

Administrative Review Report

Grantsburg School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/20/2024	03/25/2024
On-Site Review	03/26/2024	03/27/2024
Site Selection Worksheet	02/19/2024	02/20/2024
Entrance Conference	02/29/2024	02/29/2024
Exit Conference	05/08/2024	05/08/2024

Commendations:

From the Public Health Nutritionist:

Thank you to all the school nutrition professionals at the Grantsburg School District for the warm welcome and cooperation during the school district administrative review (AR). All daily and weekly breakfast and lunch meal pattern components 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 food service director for keeping organized records, including Buy American tracking, crediting documentation, standardized recipes, and production records on file. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant: Thank you to the Grantsburg School District administrative staff and school nutrition professionals for the warm welcome and availability during both the off-site and on-site portion of the Administrative Review (AR). Your comprehension of all details of the school nutrition program requirements is masterful. The extensive variety of healthy sides available to students daily is impressive, and students appear to greatly appreciate the availability of fruit and vegetable second servings following the service of a complete meal. The nutrition education materials included on the posting board in the Elementary School hallway provide an excellent opportunity to extend learning and health education beyond the classroom, even to meal service times. The district Local Wellness Policy is comprehensive and does a fantastic job of outlining the importance of nutrition initiatives in your district. The planned enrichment activities for the Afterschool Snack Program show intention and consideration of the health and wellness of your students, while offering enjoyment as well. Thank you for prioritizing the needs of your students, and for taking pride in the impeccable execution of the multiple child nutrition programs offered in your district.

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	112	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/08/2024 08:38 AM	<p>Finding: Of the Free and Reduced-Price Meal Applications reviewed, six applications included an inappropriately annualized income. The Confirming Official should only annualize income if the income is reported by the household on an annual basis, or in the event that the household reports more than one income frequency.</p> <p>Corrective Action: Submit a statement of understanding that the Confirming Official will only annualize income if the household reports an annual income, or more than one income frequency type.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 04:32 PM	<p>Finding: The Public Release was distributed to two of the required locations including the media and a grassroots organization (7 CFR 245.5(a)(2)), but was also posted to the district website, which is not allowed.</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, along with a statement of understanding that the Public Release will not be posted to the district website.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/07/2024 06:08 PM	<p>Finding: The SFA does not have written procedures in place that are up to date and reflective of current USDA and Wisconsin DPI requirements to notify households of how to request a meal modification for students with special dietary needs.</p> <p>Corrective Action: Provide a timeline for when the Dietary Modifications policy will be updated and posted to the website or otherwise distributed to households, and the name and title of the SFA representative that will ensure compliance. It is recommended that SFAs utilize the Special Dietary Needs policy template. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx).</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/08/2024 07:28 AM	<p>Finding: The complete non-discrimination statement was not included on all required program materials, including the Local Wellness Policy and the Unpaid Meal Charge Policy.</p> <p>Corrective Action: Add the complete non-discrimination statement to required program materials and upload updated materials into SNACS.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/01/2024	4762	1100	Administrative Review	ALL				
Comments								
						Created By	Created Date	
<p>The Smart Snacks Final Rule, published in the Federal Register on July 29, 2016, finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools must meet both the general standards and nutrient standards unless the sales qualify for an exemption. More information is available on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks). All items sold to students during the school day (midnight to 30 minutes after the last academic period has ends) must either be in compliance with the Smart Snacks guidelines or must qualify as an exempt fundraiser. Someone at each school must be responsible for documenting compliance of exempt fundraisers and any other food/beverage sales. You can find fundraiser tracking tools on our Smart Snacks webpage. Unhealthy food and/or beverage fundraisers undermine progress made by the school nutrition department to provide healthy, balanced meals to students. Whenever possible, the district is strongly encouraged to help student organizations find ways to fundraise that promote a healthy lifestyle. More information on healthy fundraisers can be found on WI DPI's school nutrition Smart Snacks webpage. If an organization is selling foods or beverages that meet the Smart Snacks standards: These foods or beverages may be sold at any time and in any location. The organization must keep documentation on file that proves the compliance of the items. This may include nutrition facts labels for purchased foods or beverages, or recipes for anything that is made from scratch. It is also helpful to keep printouts of the results page from the Smart Snacks calculator. If an organization is selling foods or beverages that do not meet the Smart Snacks standards: These are considered exempt fundraisers. Each student organization may hold two exempt fundraisers per school per school year. Each exempt fundraiser may be no longer than two consecutive weeks in length. Exempt fundraisers cannot occur in the meal service area during mealtimes. Someone in the school must keep track of the exempt fundraisers. It is the responsibility of the school food authority (SFA) to track exempt fundraiser, ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage.</p>								4/15/2024 4:31:56 PM
03/28/2024	4961		Administrative Review		FSD			
Comments								
						Created By	Created Date	
All SOPs that are applicable at each site should be marked on the SOP table of contents in the Food Safety Plan specific to that site.								5/8/2024 8:42:54 AM