

# Administrative Review Report

New Auburn School District

Schedule Type	Start Date	End Date
On-Site Review	02/14/2024	02/15/2024

## Commendations from the Administrative Review Team:

Thank you to all staff 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:

<b>Form Name</b>	Meal Counting and Claiming (300 - 311)
<b>Question #</b>	311
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The individual site edit check was not fully used to determine the number of reimbursable meals to claim by eligibility for claim submission. On days when a person is not available for the computer, the count sheet must be manually added to the edit check.</p> <p>Corrective Action Needed: Please submit a statement that the edit check will be used and reviewed before monthly claim submission.</p>
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
<b>Question #</b>	777
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed to receive the funds. The SFA is not aware of what the funds can be spent on, the funds are used on unallowable costs and/or the funds are not being tracked separately.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/sca-funds-expense-tracker.xlsx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/sca-funds-expense-tracker.xlsx</a>.</p>
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)

# Administrative Review Report

New Auburn School District

<b>Question #</b>	709
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Food products ordered from food service must have a mark-up that covers all costs associated with the purchase and sale of the product . 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.</p>
<b>Form Name</b>	Civil Rights (800 - 807)
<b>Question #</b>	803
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<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 (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>), develop procedures for the SFA and upload into SNACS.</p>
<b>Form Name</b>	Civil Rights (800 - 807)
<b>Question #</b>	806
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Civil Rights training documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p>Corrective Action: Provide the civil rights training to all staff that interact with program applicants, the training is located here: <a href="https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html">https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html</a>). Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
<b>Form Name</b>	Civil Rights (800 - 807)
<b>Question #</b>	807
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31.</p> <p>Corrective Action: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action. The form is located here: <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/1441-civil-rights-compliance-self-evaluation.doc</a>.</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)
<b>Question #</b>	1000
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content or the USDA Nondiscrimination Statement (7 CFR 210.31).</p>

# Administrative Review Report

New Auburn School District

	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.
<b>Form Name</b>	Local School Wellness (1000 - 1006)
<b>Question #</b>	1005
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p>Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/local-wellness-policy-report-card-with-instructions.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/local-wellness-policy-report-card-with-instructions.docx</a>.</p>
<b>Form Name</b>	Meal Counting and Claiming (314 - 316)
<b>Question #</b>	314
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: SFA is not following the current approved contract.</p> <p>Corrective Action: Update the online contract and submit for approval.</p>
<b>Form Name</b>	Civil Rights (809 - 810)
<b>Question #</b>	810
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<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>
<b>Site Name</b>	250 New Auburn Middle School
<b>Form Name</b>	Meal Counting and Claiming - Day of Review (317-321)
<b>Question #</b>	318
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The meal counting and claiming system does not result in accurate meal counts as milk is past the POS (7 CFR 210.7). Corrective Action: Move the milk prior the POS. Then submit 30 consecutive operating days of Middle School breakfast meal counts and corresponding edit check reports. Clean counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.</p>
<b>Site Name</b>	250 New Auburn Middle School
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	404

# Administrative Review Report

New Auburn School District

<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: There was no signage posted on or near the salad bar. Using the vegetables on the 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 (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx</a>).</p> <p>Corrective Action: Submit a picture of completed signage posted on or near the salad bar.</p>
<b>Site Name</b>	250 New Auburn Middle School
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)
<b>Question #</b>	406
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The same meal pattern is used for grades 6-12. Because there is no overlap with the dietary specifications for these age groups under the NSLP, a separate 6-8 and 9-12 meal pattern must be followed.</p> <p>Corrective Action: Submit a statement explaining how a separate 6-8 and 9-12 meal pattern will be followed going forward.</p>
<b>Site Name</b>	250 New Auburn Middle School
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	431
<b>TA Log #</b>	TA Log# exists
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding #1: The planned number of meals, planned/actual number of servings prepared, and condiment 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 (<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>Finding #2: There were no serving sizes, leftovers, or planned/actual quantity prepared filled out on the salad bar production records. Salad bar production records must meet the same criteria as production records used to record main line items. 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>Finding #3: Milk usage is not recorded on the production records. Production records are the SFA's way of proving that reimbursable meals were served; therefore, all items offered as part of the reimbursable meal must be recorded. A milk recipe is currently on file, however total milks served each day is not recorded.</p> <p>Corrective Action: Submit one full week (5 days) of completed breakfast, lunch, and</p>

# Administrative Review Report

New Auburn School District

	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.
<b>Site Name</b>	250 New Auburn Middle School
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)
<b>Question #</b>	437
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Each entrée must be considered as a separate service line and be evaluated for meal pattern compliance individually. The salad bar is offered as a separate reimbursable serving line, but students did not have access to a vegetable from the legume subgroup during the week of review. The lunch meal pattern requires students to have access to at least ½ cup of beans/peas (legumes) weekly. Future findings related to vegetable subgroup shortages may be subject to fiscal action.</p> <p>Corrective Action: Submit a statement explaining how the weekly legume vegetable subgroup will be met for the salad bar line.</p>
<b>Site Name</b>	250 New Auburn Middle School
<b>Form Name</b>	Civil Rights (811-812)
<b>Question #</b>	811
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The nondiscrimination "And Justice for All" poster is not located in the meal service area visible to students when the curtain is down (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. Provide a statement or image of how this requirement will be met. If corrected while onsite, no further action required.</p>
<b>Site Name</b>	250 New Auburn Middle School
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)
<b>Question #</b>	1406
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<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. If corrected onsite, no further action required.</p>

# Administrative Review Report

New Auburn School District

Technical Assistance Entries:	
Comments	
Several items on the salad bar were served with tongs during onsite observation. Proper portion size utensils must be used and are very important for self-service foods. This helps to encourage students to take the planned amount, and ensure the amount needed for a reimbursable meal is taken.	
Comments	
<p>Technical assistance was provided on crediting. The following items were credited incorrectly on the production record:</p> <p>Taco meat: USDA product information sheet indicates that 1.72 oz (by weight) contributes 1 oz eq m/ma toward the meal pattern. -Production record credited 2.67 oz (by weight) as 2.25 oz eq m/ma, but 2.67 ounces by weight only contributes 1.5 oz eq m/ma toward the meal pattern.</p> <p>Tortilla: Production record indicates the tortilla on taco day credits as 2 oz eq grain, but the product formulation statement provided for the 12" tortilla contributes 3.5 oz eq grains toward the meal pattern.</p> <p>Ham: The product formulation statement provided for sliced ham indicates that 2 oz (by weight) contributes 0.75 oz eq m/ma toward the meal pattern. The production record indicates the menu planner crediting a 3 oz (by weight) serving as 2.5 oz eq m/ma, but it only contributes 1 oz eq m/ma.</p> <p>Chips: The production record credited chips as 1 oz eq grain, but these products are not accompanied by a product formulation statement (PFS), and therefore cannot contribute toward the meal pattern. The exception to this is the Baked Cheetos, which were accompanied by a PFS.</p> <p>The production record credited the salad mixture as ½ cup of dark green vegetables. Since the lettuce mixture is only ¼ spinach, a 1 cup serving of the lettuce mix would contribute 1/8 cup of dark green vegetables and 3/8 cup other vegetables toward the meal pattern.</p>	
Comments	
Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "juice" or "chips," list the specific types of juice or chips separately to clearly indicate what was served.	
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"> <li>• Cucumbers (Mexico)</li> <li>• Tropical Fruit (Philippines)</li> </ul> <p>Please add these products to your Buy American noncompliant tracking form.</p>	

## Non-discrimination Statement (NDS)

- When including the [non-discrimination statement](#) on letters, menus, websites, and documents used to convey program information, it is necessary to use the most current **full** official statement. The full non-discrimination statement was revised by the USDA in 2022. The abbreviated statement remains the same.
- The abbreviated statement, "This institution is an equal opportunity provider", is only used when space is limited, such as printed menus. All non-discrimination statements must be in the same size font as document's main text. Statement words and formatting cannot be altered.
- Additional languages are found on the [USDA FNS Non-discrimination](#) webpage.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

# Administrative Review Report

New Auburn School District

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.