SOPs for storing and using chemicals around food.</p> <p>Corrective Action: Adjust practices to align with the SOP as written. Submit a statement or plan describing how practices will be adjusted to be compliant with the established SOP moving forward. Provide training to the staff and upload into SNACS a signed roster that shows training was provide to staff on proper storing and using chemicals around food.</p> <p>Finding: There were no <a href="#">Employee Reporting Agreements</a> available for food service staff at Dousman Elementary.</p> <p>Corrective Action: Please complete the Employee Reporting agreements and upload copies into SNACS for food service staff at Dousman Elementary.</p>
<b>Site Name</b>	<b>Dousman El</b>
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1407
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 18, 2023
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site-specific SOPs for glove usage.</p> <p>Corrective Action: Adjust practices to align with the SOP as written. Submit a statement or plan describing how practices will be adjusted to be compliant with the established SOP moving forward. Provide training to the staff and upload into SNACS a signed roster that shows training was provide to staff on proper glove usage.</p>
<b>Site Name</b>	<b>KM Explore</b>
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1407
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	May 18, 2023
<b>Corrective Action Status</b>	Flagged

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<b>Corrective Action History</b>	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site-specific SOPs for glove usage.</p> <p>Corrective Action: Adjust practices to align with the SOP as written. Submit a statement or plan describing how practices will be adjusted to be compliant with the established SOP moving forward. Provide training to the staff and upload into SNACS a signed roster that shows training was provide to staff on proper glove usage.</p>
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## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/21/2023	3438		Administrative Review		FSD			
Comments						Created By	Created Date	
As a reminder, fruits and vegetables should always be measured and credited in cups. On the production records, many vegetables were listed in oz. Please always measure fruits and vegetables in cups and round to the nearest 1/8 cup.								