

Administrative Review Report

Menomonee Falls School District

From the Nutrition Program Consultant:

Thank you to the staff at Menomonee Falls 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 of offering nutritional meals to students. The support that staff that work with the food service director do a wonderful job with their responsibilities to support the food service program. It was a pleasure to work with everyone!

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Findings and Corrective Action:

Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	114	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Meal benefits were provided if there was a letter from the social worker that mentioned that a student qualified for meal benefits regarding documents sent by the household for a fee waiver that is provided. This is not an acceptable practice. The household is required to fill out an application for meal benefits or show up on direct certification in order to receive a meal benefit.</p> <p>Corrective Action: Please submit a statement on how this issue will be corrected moving forward. Families will need to be changed to paid status but should be encouraged to fill out an application. Fiscal action will apply.</p>
Site Name	May 22, 2023	
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Due Date	May 22,2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not provide families written notification of the Unpaid Meal Charge Policy. 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>Corrective Action: Provide a statement of understanding of how written notification will be implemented and how households will be notified annually.</p>
Form Name	Indirect Costs (712)	
Question #	712	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Indirect costs are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. It was noted that custodial charges are being charged without a measurable method in place to support these charges.</p> <p>Corrective Action: All costs charged to the nonprofit school food service account must be made into direct costs. Identify</p>

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		if indirect charges can be made into direct costs using time studies, meters, etc. 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 through the Administrative Review for last school year through current school year. Any indirect costs that cannot be made into direct costs are unallowable and also need to be refunded.
Form Name	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>Corrective Action: Submit a statement of understanding that the Civil Rights Compliance Self Evaluation Form (PI-1441) is required to be completed by October 31 each year.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31).</p> <p>Corrective Action: Submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1002	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated.</p> <p>Corrective Action: Provide a plan on when and how the LWP will be reviewed and updated.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1003	
TA Log #	No TA Log# found	

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Due Date	May 22,2023	
Corrective Action Status	Flagged	
Corrective Action History		<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>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<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>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<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>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<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: Provide a statement describing how households will be informed about the availability of SFSP for</p>

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		the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Non-discrimination Statement was not included on all required program materials. the posted menu was missing the Non-discrimination statement. The food service webpage was missing the Non-discrimination statement.</p> <p>Corrective Action: Add the Non-discrimination statement to posted menu and food service webpage. Submit a screen shot of the Nondiscrimination statement on the food service webpage and upload updated materials into SNACS.</p> <p>Finding: The Non-discrimination statement was not listed in the handbook where information was provided regarding the food service program. It was noted that the student handbook was for the 2021 school year.</p> <p>Corrective Action: Please provide a statement on how this finding will be corrected in the handbook.</p>
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did have a copy of the food safety plan at each school and 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 food safety plan 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>
Site Name	Valley View Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	

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TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There was a missing vegetable subgroup during the week of review. Beans/peas/legumes were not offered or served. The USDA meal pattern for Students in grades K-8 requires a minimum of ½ cup bean, peas, legumes over the course of each week.</p> <p>Corrective Action: Please complete a Menu Planning Worksheet for K-8 Lunch for the week of review, 6-10, 2023, showing that all components and quantities will be met. Please complete menu planning worksheets to reflect the changes to the originally served menu. Refer to the Lunch Meal Pattern Table for daily and weekly requirements K-8. Lunch Menu Planning Worksheet</p>
Site Name	Valley View Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the following:</p> <p>Grilled Cheese Tomato Soup Marinara Sauce</p> <p>Herb mix</p> <p>Bundled Muffin, Yogurt, Cheese Stick meals Rice with Veggies</p> <p>Corrective Action: Submit standardized recipes for each of the above listed menu items. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage.</p>
Site Name	Shady Lane EI	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	

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Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA did not meet On-site Monitoring requirements for NSLP or SBP per 7 CFR 210.8.</p> <p>Corrective Action 1: Complete all required onsite monitoring for the current school year and upload into SNACS. If any corrective actions are found during the on-site monitoring, complete the corrective actions within 45 days of the initial on-site assessment and include this as part of corrective action.</p> <p>Corrective Action 2: Submit a plan on how onsite monitoring will be completed for each school and program moving forward and the position responsible.</p>
Site Name	Valley View Elementary	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: SFA did not meet on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8.</p> <p>Corrective Action 1: Complete all required onsite monitoring for the current school year and upload into SNACS. If any corrective actions are found during the on-site monitoring, complete the corrective actions within 45 days of the initial on-site assessment and include this as part of Corrective Action.</p> <p>Corrective Action 2: Submit a plan on how onsite monitoring will be completed for each school and program moving forward and the position responsible.</p>
Site Name	Shady Lane EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</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>
Site Name	Valley View Elementary	

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Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date	May 22,2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</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>
Site Name	Shady Lane EI	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date	May 22, 2023	
Corrective Action Status	Flagged	
Corrective Action History		<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 SOP's for date marking. It was noted some items in the freezer that were open on pans were not marked.</p> <p>Corrective Action: Adjust practices to align with the SOP as written. Submit a copy of the updated SOP or a statement describing how practices will be adjusted to be compliant with the established SOP.</p>
Site Name	Valley View Elementary	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date	May 22,2023	
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). An SOP for sharing or "no thank you" tables must be in the food safety plan.</p> <p>Corrective Action: Review information provided onsite. Determine if the district will use a sharing or "no thank you" table. Once the option is determined establish a SOP and include in food safety plan. Submit a statement describing what option the district will use and how practices will be adjusted to be compliant with the established SOP. It is recommended to check with the local sanitarian for guidance.</p>

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Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/14/2023	3446	305	Administrative Review	ALL				
Comments								
					Created By		Created Date	
SFAs operating the school meals programs are required to have a written and clearly communicated policy to address unpaid meal charges per USDA memo SP 46-2016. USDA and the SNT have developed resources that SFAs can use in their efforts to manage the challenge of unpaid meal charges. Please reference these resources to assist with communicating the Unpaid Meal Balance Policy to households.								
03/08/2023	3423	434	Administrative Review	Shady Lane El	FSD			
Comments								
					Created By		Created Date	
Missing standardized recipes was noted and corrective action was assigned to Valley View Elementary School as it is the targeted review site. Standardized recipes are required district wide in all schools with preparing meals for students.								
03/08/2023	3422	437	Administrative Review	Shady Lane El	FSD			
Comments								
					Created By		Created Date	
Both reviewed schools (Shady Lane Elementary and Valley View Elementary) have the same menus and the same missing vegetable subgroup. Corrective action was assigned to Valley View Elementary as it was the targeted review site. The corrective assigned pertains to both sites of the administrative review.								
03/08/2023	3404		Administrative Review					
Comments								
					Created By		Created Date	
Each school has beautiful, colorful signage, but the signage needs to be bigger and placed within the student's view. Per regulations, signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order for their meal to count as reimbursable. The breakfast signage must list the three components and the four items offered and must communicate to students that under Offer versus Serve (OVS), they must select at least three food items, one of which must be at least ½ cup of fruit and/or vegetable, or a combination.								