

Administrative Review Report

Northwest Passage LTD

Review Schedule:

Schedule Type	Start Date	End Date
On-Site Review	11/20/2023	11/21/2023
Entrance Conference	11/20/2023	11/20/2023
Exit Conference	11/21/2023	11/21/2023

Commendations:

Thank you to all staff at Northwest Passage 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. The Food Service Director, Head Cook, and Authorized Representative were very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT will offer School Nutrition Summer Training online and in person. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

For in depth technical assistance, including program links see the 2023-24 General Program Reminders which has been uploaded to the documents tab in SNACS.

Help the SNT reach our goal of 80 SFAs participating in Around the World in 80 Trays the week of January 16-20, 2023. Take the pledge to participate in any capacity from adding a new dip or seasoning to showcasing several new dishes. It is up to you! Visit the [Around the World in 80 Trays webpage](#) to take the pledge and find more event information. Document the event (pictures, video, sound clips, etc.) and send to DPIFNS@dpi.wi.gov so we can share your success!

Administrative Review Report

Northwest Passage LTD

Findings and Corrective Action:

Site Name		
Form Name	Civil Rights (800 - 807)	
Corrective Action History	<p>Flagged</p> <p>11/20/2023 07:55 PM</p>	<p>Finding: The RCCI's complaint procedures do not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), develop a complaint procedure or policy for complaints of discrimination specific to the USDA Child Nutrition Program or add the procedures to the current agency complaint procedures.</p> <p>Provide a timeline for when the new policy or procedure will be completed.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Corrective Action History	<p>Flagged</p> <p>11/21/2023 09:19 AM</p>	<p>Finding: All food substitutions made outside of the meal pattern are not supported by a signed medical statement from a state authorized medical professional (able to write a prescription in WI)(7 CFR 210.10). Also, the reason for the accommodation is not recorded as required by USDA regulation.</p> <p>Corrective Action: Provide a statement indicating how the RCCI will ensure that food substitutions made outside of the meal pattern meet medical statement requirements.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Corrective Action History	<p>Flagged</p> <p>11/20/2023 07:48 PM</p>	<p>Finding: Civil Rights training was not completed for all staff who interact with program participants (FNS Instruction 113-1).</p> <p>Corrective Action: Provide the civil rights training to all staff who interact with program participants. This civil rights training was completed during the offsite assessment and an attendance record was provided. NO FURTHER ACTION REQUIRED.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	

Administrative Review Report

Northwest Passage LTD

Corrective Action History	<p>Flagged 11/21/2023 10:19 AM</p>	<p>Findings: Current Local Wellness Policy (LWP) ((7 CFR 210.31):</p> <ol style="list-style-type: none"> Does not include all the required content. Is not shared with the public. Triennial assessment was not completed. <p>Corrective Action:</p> <p>1 Provide a timeline for when the following content areas will be added to the Local Wellness Policy. Suggested sentences are in italics:</p> <ul style="list-style-type: none"> Food and Beverage Marketing: <i>The RCCI will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.</i> Triennial Assessment: <i>The RCCI will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which the RCCI follows the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.</i> Update/Inform the Public: <i>The RCCI will actively inform the public about the content of and any updates to the policy through the RCCI website.</i> <p>2.Indicate how the Local Wellness Policy will be shared with the public such as posting it on the website.</p> <p>3.Complete the required triennial assessment with the wellness committee and upload the Triennial Assessment Report Card.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Corrective Action History	<p>Flagged 11/21/2023 06:41 PM</p>	<p>Finding: Meal claiming for the Severe Need Breakfast Program and the National School Lunch Program during weekend meal service must be discontinued until the RCCI can ensure that only reimbursable meals are counted and claimed.</p> <p>Corrective Action: To begin claiming weekend meals provide a detailed statement of:</p> <ol style="list-style-type: none"> The specific meal pattern, offer vs. serve, and point of service training that will be provided to weekend staff providing meals. How weekend staff will be periodically monitored for compliance. The point-of-sale procedure.

Administrative Review Report

Northwest Passage LTD

Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Corrective Action History	<p>Flagged</p> <p>11/21/2023 10:39 AM</p>	<p>Finding: The meal counting and claiming system does not result in accurate meal counts for the Severe Need Breakfast Program, National School Lunch Program, and Afterschool Snack Program (7 CFR 210.7). The point of service (POS) did not provide a reliable or accurate meal count due to meals being counted before the resident accepted the meal and due to non-reimbursable meals being counted and claimed.</p> <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. Develop an accurate point of service (counting and claiming) plan for all programs. 2. Train staff on the corrected point of service plan to ensure meals are counted accurately. 3. Submit 30 consecutive operating days of accurate meal counts and corresponding edit check reports. These accurate counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Corrective Action History	<p>Flagged</p> <p>11/21/2023 12:53 PM</p>	<p>Finding: During lunch on the day of review, non-creditable tortilla chips were served with chicken nachos. This was the only grain on the planned menu. Since this would have contributed to a missing component, PHN addressed this with FSD prior to meal service. FSD added 2 oz eq WGR graham crackers to the serving line to offer in addition to the chicken nacho entrée. No fiscal action was taken since this finding was addressed prior to meal service.</p> <p>Corrective Action: FSD and cook corrected this while onsite.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Corrective Action History	<p>Flagged</p> <p>11/22/2023 08:24 AM</p>	<p>Finding: 8 non-reimbursable meals were observed at breakfast during service on the day of review (10/21). The meals did not contain the required ½ cup fruit, vegetable, or combination under Offer versus Serve. Fiscal action will be taken for these meals.</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select three full components, one of which is ½ cup fruit, vegetable, or combination, under Offer versus Serve. Additionally,</p>

Administrative Review Report

Northwest Passage LTD

		in this statement explain how this error will be corrected and avoided in the future.
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Corrective Action History	<p>Flagged 11/22/2023 08:53 AM</p>	<p>Finding: The printed menu should list all components included with the reimbursable meal. Currently, a milk variety is not listed on the menu. It may either be listed daily or may be listed in one place on the menu and include a statement that states that a variety of milk is offered daily as part of the reimbursable meal.</p> <p>Corrective Action: Submit a copy of an updated menu that includes the milk variety.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Corrective Action History	<p>Flagged 11/22/2023 08:26 AM</p>	<p>Finding: Because the vegetables on the salad bar are being used to meet the weekly vegetable requirements, portion sizes of at least 1/2 cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).</p> <p>Corrective Action: Submit a picture of completed signage posted near the breakfast and lunch service line.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Corrective Action History	<p>Flagged 11/22/2023 08:28 AM</p>	<p>Finding: Fiscal action is required for a missing component. On Monday, October 23, 2023, there was no grain component offered at breakfast at the Prairieview campus. This is a systemic issue since the FSD uses a cycle menu. Therefore, fiscal action will be assessed for 132 meals dating back to the beginning of the school year (July 1, 2023). Technical assistance was provided that at least 1 oz eq of true whole grains must be offered in order for meat/meat alternates to contribute to the grains component at breakfast.</p> <p>Corrective Action: Submit a statement explaining how the menu for the week of review would be changed to address the missing components listed above. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation for items that would be planned in place of enriched grain items.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	

Administrative Review Report

Northwest Passage LTD

Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Corrective Action History	<p>Flagged 11/22/2023 08:51 AM</p>	<p>Finding: The daily minimum requirement of 2 oz eq for meat/meat alternate was not met for the 9-12 grade group for lunch on several days during the review period. This also resulted in a weekly meat/meat alternate shortage. The weekly minimum amount of m/ma to be offered in the 9-12 grade group is 14 oz eq, and only 12.75 oz eq was offered. The following represents the planned portion sizes for the days with m/ma shortages: -Wednesday: 1.5 oz eq offered from 2 slices of cheese on the grilled cheese -Friday: no crediting documentation was provided for the pork loin; therefore, meal contribution cannot be determined. -Saturday: 0.75 oz eq offered from 1 slice of cheese on the cold sandwich. No crediting documentation was provided for the deli meat; therefore, meal contribution cannot be determined. -Sunday: no crediting documentation was provided for the pot roast; therefore, meal contribution cannot be determined.</p> <p>Corrective Action: Describe specifically how the daily and weekly minimum requirement for meat/meat alternates will be met for lunch during the days containing the shortages(e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Corrective Action History	<p>Flagged 11/22/2023 08:52 AM</p>	<p>Finding: The daily minimum requirement of 2 oz eq for grains was not met for the 9-12 grade group for lunch on several days during the review period. This also resulted in a weekly grain shortage. The weekly minimum amount of grains to be offered in the 9-12 grade group is 14 oz eq, and only 9.75 oz eq was offered. The following represents the planned portion sizes for the days with grain shortages:</p> <p>-Tuesday: no crediting documentation was provided for the crackers; therefore, meal contribution cannot be determined. This product was not whole grain-rich and not enriched.</p> <p>-Thursday: non-WGR pasta was offered in ½ cup portion. If this was a WGR product, it would contribute 1 oz eq to the meal pattern.</p> <p>-Friday: no crediting documentation was provided for the stuffing</p>

Administrative Review Report

Northwest Passage LTD

		<p>served; therefore, meal contribution cannot be determined.</p> <p>-Sunday: The Kings Hawaiian Roll served only contributed 1 oz eq toward the meal pattern.</p> <p>Corrective Action: Describe specifically how the daily and weekly minimum requirement for the grain component will be met for lunch during the days containing the shortages (e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Corrective Action History	<p>Flagged</p> <p>11/22/2023 08:32 AM</p>	<p>Finding: The serving size, amounts prepared, leftovers, quantity in purchase units, milk usage, condiment usage, and planned number of meals were not consistently filled in daily on production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf). It is also recommended to update current production records to meet the requirements or use one of DPI's templates. The templates can be found here: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records.</p> <p>Corrective Action: Submit one full week of completed breakfast, lunch, and salad bar production records. Choose a week (Monday-Sunday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Corrective Action History	<p>Flagged</p> <p>11/22/2023 08:35 AM</p>	<p>Finding: Meals are transported from the Prairieview campus to the Maple campus. There were no breakfast or lunch transport sheets on file for the week of review. Transport sheets are required as documentation when food is being transported from a central kitchen to an alternate serving site. Templates for transport sheets can be found here: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/transport-sheet.pdf.</p> <p>Corrective Action: Submit 1 week's (7-days) of transport sheets for breakfast and lunch for the Maple Center. This can be any week after the week of the onsite visit, but before the corrective action due date.</p>

Administrative Review Report

Northwest Passage LTD

Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Corrective Action History	<p>Flagged 11/22/2023 08:38 AM</p>	<p>Finding: Crediting documentation was either unacceptable or not available for the following products during the week of review: Fajita chicken, Pot roast, Turkey slices, Stuffing, Bacon, Pork sausage links. Use the Tips for Accepting Processed Product Documentation for more information (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/tipsheet_processedproduct.pdf). PFS templates can be found at the bottom of the USDA CN Labeling webpage (https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry).</p> <p>Corrective Action: Please discontinue using the products listed above and submit an acceptable form of crediting documentation (CN label or product formulation statement) for the replacement product for each item.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Corrective Action History	<p>Flagged 11/22/2023 08:41 AM</p>	<p>Finding: At least 80% of the grains offered weekly on each serving line at breakfast and lunch must be whole grain-rich. Only 64% of products offered at breakfast and 41.03% of products offered at lunch during the week of review were whole grain-rich. At breakfast there were 12.5 oz eq of grains offered and only 8 oz eq were WGR. At lunch there were 9.75 oz eq of grains offered and only 4 oz eq were WGR. As a reminder, creditable grains are only grains that are whole grain-rich or enriched.</p> <p>Corrective Action: Describe how the menu will be changed to comply with the 80% whole grain-rich requirement. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation for items that would be planned in place of enriched grain items.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Offer vs Serve (500-502)	
Corrective Action History	<p>Flagged 11/21/2023 12:42 PM</p>	<p>Finding: Food service staff were unclear about the Offer versus Serve (OVS) requirements for breakfast and lunch. 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 (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning). The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns:~:text=Policy-,Meal%20Patterns,-</p>

Administrative Review Report

Northwest Passage LTD

		Title%20/%20Description). Corrective Action: Have staff responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Offer vs Serve (500-502)	
Corrective Action History	Flagged 11/21/2023 12:41 PM	Finding: Signage was not posted at breakfast or lunch at the Maple Center to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage). Corrective Action: Submit a picture of completed signage posted near the breakfast and lunch service line.
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Civil Rights (811-812)	
Corrective Action History	Flagged 11/20/2023 06:47 PM	Finding: The nondiscrimination “And Justice for All” poster is outdated (FNS Instruction 113). Corrective Action: Print and display the current And Justice For All Poster in color and 11x17 size in all meal service areas. Provide a statement of where the current poster is displayed and the date it was displayed.
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	SFA On-Site Monitoring (901 - 904)	
Corrective Action History	Flagged 11/20/2023 06:53 PM	Finding: The SFA did not meet on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8. Onsite monitoring is required for all lunch sites and 50% of breakfast sites each year. Onsite monitoring was not completed for all sites and not completed by February 1. Corrective Action: Submit a plan of how onsite monitoring will be completed for the Webster and Frederic campuses including the Maple unit by February 1, 2023 and moving

Administrative Review Report

Northwest Passage LTD

		forward. Please also list the position responsible for completing onsite monitoring.
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Corrective Action History	<p>Flagged 11/20/2023 06:58 PM</p>	<p>Finding: 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 be updated annually and 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: Review and update the food safety plan for the 2023-24 school year. Submit a statement that this has been completed and will be completed each year moving forward.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Corrective Action History	<p>Flagged 11/20/2023 07:01 PM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location. This could be posted in the cafeteria, by front office, or in an intake room.</p> <p>Corrective Action: Provide a statement of where the most recent food safety inspection report will be posted and visible to the public.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Corrective Action History	<p>Flagged 11/21/2023 11:10 AM</p>	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) and food safety practices must match the SOP (7 CFR 210.13).</p> <ol style="list-style-type: none"> 1. Salad bar items were kept in a refrigerated, but open, serving unit from morning until evening. Afternoon temps showed several TCS foods were above 41 degrees. 2. In the food safety plan, the transporting food SOP is checked as not applicable even though food is transported to the Maple unit. 3. Food temperatures are not recorded at transport time, arrival time, and service time for food transported to the Maple unit. <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. Submit a plan of how food items in the refrigerated serving unit will be kept below 41 degrees

Administrative Review Report

Northwest Passage LTD

		<p>such as placing covers on the unit to contain the cold air and taking temperatures more frequently during the day.</p> <p>2. Review and include the transporting food to remote sites SOP. Upload the SOP in SNACS.</p> <p>3. Using a transport sheet, record temperatures for transport time, arrival time, and meal service time for food transported from the main kitchen to the Maple Unit. Upload one week (7 days) of transport sheets showing these temperatures.</p>
Site Name	NORTHWEST PASSAGE PRAIRIEVIEW	
Form Name	Afterschool Snack Program (1700)	
Corrective Action History	<p>Flagged</p> <p>11/21/2023 11:47 AM</p>	<p>Finding:</p> <ol style="list-style-type: none"> 1. Students are not counted as they receive the snack; therefore, the POS system is not accurate. 2. Snacks served do not have crediting documentation so it cannot be determined if the snack meets meal pattern requirements. 3. A review of production records show there were days when the fruit served was 1/2 cup when the required fruit component in the ASP is 3/4 cup. <p>Corrective Action:</p> <ol style="list-style-type: none"> 1. See counting and claiming CA regarding submission of 30 days of accurate counts. Fiscal reclaim may apply. 2. Submit one week (5 days) of production records for the Afterschool Snack Program. 3. Submit the crediting documentation for each item on the submitted week of production records that is not found in the USDA food buying guide or exhibit A.

Technical Assistance:

Comments
<p>The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> -Green olives – Egypt -Black olives – Spain -Strawberry, raspberries, blackberries (Mexico) -Fruit salad (Indonesia) <p>Please add these products to the existing Buy American Noncompliant Product List.</p>
Comments
<p>Outreach or promotion of the Summer Food Service Program (SFSP) can be beneficial for families, RCCIs are encouraged to inform students and families of SFSP locations by providing the following information in their outreach packet and/or website:</p> <ul style="list-style-type: none"> -The Summer Meals Locator on the DPI Summer Meals webpage -Call 211 to locate meals in the area -Text 'food' (in English or Spanish) to 304-304 to locate meals in the area

Administrative Review Report

Northwest Passage LTD

Comments

Corn was served on the day of review at the Maple Center with a slotted spoon, which is not an appropriate serving utensil. A slotted spoon is not a standardized form of measurement. Rather, use slotted spoodles for fruits and vegetables, which are appropriate serving utensils.

Comments

There are a few pieces of information in the Nutrition Handbook that are not accurate. It is recommended that these get updated to reflect the current USDA guidelines for the National School Lunch Program and the School Breakfast Program.

-Meal components – Currently lists dairy. Dairy is not considered a component and it should instead say, 'milk.'
-It currently states that at least 70% of grains are whole grain rich. The correct statement is at least 80% of grains served in school lunch and breakfast per week must be whole grain-rich (contain at least 50% whole grains), and any remaining grains must be enriched. This includes breadings on meats that are intended to credit toward the meal pattern.

Comments

The weekly amounts of grain and meat/meat alternate (M/MA) offered at breakfast (29-ounce equivalents) greatly exceeds the recommended maximum (14-ounce equivalents) for the 9-12 meal pattern. Serving this much grain and M/MA means that the dietary specifications are very likely being exceeded and also results in an increased food cost. It is recommended to decrease the number of M/MA offerings at breakfast so that the menu is closer to the recommended target maximum.

Comments

During the week of review (10/23 lunch), chips were credited as a starchy vegetable on the production record. As a reminder, chips are not creditable toward the meal pattern as a vegetable. They may only be credited toward the grain component if they are whole grain and are accompanied by a product formulation statement (PFS).

Comments

It may be helpful to use this resource when determining how fruits and vegetables credit toward the meal pattern: [chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://dpi.wi.gov/sites/default/files/imce/school-nutrition/half-cup-fruit-veg.pdf](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/half-cup-fruit-veg.pdf).

Comments

If meals are provided to children on a field trip, they must meet daily meal pattern requirements, meaning all five components must be offered. Specific procedures must be followed, including maintaining the temperature of time/temperature control for safety (TCS) food items, and obtaining a count of meals served. Offer versus Serve must also continue to be implemented, to the extent possible, during field trip meals.

Comments

Menu planning worksheets are helpful tools to ensure meal pattern requirements are met at both breakfast and lunch. These can be found on the NSLP Menu Planning webpage, under the Menu Planning Tools heading (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning>).

Administrative Review Report

Northwest Passage LTD

Comments

Recipes should be updated to reflect current practices and products. Standardized recipes exist, but many are not accurately reflecting what is happening in the kitchen. For more information on what essential information must be on a standardized recipe, review the Standardized Recipes in a Nutshell document (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipes-in-a-nutshell.pdf>)

Comments

Ongoing training is needed yearly, and more often, if necessary, for current staff and at the time of hire for new staff. It is recommended that specifically meal counting at the point of service, meal pattern requirements, and offer vs. service training be reviewed as often as necessary to ensure compliance.