

Administrative Review Report

Pittsville School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/05/2019	01/10/2020
On-Site Review	01/30/2020	01/31/2020
Site Selection Worksheet	12/05/2019	12/05/2019
Entrance Conference	01/30/2020	01/30/2020
Exit Conference	01/31/2020	01/31/2020

Commendations:

From the Nutrition Program Consultant: Thank you to staff and school nutrition professionals at Pittsville School District for the courtesies extended to the review team during the on-site portion of the review. Thank you for the time and attention given to the off-site questionnaire and documents. Also for pulling records for the review team while on site. The review team is confident that Pittsville School District will continue to operate and improve its school meals programs.

From the Public Health Nutritionist: Thank you to all staff at the Pittsville School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Thank you for serving healthy, nutritious meals to the students of the Pittsville community!

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Findings and Corrective Action:

Site Name	
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1601
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 the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>
Site Name	
Form Name	Professional Standards (1210 - 1219)
Question #	1217
Corrective Action History	<p>Finding: The Business Manager currently does not track his/her training hours. This is a requirement for the individual(s) maintaining the non-profit school food service account.</p> <p>Corrective Action: Please upload into SNACS a completed tracker for the Business Manager including all completed trainings for the 19-20 school year (dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx)</p>
Site Name	Pittsville Hi
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action History	<p>Finding: At Pittsville High School, there was a daily grain shortage for 9-12 grade students during the week of review at lunch. The following days contained shortages: Tuesday, December 3, 2019: 1.75 oz eq. grain offered (2 oz eq. grain required) Wednesday, December 4, 2019: 1.5 oz eq. grain offered (2 oz eq. grain required)</p> <p>Corrective Action: State what will be done to the week of review so that 2 oz. eq. grain is offered to 9-12 grade students each day at lunch. Review the lunch meal pattern table for reference (dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p>
Site Name	Pittsville Hi
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
Corrective Action History	<p>Finding: At Pittsville High School, there was a weekly grain shortage for the week of review at breakfast with the daily alternate entrée. Each day, a breakfast bar "breakfast jammer" (1 oz. eq. grain) is offered as an alternate breakfast entrée. The breakfast bar was offered with a string cheese or yogurt twice per week for a total of 7 oz eq. grain offered per week. Although this meets the daily grain requirements, this will not meet the weekly grain requirements (7 oz eq. grain offered during the week of review; 9 oz eq. grain required weekly for 9-12 grade students).</p>

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	<p>Corrective Action: State what changes will be made to the week of review to ensure that 9 oz eq. grain is offered to students each week with the alternate breakfast entrée. Additionally, fiscal action is required for any repeat violations at the SFA level (not site-specific) from the previous AR Cycle. Because a weekly grain shortage was found at breakfast during the last AR (School Year 2015-16) as well as the current AR, fiscal action will be applied. There will be a re-claim of alternate breakfast meals served for one weekday with the lowest participation at each AR site with a weekly quantity insufficiency. This resulted in a re-claim of six breakfast meals.</p>
Site Name	Pittsville Hi
Form Name	Afterschool Snack Program
Question #	8
Corrective Action History	<p>Finding: The Afterschool Snack Program location at the high school is not providing a supervised afterschool enrichment activity or program and therefore does not qualify to participate in the program. (7 CFR 210.2)</p> <p>Corrective Action: Remove the Afterschool Snack Program from the School Nutrition contract for this site. Fiscal action will apply to snacks claimed within the current and past three school years that were ineligible for reimbursement.</p>

Technical Assistance:

Free and Reduced Meal Applications

- Total household income on the back of applications does not need to be annualized if there is a single income frequency (e.g. weekly, etc.) or if all incomes have the same frequency.
- Ensure that the backs of income applications are completed by the SFA. The Confirming Official and Verifying Official do not need to sign and date the back unless that application was selected for the Verification process.

Verification

- The Standard Sampling Method for the Verification process is required when the non-response rate in the previous school year is 20% or more.

Professional Standards

- The Professional Standards regulations in 7 CFR 210.30 establish annual training standards for all school nutrition program directors, managers, and staff. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program.
 - **Directors** must complete **12 hours** of annual trainings
 - **Managers** must complete **10 hours** of annual trainings
 - **Full-time staff** (20 hours or more/week) must complete **6 hours** of annual trainings
 - **Part-time staff** (less than 20 hours/week) must complete **4 hours** of annual trainings
- **Trainings must be tracked for the following individuals:** school nutrition directors, managers, and staff; school nutrition substitutes and volunteers; teachers or cashiers determining reimbursable meals at Point of Service; office staff with school nutrition program duties (submitting claims for meal/snack programs, processing free and reduced-price applications, verification, or financial management).
- The Hearing Official is required to completed the annual hour of civil rights training.

Food Safety

- Ensure milk cartons are on cooling mechanisms during meal service. Only when kept on cooling mechanisms (e.g. on ice or cooling pack, within coolers, etc.) can the cartons be tempted and put back into the refrigerator for future service.

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Outreach

- All SFAs operating NSLP are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether or not SFSP is offered by the SFA itself. Acceptable outreach activities may include developing and distributing printed and electronic materials that provide information on the availability and location of summer meals to families of school children prior to the end of the school year. SFAs may distribute information through means normally used to communicate with households of enrolled children. For example, a link to the SFSP site map could be included in a spring parent newsletter. Additional information can be found on the [Administrative Review webpage](#) and the SFSP [Find a Summer Meals Site webpage](#) (dpi.wi.gov/school-nutrition/administrativereview; dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site).
 - [SFSP poster](#) (dpi.wi.gov/community-nutrition/sfsp/outreach)

School Breakfast Program

- Join schools throughout Wisconsin to increase breakfast participation or to start a new breakfast program. The challenge began December 2nd, 2019 and will conclude March 6, 2020. Schools with the highest increase in breakfast participation will win up to \$1,000! New this year, participate in the Big Cheese bonus round for a chance to win an additional \$1,000 for your program. Prizes are provided by No Kid Hungry. Visit <http://bit.ly/SchoolBreakfastChallenge> for details.

Fundraisers

- Tracking fundraisers are crucial to ensuring compliance in the USDA School Nutrition Programs. To the existing tracking form, the start and end times and location of the fundraiser must be included. In addition, a clearer description of the items sold at fundraisers is needed. For example, instead of “Valentine’s Day Sales” specify if that includes a specific type of candy, trinkets, etc. If food is sold, the best practice would be to include the product’s label with the tracking form. Tracking templates are available on the [Smart Snacks webpage](#), (dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).

Offer Versus Serve

- In order to meet the Offer Versus Serve (OVS) requirements at lunch, each child must take the full serving size of at least three components in order for the meal to be claimed for reimbursement. For example, when a hamburger bun crediting for 1.5 ounce equivalents (oz eq) of grain is served with a 1.0 oz eq package of crackers, a 9-12 grade student must take both the hamburger bun and the crackers in order to have the minimum of 2.0 oz eq of grain on their tray. If the student selects only one of the grain items (the bun OR the crackers) then the student has not selected the minimum serving of grain. Therefore, this could not be counted as one of the three required components for OVS. The student would have to take three other components in their full serving sizes (i.e. meat/meat alternate, fruit, vegetable, or milk) in order to meet the OVS requirements. This was not an issue on the day of the review as a chicken patty with breading crediting for 1.0 oz eq grains was served with the 1.5 oz eq hamburger bun for a total of 2.5 oz eq of grain. Many students selected the patty with the bun and met the full grains component. However, this could be an issue when hamburgers are served. As the hamburger patty does not credit for the full grains component, the bun and crackers offered on this day would have to be selected together in order to fulfill the grains component for OVS.

Crediting and Meal Components

- During the week of review, there were several crediting issues: 1) Breakfast 12/3/19: The cereal bars offered at breakfast (Cheerios, Fruity Cheerios, Cocoa Puffs, and Trix) credit as 1 ounce eq of grain. The Child Nutrition (CN) label, Product Formulation Statement, or Exhibit A should be used to credit cereal bars. 2) Lunch 12/3/19: A 2 ounce serving size by weight of taco meat does not credit ounce for ounce equivalent per the CN label for this product. The CN label states that a 3.17 ounce serving size by weight credits as 2.0 oz eq meat/meat alternate for the Child Nutrition Programs. Therefore, when serving students a 2.0 ounce serving size by weight of taco meat, this does not credit as 2.0 oz eq meat/meat alternate; instead it only credits as 1.25 oz eq meat/meat alternate. In order to determine how much 2.0 ounce by weight of taco meat contributes to the meal pattern, cross multiplication should be used. Use the following equation:

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What you know = What you DO NOT know (solving for)

What you know = What you know

(then cross multiply and divide by the other)

3) Lunch 12/4/19: Oven kettle chips were served and credited as a $\frac{1}{2}$ cup of starchy vegetable. Chips are not creditable to the meal pattern as a starchy vegetable. For help crediting menu items, refer to the [Crediting In a Nutshell handout](#) or contact a Public Health Nutritionist for assistance (dpi.wi.gov/sites/default/files/imce/school-nutrition/crediting-in-a-nutshell.pdf).

- Fruit Component at Lunch: Modify lunch production records to include blank lines to write the fruits offered each day, in order to demonstrate that the required 1 cup of fruit is offered at lunch daily. When whole fruits are served, include the fruit count size on the production record. For example, 138 count whole orange should be written. Different count sizes contribute different serving sizes to the meal pattern. When a whole fruit is served, the serving size should be "1 each" instead of 4 oz. For example, not every whole apple weighs exactly 4 oz. and thus, should not be written on the production record this way.

Production Records

- On the production records for breakfast, lunch, and the garden bar, specify the serving size of fruits and vegetables in either fluid ounces, weight (ounces), or cups. Most often, the serving size of fruits and vegetables should be written in cups. It is important to note that volume is not the same as weight and thus cannot be used interchangeably. For example, one fluid ounce (volume) of cotton balls and one fluid ounce of rocks may be the same volume but do not weigh the same. Please clarify on production records where needed. For example, the serving size of carrots on the garden bar is noted as two ounces. This indicates that carrots are weighed prior to serving to students. Spoodles, which are used to measure volume, are often referred to as a "4 oz spoodle" for example, which makes this somewhat confusing. A 4 oz or $\frac{1}{2}$ cup spoodle is actually 4 fluid oz rather than 4 oz by weight. This is an important distinction as the weight of the contents of the spoodle can vary significantly. It is best to state the serving size as $\frac{1}{4}$ cup in this case.