

Administrative Review Report

Bloomer School District

Schedule Type	Start Date	End Date
On-Site Review	02/12/2024	02/13/2024

Commendations:

From the Administrative Review Team:

Thank you to all staff at Bloomer School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director and Administrative Assistant 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 and Administrative Assistant were very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

Recommendations:

For information on the USDA Child Nutrition Programs, visit the [DPI School Nutrition 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.

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 offers school nutrition summer training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage (<https://dpi.wi.gov/school-nutrition/training>).

Findings and Corrective Action:

Form Name	Certification and Benefit Issuance (100 - 121)
Question #	106
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Building secretaries have access to student eligibility information. Only individuals determining or distributing benefits may have access to student eligibility unless permission is given from the parent or guardian to share the information.</p> <p>Corrective Action: Remove eligibility access from school secretaries who are not involved in the distribution of eligibility.</p>
Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA does not have a district specific Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p>Corrective Action: Provide a timeline of when the policy will be updated and implemented and how households will be notified annually. Completed onsite. No further action required.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
Question #	700

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Corrective Action Status	Flagged
Corrective Action History	<p>Finding 1: On the Annual Financial Report, all of the revenues and expenses were not correctly broken out by program and expense category (7 CFR 210.19).</p> <p>Corrective Action 1: Review the Annual Financial Report webcast and instruction manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to show the revenues and expenses broken out correctly by program and category. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	709
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Food service caterings are only reimbursed to the food service account for raw food cost. Nonprogram food costs must be priced to cover all costs including labor, food, purchased services, and other. Thus, caterings must be billed in per meal increments, not just raw food cost. The recommended selling price, per catering meal, should be gleaned from the nonprogram food revenue tool.</p> <p>Corrective Action 1: Submit a statement of understanding that the Nonprogram Foods Revenue Tool will be utilized to set nonprogram food pricing to ensure compliance with the nonprogram food revenue ratio. Food products ordered from food service must also have a mark-up that covers all costs associated with the purchase and sale of the product.</p>
Form Name	Indirect Costs (712)
Question #	712
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Indirect costs, custodial labor, is being charged to the nonprofit school food service account without a yearly time study, which is unallowable in Wisconsin.</p> <p>Corrective Action: All costs charged to the nonprofit school food service account must be made into direct costs. Submit a two-week time study for custodial labor. 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 for SY 2022-23 through the Administrative Review.</p>
Form Name	Civil Rights (800 - 807)
Question #	801
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The Public Release was not distributed to the required grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)).</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.</p>

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Form Name	Civil Rights (800 - 807)
Question #	803
Corrective Action Status	Flagged
Corrective Action History	<p>Findings: The SFA does 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 procedures for the SFA and upload into SNACS.</p>
Form Name	Local School Wellness (1000 - 1006)
Question #	1000
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content. The policy is a Neola Wellness template that has not been made Bloomer School District specific. (7 CFR 210.31).</p> <p>Corrective Action: Provide updated or missing policy statement(s) and 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>
Site Name	
Form Name	Verification (207 - 215)
Question #	208
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p> <p>Corrective Action: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.</p>
Form Name	Verification (207 - 215)
Question #	213
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA's notice of adverse action did not contain all required information (7 CFR 245.6a).</p> <p>Corrective Action: Review the Notice of Adverse Action section of the Eligibility Manual on page 57. Submit a statement that either the DPI template letter will be used moving forward or upload an updated copy of the adverse action letter that the SFA will use moving forward into SNACS for approval.</p>
Form Name	Civil Rights (809 - 810)
Question #	810
Corrective Action Status	Flagged

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Corrective Action History	<p>Finding: The correct non-discrimination statement was not included on all program materials.</p> <p>Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p>
Site Name	Bloomer Hi
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	431
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The site, planned/actual quantity prepared, leftovers, planned/actual servings prepared, and milk usage 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).</p> <p>Corrective Action: Submit one full week of completed breakfast, lunch, and salad bar production records. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Bloomer Hi
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	437
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Each entrée must be considered as a separate service line and be evaluated for meal pattern compliance individually. Chef salads are offered daily during the week of review as an alternate entree option, but students do not have access to a starchy vegetable during the week. The 9-12 lunch meal pattern requires students to have access to at least ½ cup of starchy vegetables weekly.</p> <p>Corrective Action: Submit a statement explaining how the weekly starchy vegetable subgroup will be met for the chef salad entrée.</p>
Site Name	Bloomer Hi
Form Name	Civil Rights (811-812)
Question #	811
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The nondiscrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students (FNS Instruction 113).</p> <p>Corrective Action: Hang the USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Corrected while onsite, no further action required.</p>

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Site Name	Bloomer Hi
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1406
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. Corrected onsite, no further action required.</p>
Site Name	Bloomer Hi
Form Name	Wisconsin School Day Milk Program
Question #	4
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Milks are being claimed based on attendance counts or another counting system rather than an appropriate point of service count. Point of service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>Corrective Action 1: Submit a detailed statement, outlining how the school has changed the accountability system for claiming milk to include an approved POS.</p> <p>Corrective Action 2: Provide two weeks of WSDMP counts with the corrected counting system. Upload in SNACS.</p> <p>Corrective Action 3: Retrain staff on the new POS procedures. Upload documentation to support the training that was completed and staff sign in sheet into SNACS.</p>

Technical Assistance Entries:

Comments

Be specific on production records about the identity, brand, portion size, and description of items served. Instead of listing "French toast and sausage patty" or "orange chicken and fried rice" on one line, list both items separately to clearly indicate what was served.

Comments

Using the vegetables on the garden bar/salad bar to meet the weekly vegetable requirements, portion sizes of at least 1/8 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>).

Comments

The printed menu should list all components included with the reimbursable meal. Currently, fruit is not listed on the menu for breakfast. It may either be listed daily or may be listed in one place on the menu and include a statement that says a variety of fruit is offered daily as part of a reimbursable meal.

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Comments

Technical assistance was provided on the "Weights and Measures" section of the recipes provided for the week of review. The menu planner is currently listing all ingredient quantities in one column when the weights of ingredients should be in one column and the measurement of ingredients should be in a separate column. For example, the taco recipe provided lists 23# of meat, 200 tortillas, and 3.25# of cheese in one column. The meat and cheese weights should be listed in the weight column while the tortilla count should be listed in the measurement column.

Comments

Technical assistance was provided on the crediting information listed for the chef salad entrée. The recipe credits the chef salad entrée as 2.75 oz eq of meat/meat alternate, but it only credits as 2.5 oz eq meat/meat alternate: - 0.5 oz shredded cheese = 0.5 oz eq m/ma - ½ hard boiled egg = 1 oz eq m/ma - 3 slices of ham = 1 oz eq m/ma (PFS indicates 5 slices of ham equals 2 oz eq m/ma)

Comments

Verification sample should be pulled as close to October 1 as possible.