

# Administrative Review Report

Hartland Lakeside Schools

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/14/2022	05/31/2023
On-Site Review	11/14/2022	05/31/2023
Site Selection Worksheet	11/14/2022	11/15/2022
Entrance Conference	01/25/2023	01/25/2023
Exit Conference	01/26/2023	01/26/2023

## Commendations:

### From the Nutrition Program Consultant:

Thank you to the staff at North Elementary 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 of offering nutritional meals to students. It was a pleasure to work with everyone!

### From the Public Health Nutritionist:

Thank you to all the staff at North Elementary for the warm welcome and cooperation during Hartland Lakeside Administrative Review (AR). All daily and weekly lunch meal component and quantity requirements were met for the week of review, and you offered a great variety of food to your students! Thank you to the FSD for keeping organized records, including Buy American tracking, crediting documentation, and production records. Thank you for serving healthy, nutritious meals to your students!

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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>	March 9, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The notification letter for approval and denial for meal benefits to the household did not have the correct format of the non-discrimination statement that is required. (7 CFR 245.6). Also, it was noted that the font size was not correct.</p> <p>Corrective Action: Provide a statement that the SNT letter template will be used moving forward or update the current approval and denial letter template with required information and upload into SNACS.</p>
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	110	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 9, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA's direct certification notification letter does not include all required information on how to notify the SFA of any additional school-aged children in the household.</p> <p>Corrective Action: Provide a statement that the SNT template letter will be used or upload a corrected letter template for direct certification notification to the household into SNACS.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	800	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 9, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The non-discrimination statement in the handbook had an incorrect format.</p> <p>Corrective Action: Submit a statement on how the non-discrimination in the student handbook will be corrected moving forward.</p>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 9, 2023	

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Provide a timeline for when a school meal program civil rights 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>
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	807	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 9, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31. It was completed after the due date.</p> <p>Corrective Action: Please submit a statement of understanding that the Civil Rights Compliance Self Evaluation Form (PI-1441) will be completed by the due date.</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>	March 9, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: SFA has completed a triennial assessment of the Local Wellness Policy (LWP) but did not complete the WellSAT to meet this requirement.</p> <p>Corrective Action: Complete the WellSAT of the Local Wellness Policy assessment and upload into SNACS.</p>
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 9, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The non-discrimination statement had an incorrect format on the SFA website.</p> <p>Corrective Action: Correct the format of the Nondiscrimination statement on the SFA website and submit a statement that this has been corrected.</p>
<b>Site Name</b>	North El	

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<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	411	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 9, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: The weekly juice limit was exceeded at breakfast. No more than half (50%) of the total fruit offerings may be in the form of juice. The menu as planned was in compliance with the requirements, however two substitutions were made during the week that brought the weekly juice offering over the 50% limit. On Monday, December 12th, orange juice was substituted for raisins. On Friday, December 16th, a Cinnamon Vanilla Blenderless Smoothie was substituted for the cereal bowl. Smoothies with pureed fruits credit as fruit juice and are subject to the applicable juice limitations. A total of 6 cups of fruit (whole fruit and fruit juice) were offered during the week of review, and of that, 3.5 cups were juice. This means 58% of the fruit offered was in the form of juice. This exceeds the 50% juice limit.</p> <p>Corrective Action: Submit a statement that explains what changes will be made to the breakfast menu for the week of review to decrease the amount of juice offered and to be compliant with the weekly juice limit.</p>
<b>Site Name</b>	North El	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	433	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	March 9, 2023	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		<p>Finding: During the week of review, Scrambled Eggs were served on Monday, December 12th. A ¼ cup is listed on the production record as the serving size and noted to contribute 2 oz eq M/MA. The CN Label for the pre-cooked scrambled eggs indicate that a 1 oz serving (by weight) provides 1 oz eq M/MA. A picture of ¼ cup of scrambled eggs on the kitchen scale was submitted and indicated that it weighed 1.2 oz, therefore crediting as 1 oz eq M/MA. This does not create a daily or weekly component shortage for the week of review, however does need to be updated on the production records if served again.</p> <p>Corrective Action: Submit a statement that explains if you will plan to change the serving size of the scrambled eggs to contribute 2 oz eq M/MA or if you will update your future production records to indicate 1/4 cup credits as 1 oz eq M/MA.</p>

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<b>Site Name</b>	North El		
<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>	March 9, 2023		
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	<p>Finding: The 11/07/2022 health inspection report showed an issue with the high temperature dish machine not working at the appropriate temperature. Upon a second inspection on 11/22/2023 the problem had been corrected. When the machine was observed onsite on the day of review the temperature issue was noted again regarding the dish machine.</p> <p>Corrective Action: Please submit a statement on how this will be corrected.</p>		

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/01/2023	2801	431	Administrative Review	North El				
Comments								
						Created By	Created Date	
Production Records: When additional fruit and vegetable options are handwritten onto the production records, be sure that all required information is recorded. This includes the planned portion size of the menu item and component contribution. All condiments offered with the meal also need to have a planned serving size and should be included when calculating the weekly dietary specifications.								