

# Administrative Review Report

Stone Bank School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/04/2019	12/22/2019
On-Site Review	01/22/2020	01/23/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	01/22/2020	01/22/2020
Exit Conference	01/23/2020	01/23/2020

## Commendations:

Thank you to the Food Service Manager and staff for the courtesies extended to us during the on-site review. It is clear that they are working hard to learn the program requirements and implement changes where necessary. The Food Service Manager and Food Service staff asked excellent questions and were open to suggestions provided by the State Agency. This is a testament to the work ethic, passion, and dedication to school nutrition by them both.

## Recommendations:

It was noted during the review that the Food Service Manager is limited in the number of hours she is allowed to work each week. However, she is responsible for handling a significant portion of the National School Lunch Program (NSLP) operation including menu planning, ordering, food preparation, serving, ensuring compliance with meal pattern requirements (developing standardizing recipes, obtaining necessary crediting documentation), staff training and continuing education. Based on the workload and responsibilities of the Food Service Manager related to the NSLP, it is common for this to be a full-time position or have the duties split between multiple positions in order to run the School Nutrition Program effectively. With more time the Food Service Manager could not only follow regulations of the program more closely but also work on program improvements like cycle menus and initiation of marketing strategies. These improvements can lead to increased participation in the program which will bring additional reimbursements.

# Administrative Review Report

Stone Bank School District

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	102	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 11:48 AM	Finding: The SFA has not designated if their district uses an electronic or manual system for processing applications. CA: Submit a statement as to what system you are using this school year.
<b>Site Name</b>		
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 10:36 AM	Finding: TheThe SFA did not indicate in the answer to the question #107, whether or not they are using the DPI Denial letter template, when sending a denial letter out to families. CA: Review the pg 56-57 of the Eligibility Manual. Provide a statement that the SNT letter template will be used moving forward, or add a sentence telling the DPI consultant you are using the correct letter template when sending out notices to families that had a denied application. Also upload a copy into the documents tab of SNACS.
<b>Site Name</b>		
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 10:31 AM	Finding: A current copy of the Direct Certification letter being used by the district has not been uploaded. You indicated you are using the template provided by the state agency. CA: Upload a copy of this letter into the Documents tab of SNACS. When you submit your corrective action, indicate that you have uploaded the document requested.
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	111	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 11:05 AM	Finding: The SFA is not in compliance with 7 CFR 245.6 which states a child's receipt of benefits from direct certification extends eligibility for free benefits to all children who are members of the same household. Foster child, homeless, migrant, runaway or Head Start and Even Start benefits do not extend to other students in a

# Administrative Review Report

Stone Bank School District

		household.  CA 1.If you have not already done this, notify the household(s) of students now eligible for free benefits through another household members extension of benefits and upload a copy of the letter into SNACS. CA 2. Provide a process that the SFA will use to identify and extend meal eligibility to all members of the household who are eligible. The link here <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf</a> will help you read about the required extended eligibility, per the Eligibility Manual. Submit a statement to the DPI Consultant that you have read and understand the process of determining an application, and if benefits should extend to other siblings, family members.
<b>Site Name</b>		
<b>Form Name</b>	Verification (200 - 204)	
<b>Question #</b>	200	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 11:57 AM	Finding: The SFA that completed questions in SNACS is not aware of the Verification Collection Report that is due each school year by the deadline of Feb. 1, 2020. CA: Follow the link here, for the Verification section on the DPI website, to familiarize yourself with the process of Verification. Submit a statement showing "why" the verification process is done each year.
<b>Site Name</b>		
<b>Form Name</b>	Verification (200 - 204)	
<b>Question #</b>	201	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 01/22/2020 03:10 PM	Finding: The Online contact does not have the correct person listed as the Verifying Official. The Verifying Official is the person who completes the verification process for the SFA. CA: Update the contract to accurately reflect who the Verifying Official is. Notify the Nutrition Program Consultant once completed. CA: Update the contract to accurately reflect who the Verifying Official is. Notify the Nutrition Program Consultant once completed.
<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	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 01:04 PM	Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14. CA 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year. CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing.
<b>Site Name</b>		

# Administrative Review Report

Stone Bank School District

<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	800	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/10/2020 01:15 PM</p>	<p>Finding: The correct non-discrimination statement was not included on all program materials. The complete statement is required to be on all program materials that are given to families. This statement cannot be altered, changed, or shrunk. It is required to be in the same font as the rest of the page it is being used on. The shortened statement is "Allowable" to be used on Menu's (This institution is an equal opportunity provider). CA:</p> <p>CA: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	806	
<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 03/10/2020 02:41 PM</p>	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1). CA: Going forward next school year, provide the civil rights training to all food service staff, and anyone who helps with food service at meal time, or interacts with program applicants. The Power Point can be found on the DPI website under training. Have a sign-in sheet to document who attended the training. Save the sign-in sheet for your files as proof for the next administrative review. This training is required each year. Submit a statement to show that Civil Rights training will take place in the beginning of the 2020-2021 school year. Sign and date, upload into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	807	
<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 03/10/2020 02:57 PM</p>	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>CA: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action. It can be found on the DPI website.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		

# Administrative Review Report

Stone Bank School District

<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 02:44 PM	Finding: The SFA could not provide the Wellness policy at the time of the onsite review. (7 CFR 210.31) CA: Provide a copy of the LWP, and a date when this policy will be added to the school website. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into SNACS.
<b>Site Name</b>		
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 02:50 PM	Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated. At the time of this Administrative Review, we could not find the Wellness Policy on the district website. CA: Add the current wellness policy to the district website, and also upload a copy into SNACS. Then complete the Triennial Assessment that is due by June 30, 2020. This can be found on the DPI website under the Local Wellness tab. Upload a copy into SNACS as well. Keep copy for your records.
<b>Site Name</b>		
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 02:52 PM	This is addressed in a previous question. The current policy will be uploaded into SNACS.
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/10/2020 01:42 PM	Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. CA: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.
<b>Site Name</b>	Stone Bank EI	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<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 02/10/2020 03:15 PM	Finding: No vegetables from the beans/peas or starchy vegetable subgroups were served during the week of review. Both of these subgroups have a 1/2 cup minimum requirement for the week. Corrective Action: Submit one week of

# Administrative Review Report

Stone Bank School District

		completed production records as well as a monthly menu showing that all subgroup requirements are being met. If planning to incorporate these subgroups into the fruit and vegetable bar, submit a written statement indicating the items to be offered, frequency and planned portion size.
<b>Site Name</b>	Stone Bank EI	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	410	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/10/2020 03:51 PM</p>	<p>Finding: Acceptable crediting documentation, portion sizes and/or recipes were not available for several items served during the week of review (Dec 16-20, 2019).</p> <p>Processed foods that are not listed in the Food Buying Guide (FBG) must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting. Additionally, any foods prepared by food service with more than one ingredient must have a standardized recipe unless each ingredient is documented separately on the production record.</p> <p>Once the Public Health Nutritionist has all crediting documentation and updated standardized recipes for the week of review, menus can be analyzed for compliance with the National School Lunch Program and School Breakfast Program meal pattern requirements. Until that time, the administrative review cannot be closed. Please be aware that the possibility to conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.</p> <p>Corrective Action: Submit the following:</p> <p>Recipes: Turkey and cheese sub, Meatballs/sauce, Ham and cheese sandwich, Taco meat (include weight of crumbles and recipe yield), Salami and cheese sandwich, Ham/Turkey/Cheese sandwich, Breakfast burrito, Tomato soup, Toasted cheese sandwich</p> <p>Crediting documentation (CN label or PFS): Turkey, Tyson Pepperoni (on Pizza Hut pizza), Salami*, sausage crumbles, Reduced sodium meatballs (PFS provided, but APP documentation still needed)</p> <p>Other information:</p> <ul style="list-style-type: none"> <li>-Ham weight per slice</li> <li>-What sandwich is being served in place of roast beef?</li> <li>-Did students selecting the pancakes on Friday have access to any meat/meat alternate options such as eggs? If so, what was the serving size?</li> <li>-Eggs, weight of liquid mixture used and how many serving it yields.</li> </ul> <p>*If not crediting Salami, recipe should reflect quantities of meat and cheese that meet daily minimum requirements.</p>
<b>Site Name</b>	Stone Bank EI	

# Administrative Review Report

Stone Bank School District

<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	411	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/10/2020 04:14 PM</p>	<p>Finding: Production records submitted do not document the following information: specific planned serving size, planned/actual number of servings prepared, milk types available and actual usage by type, number of reimbursable and adult meals planned and served.</p> <p>Additionally, there were no serving sizes documented for items on the fruit and vegetable bar. It is important that this information is noted and that proper portioning utensils and/or signage are used to ensure daily minimum vegetable requirements are met.</p> <p>Corrective Action:</p> <p>Send one week of completed production records which fulfill all production record requirements. Choose a full 5-day week that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p> <p>AND</p> <p>Submit invoices showing that milk was purchased and available for students during the week of review (Dec 16-20, 2019).</p>
<b>Site Name</b>	Stone Bank 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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/05/2020 12:34 PM</p>	<p>Finding: Point of service staff were unclear about the Offer versus Serve (OVS) requirements for lunch/breakfast. 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="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a>). The Offer versus Serve and Meal or No Meal webcasts may also be helpful (<a href="http://dpi.wi.gov/school-nutrition/training/webcasts#ovs">http://dpi.wi.gov/school-nutrition/training/webcasts#ovs</a>). Corrective Action: Have staff responsible for determining reimbursable meals complete training on OVS. Please submit details regarding when and how the training was conducted.</p>
<b>Site Name</b>	Stone Bank El	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1411	
<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 02/04/2020 03:22 PM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: canned pineapple (Thailand), canned peached (China), frozen broccoli (Mexico), frozen cauliflower (Mexico), strawberries (Mexico), snap peas (Mexico), bell peppers (Mexico).</p> <p>Corrective Action: Complete and submit Non-Compliant Product Forms for the</p>

# Administrative Review Report

Stone Bank School District

products listed above (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>).

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/10/2020	1940	1600	Administrative Review	ALL				Jane Maier
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: •Promotion of the summer meals locator on the DPI Summer Meals webpage •Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 877-877 to locate meals in the area •Promotion of the USDA Summer Food website ( <a href="http://www.fns.usda.gov/summerfoodrocks">http://www.fns.usda.gov/summerfoodrocks</a> ) 7 CFR 210.12(d)								3/10/2020 2:58:33 PM
03/10/2020	1939	1600	Administrative Review	ALL				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: •Promotion of the summer meals locator on the DPI Summer Meals webpage •Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 877-877 to locate meals in the area •Promotion of the USDA Summer Food website ( <a href="http://www.fns.usda.gov/summerfoodrocks">http://www.fns.usda.gov/summerfoodrocks</a> ) 7 CFR 210.12(d)								3/10/2020 2:54:41 PM
03/10/2020	1933	800	Administrative Review	ALL				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
The non-discrimination must be included on letters, menus, website, and other documents used to convey program information to the public. The current statement NDS must be used( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc</a> ). When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach materials when notifying households of benefits.								3/10/2020 1:07:01 PM
03/10/2020	1932	711	Administrative Review	ALL				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Technical Assistance is available on the DPI website under Revenue from Non-Program Foods. It describes how to calculate the cost of Adult Meals in the National School Lunch Program. <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/adult-meal-pricing-guide.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/adult-meal-pricing-guide.doc</a> .								3/10/2020 1:02:56 PM
03/10/2020	1931	708	Administrative Review	ALL				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Technical Assistance is available on the DPI website under Paid Lunch Equity, which explains the reasons why this step is required to complete.								3/10/2020 12:45:31 PM
03/10/2020	1930	307	Administrative Review	ALL				
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced & paid lunches against the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CFR 210.8).								3/10/2020 12:19:52 PM
03/10/2020	1929	204	Administrative Review	ALL				



# Administrative Review Report

Stone Bank School District

Comments				Created By	Created Date
Technical Assistance is provided for question #204 of the On-site Assessment. When using a manual system as you described in your answer to this question, be sure to be accurate in your process. The DPI website will be very helpful to you in explaining the process and completing the selection requirement, and also explaining the "error prone" section of the process. Finally, it explains how to complete the Verification Collection Report.					3/10/2020 12:09:16 PM
03/10/2020	1928	111	Administrative Review ALL		
Comments				Created By	Created Date
A child's receipt of benefits from Direct Certification extends eligibility for free benefits to all children who are members of the same household. [7 CFR 245.6(b)(7)]. Foster child, homeless, migrant, runaway or Head Start and Even Start benefits do not extend to other students in a household.					3/10/2020 11:45:57 AM
02/10/2020	1593	411	Administrative Review Stone Bank EI		
Comments				Created By	Created Date
A copy of the Production Record Requirements and templates may be found on our webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records</a> ).					2/10/2020 4:12:34 PM
02/10/2020	1592	411	Administrative Review Stone Bank EI		
Comments				Created By	Created Date
Production records are the SFA's way of proving that reimbursable meals were served; therefore, all items offered as part of the reimbursable meal must be recorded. This includes milk as well as all items included in the bagged lunch offering (unless a recipe is used). Note: It is recommended that chips are not included in the bagged lunch as the grain requirement is met with the sandwich/sub and students have access to the fruit and vegetable base as well as a milk to complete their reimbursable meal.					2/10/2020 4:10:33 PM
02/10/2020	1591	410	Administrative Review Stone Bank EI		
Comments				Created By	Created Date
When developing the requested standardized recipes, 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 ( <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a> ).					2/10/2020 4:01:47 PM
02/04/2020	1535	1410	Administrative Review Stone Bank EI		
Comments				Created By	Created Date
The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands). Labels should indicate if the product is grown, processed and packed in the continental U.S. and any U.S. Territories. If label indicates that product is distributed or packed in the U.S, but the country of origin is not listed, the SFA must get certification from distributor or supplier stating: "We certify that (green beans) were processed in the U.S. and contain over 51% of its agricultural food component, by weight or volume, from the U.S.," This can accepted within an email. For domestic products without country of origin labeling, consider the Buy American Provision Attestation for Agricultural Product(s) Purchased Between School and Contractor ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx</a> ). By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision. The following products were found without a clear country of origin indicated on the product or product packaging: tortillas, ketchup, refried beans, and green beans.					2/4/2020 3:19:11 PM
02/04/2020	1534	1104	Administrative Review Stone Bank EI		

# Administrative Review Report

Stone Bank School District

Comments					Created By	Created Date
The following items are exempt from meeting smart snacks standards: an entree the day of and the day after it is served as part of a reimbursable meal, fresh or frozen fruits and vegetables (with no added ingredients), canned fruits (with no added ingredients) that are packed in 100 percent juice, extra light syrup or light syrup, and low sodium and no-salt added canned vegetables (with no added fat). Note that 1/2 entrees sold a la carte would be subject to Smart Snacks standards.						2/4/2020 3:07:27 PM
01/22/2020	1486	404	Administrative Review	Stone Bank EI		
Comments					Created By	Created Date
Because the vegetables on the salad bar are being used to meet the weekly vegetable requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage. A Salad Bar Signage Template was left onsite and can be found on our Signage webpage at: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx</a>						1/28/2020 4:01:30 PM
01/22/2020	1485	6	Administrative Review	Stone Bank EI		
Comments					Created By	Created Date
Using a cycle menu may ease the burden of menu planning and help ensure meal pattern requirements are met after a compliant cycle has been planned. Cycle menus may aid in purchasing if production records are reviewed and analyzed to forecast based on historical data. When using a cycle menu, production records can be partially completed. For more information, visit the Cycle Menu Resources webpage: <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/cycle-menu">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/cycle-menu</a>						1/28/2020 3:38:36 PM
12/27/2019	1232	113	Administrative Review	ALL		
Comments					Created By	Created Date
The safeguards are to limit who has access to the confidential information of the complete Free and Reduced process of applications, direct certification, deposits of money into accounts, positive and negative accounts, the POS system, etc. A process needs to be in place to protect the families, and students. A disclosure statement is the best way to do this along with limiting personnel who have access.						12/27/2019 7:55:38 AM
12/27/2019	1231	111	Administrative Review	ALL		
Comments					Created By	Created Date
On Questionnaire, #111, Food Service personnel is unaware of the process of extension of benefits if one student in household qualifies on Direct Certification for SNAP or TANF benefits. I will do more TA while on site during the review. Corrective Action will follow as well.						12/27/2019 7:50:16 AM