

# Administrative Review Report

Cadott Community School District

## Commendations:

From Nutrition Program Consultant

My sincere thanks to the staff of staff at Cadott High School for your warm welcome. I appreciate the time and efforts spent preparing for and participating in the administrative review. I recognize and appreciate your willingness to continuously learn about the USDA School Meals Programs and be receptive to feedback and technical assistance. I was impressed with how well all staff work as a team to maintain a quality lunch program.

Awesome job and thank you for what you do for kids!

From Public Health Nutritionist:

Thank you to all staff at Cadott High School 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 Head Cook and Food Service Director 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 2022-23 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. More information is found on the [Training webpage](#). In addition, we encourage those involved with USDA School Meal Programs to attend Wisconsin Department of Public Instruction (DPI) trainings offered in the summer.

This year's School Nutrition Summer Training (SNST) will have both in-person and virtual options. The first in-person session will be held July 17-20 at the Northcentral Technical College in Wausau. The second session will be held August 8-10 at the Waukesha County Technical College. The virtual option will be held August 14-17 and include NEW advanced and beginner options. Specific class times will be posted on the SNST Training webpage soon. The classes provide an overview of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. More information is found on the [SNST Training webpage](#).

It is recommended Cadott staff attend:

- Free and Reduced
- Production Records
- Offer vs. Serve
- Special Dietary Needs
- Any other classes of interest

# Administrative Review Report

Cadott Community School District

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<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 04/11/2023 01:47 PM</p>	<p><b>Finding:</b> On the Annual Financial Report, all the revenues were not broken out for non-program foods as compared to the PI-1505 Auditor's Report (7 CFR 210.19). TA was provided on entering this information on the Annual Financial Report.</p> <p><b>Corrective Action:</b> Update the 2021-22 Annual Financial Report with non-program food revenue. The DPI consultant will give the DPI accountant the information needed to make adjustments. CORRECTED ONSITE - NO FURTHER ACTION NECESSARY</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<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 04/11/2023 02:51 PM</p>	<p><b>Finding:</b> The Public Release was not distributed to the required locations. All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals are available.</p> <p>SFAs must annually distribute the Public Release to:</p> <ul style="list-style-type: none"> <li>• Local news media</li> <li>• Two or three local organizations providing services to populations in need (e.g., food pantry, public library, post office, local churches, unemployment office, etc.)</li> </ul> <p>SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.</p> <p><b>Corrective Action:</b> Upload into SNACS the names of 2-3 organizations that the public release will be sent in the 2023-24 school year and moving forward.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	803	

# Administrative Review Report

Cadott Community School District

TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 02:54 PM</p>	<p><b>Finding:</b> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><b>Corrective Action:</b> Provide a timeline for when a school meal program civil rights complaint policy will be put in place using the <a href="#">DPI Complaint Procedures Template</a>. Provide the name and title of the SFA representative that will ensure compliance.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 03:10 PM</p>	<p><b>Finding:</b> The current Local Wellness Policy (LWP) is missing one area of <a href="#">required content</a> (7 CFR 210.31). Add <b>Food and Beverage Marketing</b> language to the written policy such as: <i>Schools 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></p> <p><b>Corrective Action:</b> Provide 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	Certification and Benefit Issuance (124 - 142)	
Question #	128	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 01:18 PM</p>	<p><b>Finding:</b> The correct income conversation factors were not used when determining meal eligibility on free and reduced-price meal applications. Applications with one income frequency were annualized. Incomes should only be annualized when there is more than one frequency.</p> <p><b>Corrective Action:</b> Review the Income Conversions section of the <a href="#">Eligibility Manual</a> (pg. 61-62). Submit a statement of understanding on the correct income conversion factors to use when determining eligibility on a free or reduced-price meal application.</p>

# Administrative Review Report

Cadott Community School District

Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	138	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 01:27 PM</p>	<p><b>Finding:</b> The Benefit Issuance (BI) list did not accurately discontinue meal eligibility benefits for students that did not qualify after the 30-day carryover. There was a total of 19 students on the benefit issuance list that were receiving expired benefits.</p> <p><b>Corrective Action 1.</b> Notify the household of the reduction in benefits, giving 10 days' notice before a reduction in benefits takes place.</p> <p><b>Corrective Action 2.</b> Upload into SNACS the updated BI list with the correct eligibility (10 days after the notifications are sent).</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 04:01 PM</p>	<p><b>Finding:</b> An outdated non-discrimination statement is on Policy 8500 which is posted on the website.</p> <p><b>Corrective Action:</b> Update the Nondiscrimination statement on this policy and upload the corrected policy into SNACS.</p>
Site Name	Cadott Hi	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/12/2023 08:05 AM</p>	<p><b>Finding:</b> 1 non-reimbursable meal was observed at the high school during lunch service on 4/11/23. The meals did not contain the required ½ cup fruit, vegetable, or combination under Offer versus Serve.</p> <p><b>Corrective Action:</b></p>

# Administrative Review Report

Cadott Community School District

		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, in this statement explain how this error will be corrected and avoided in the future.
Site Name	Cadott Hi	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>04/11/2023 11:44 AM</p>	<p><b>Finding:</b> The quantity prepared in purchase units was not consistently filled in daily on production records during the week of review. Food service staff were recording number of servings made in the “number used” column, which should instead reflect the quantity in purchase units. There is a separate column to document servings made. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf</a>).</p> <p><b>Corrective Action:</b> Submit one full week of completed production records, including quantity prepared in the correct purchase units, recorded daily. 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	Cadott Hi	
Form Name	Offer vs Serve (500-502)	
Question #	501	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>04/12/2023 08:08 AM</p>	<p><b>Finding:</b> 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 Meal Pattern e-learning resources may also be helpful (<a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns-~:text=Policy-,Meal%20Patterns.-Title%20/%20Description">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns-~:text=Policy-,Meal%20Patterns.-Title%20/%20Description</a>).</p>

# Administrative Review Report

Cadott Community School District

## 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.

## Technical Assistance Entries:

### Comments

Civil rights legislation requires that in providing nonacademic services, including meals, school districts must ensure children with disabilities participate along with children without disabilities to the maximum extent appropriate. However, it may be appropriate for children with certain special needs to have a separate eating area or require assistance from an aide to choose and consume their meals. SFAs should determine, with input from the child's family, physician, and administration if this type of aid is helpful for the child. SFAs may not segregate children from the regular meal service due to their disability as a matter of convenience. If the student is eating in a separate area or unable to go through the lunch line and choose their own components, all components must be given to the adult picking up their meal. The child can then choose what they would like to eat. Leftover food cannot be consumed by adults (SP 26-2017, USDA, 04/25/17).

4/12/2023 8:31:18 AM

### Comments

Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "fruit juice cup", list both orange juice and apple juice separately to clearly indicate what was served.

4/12/2023 8:11:20 AM

### Comments

1. Several meal accommodations are being made using two different medical forms. Neither form clearly indicates the type of medical professional signing the form. In some instances, the foods to omit or substitute are also unclear. It is recommended the SFA use the [Special Dietary Needs Medical form](#) on the DPI School Nutrition Website, so the form is clear and consistent for staff and families.

2. It is recommended the SFA create a Special Dietary Needs Policy using the [Special Dietary Needs Policy template](#) found on the DPI School Nutrition webpage. This will help ensure that families, administration, school nutrition, and school healthcare are consistent, along with minimizing the chance of civil rights complaints.

4/11/2023 3:03:15 PM

### Comments

The Skyward Accuclaim report should be used to enter the monthly claim. This report contains all information necessary to complete an edit check. An additional manual edit check is not necessary.

4/11/2023 1:39:54 PM

### Comments

Regarding Benefit Issuance, it is recommended:

1. the determining official contract Skyward to discuss why students did not drop off the BI list after 30-day carryover.
2. review BI list after 30-day carryover to ensure all students have a current school year eligibility determination.
3. attend DPI School Nutrition Team (SNT) School Nutrition Summer Training (SNST) Free/Reduced Eligibility class. This will be held in person in Wausau July 17-20.

4/11/2023 1:35:16 PM

# Administrative Review Report

Cadott Community School District

## Comments

TA was given that Dole Fruit Gels cannot credit as  $\frac{1}{2}$  cup of fruit in the National School Lunch Program. Per USDA guidelines, the Dole Fruit Gels are not considered "recognizable fruit," and they do not meet the criteria to be considered a fruit juice. It is recommended that this item is served as an "extra" moving forward.

4/11/2023 1:04:58 PM

## Comments

Because the vegetables on the salad bar are being used to meet the weekly vegetable requirements, portion sizes of at least  $\frac{1}{2}$  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>).

4/11/2023 11:49:43 AM