

Administrative Review and You

School Year 2023-24

DPI School Nutrition Team

<https://dpi.wi.gov/school-nutrition/administrative-review>



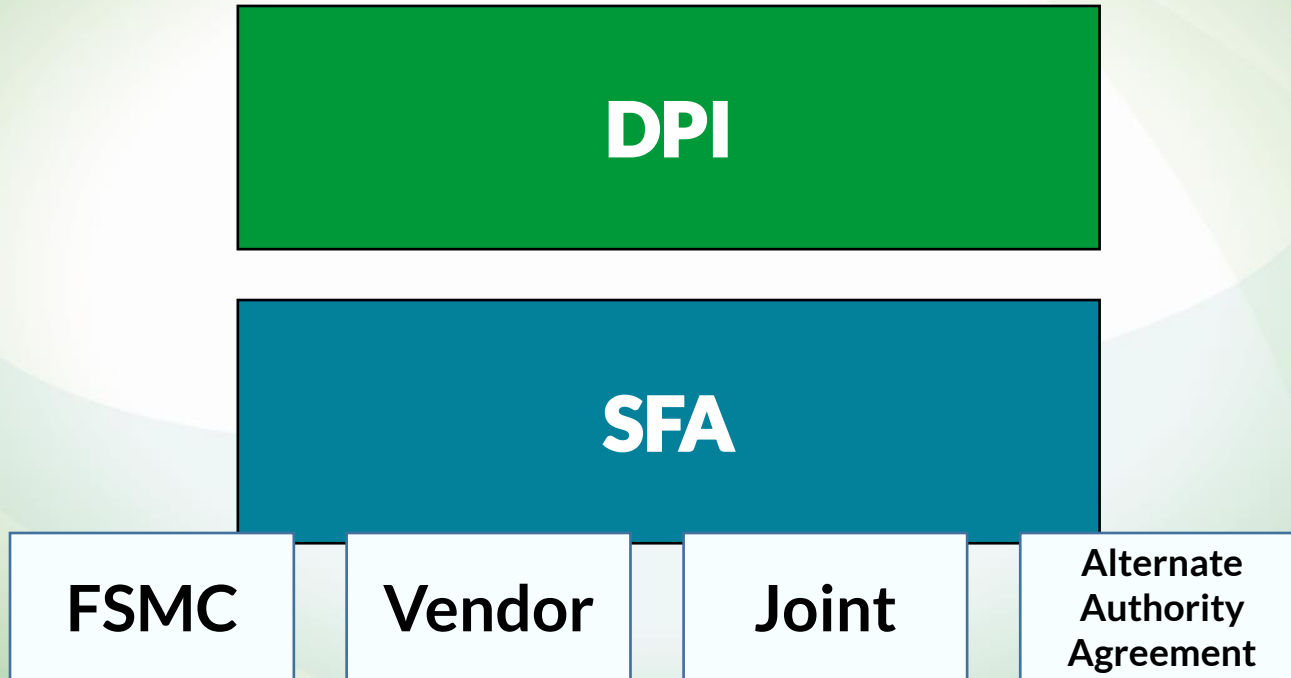
WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Objectives

1. Define the Administrative Review process
2. Summarize the school food authority's (SFA's) responsibility before, during, and after an Administrative Review
3. Identify the program areas that will be reviewed by the Nutrition Program Consultant (NPC) and the Public Health Nutritionist (PHN)
4. Become familiar with SNACS (School Nutrition Accountability Software) and its use for the Administrative Review.



Contract and Permanent Agreement



The AR Process

Getting Started

Offsite Review

Onsite Visit

Completing
Corrective
Action

Closure

Timeframe

Review Period

the month the most recent claim was submitted

Week of Review

one, 5-day week of the SFA's choice from the review period

Day(s) of Onsite Review

the day(s) of the onsite visit

Getting Started

Announcement
Letter

Set a Date

Begin Review
Process

The DPI Review
Team

Site Selection

The DPI Review Team

Nutrition
Program
Consultant
(NPC)



Public
Health
Nutritionist
(PHN)

Review Sites

Number of Schools in the SFA	Minimum Number of Schools to Review for NSLP
1 to 5	1
6 to 10	2
11 to 20	3
21 to 40	4
41 to 60	6
61 to 80	8
81 to 100	10
101 or more	12

Offsite Review

Questionnaire

Financial
Management
Questions

General
Program
Areas

Benefit
Issuance

Onsite Review

Service Times

Workspace

Security

Internet Access

Logistics

Parking/Entrance

Time to Talk

Onsite Review

**Entrance
Conference**

**Review
Areas**

**Meal
Observation**

**Technical
Assistance**

**Exit
Conference**

Who is on your team?

Authorized Representative

Food Service Director and Staff

Administrator and Business Director

Principal and Teacher

Review Areas

Performance Standard I	Performance Standard II	General Area	General Area	General Area
Access and Reimbursement	Nutritional Quality/Meal Pattern	Resource Management	Program Compliance	Other Federal Program Reviews
<ul style="list-style-type: none"> • Eligibility Determination • Benefit Issuance • Direct Certification • Verification • Meal Counting, Claiming and Reimbursement 	<ul style="list-style-type: none"> • Meal Components • Offer versus Serve • Dietary Specifications and Nutrient Analysis 	<ul style="list-style-type: none"> • Resource Management • Nonprofit School Food Service Account • Paid Lunch Equity • Revenue from Non-program Foods • Indirect Costs • USDA Foods 	<ul style="list-style-type: none"> • Civil Rights • SFA On-site Monitoring • Wellness Policy • Smart Snacks • Water • Food Safety • SBP & SSO Outreach • Professional standards 	<ul style="list-style-type: none"> • Afterschool Care Snack Program • Fresh Fruit and Vegetable Program • Special Milk Program • Elderly Nutrition • Wisconsin School Day Milk Program

Meal Access

Applications

**Direct
Certification**

Verification

Meal Counting and Claiming

Point of
Service

Edit
Check

Monthly
Claim



Financial Management

SNACS Questionnaire – 700 Series Questions

Nonprofit Food Service Account

Indirect Costs

Paid Lunch Equity (PLE)

Nonprogram Foods

Annual Financial Report (AFR)

General Program Areas

Food Safety

Onsite Monitoring

Professional
Standards

Local Wellness
Policy

SBP & SFSP
Outreach

Civil Rights



Self-Evaluation (PI-1441)

Public Release

Annual Training

Special Dietary Needs

“And Justice For All” Poster

Nondiscrimination Statement

Technical Assistance

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graph LR; A[A Clearer Understanding of Regulations] --> B[Solutions You Can Use]; B --> C[New Ideas];
```

A Clearer
Understanding
of Regulations

Solutions You
Can Use

New Ideas

Other Child Nutrition Programs

Special Milk

Wisconsin School
Day Milk

Afterschool Snack

Fresh Fruit and
Vegetable

Elderly Nutrition

Public Health Nutritionist Review Areas

Performance Standard I	Performance Standard II	General Area	General Area	General Area
Access & Reimbursement <ul style="list-style-type: none"> • Eligibility Determination • Benefit Issuance • Direct Certification • Verification • Meal Counting, Claiming and Reimbursement 	Nutritional Quality/Meal Pattern <ul style="list-style-type: none"> • Meal Components • Offer versus Serve • Dietary Specifications & Nutrient Analysis 	Resource Management <ul style="list-style-type: none"> • Resource Management • Nonprofit School Food Service Account • Paid Lunch Equity • Revenue from Non-program Foods • Indirect Costs • USDA Foods 	Program Compliance <ul style="list-style-type: none"> • Civil Rights • SFA Onsite Monitoring • Local Wellness Policy • Smart Snacks • vwater • Food Safety • Buy American • SBP & SSO Outreach • Professional Standards 	Other Federal Program Reviews <ul style="list-style-type: none"> • Afterschool Care Snack Program • Fresh Fruit and Vegetable Program • Special Milk Program • Professional Standards • Elderly Nutrition • WDSMP

Week of Review

		November		2023			
			1	2	3		4
							
5	6	7	8	9	10		11
12	13	14	15	16	17		18
19	20	21	22	23 Thanksgiving	24		25
							
26	27	28	29	30			
							

Prior to the Onsite Review

Phone call from PHN



Meal Compliance
Risk Assessment Tool
(MCRAT)



Dietary
Specifications
Assessment Tool
(DSAT)



What documentation do I need to upload?

Monthly Menus

**Production
Records**

**Standardized
Recipes**

**Crediting
Documentation**





**Nutrition Facts
Labels**

Product Labels

Monthly Menus

Submit breakfast and lunch menus from **both** the review month and the month containing the onsite observation.

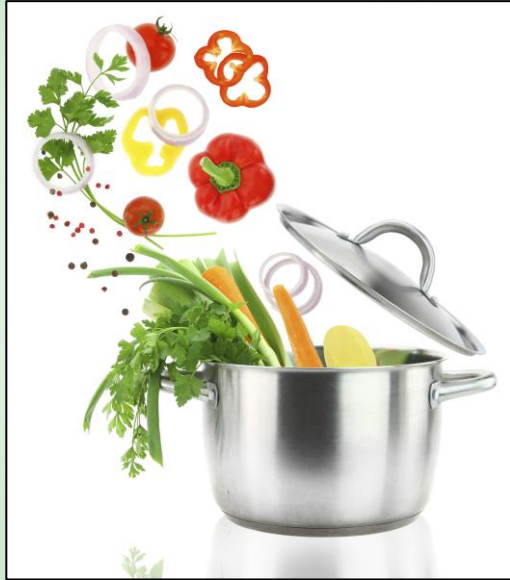
Menus **must** include: “This institution is an equal opportunity provider.”

NOVEMBER 2019				LUNCH	
 School Information: MENU SUBJECT TO CHANGE BEYOND OUR CONTROL. THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.		 Nutrition Tip: Practice stealth health...sneak veggies into favorite foods. Go light on the meat and top your pizza with vegetables like tomatoes, onions, bell peppers, mushrooms, zucchini, and artichoke hearts.			
Monday	Tuesday	Wednesday	Thursday	Friday	
				chicken breast or fish sticks potatoes hot veggie fruit salad bar /chilled milk 1	
mac and cheese or sandwich hot veggie roll salad bar fruit chilled milk 4	Taco's Or sandwich roasted potatoes Salad bar Fruit Chilled milk 5	Red pozole soup or Sandwich tortilla chips Salad bar Fruit Chilled milk 6	Sloppy joe or hamburger on b Roasted sweet potatoes Baked beans Salad bar Fruit Chilled milk 7	pizza or sandwich hot veggie fruit salad bar chilled milk 8	
Spaghetti w/ meat sauce or sandwich/ or bread stick hot veggie/ fruit salad bar chilled milk 11	scrambled eggs w/ pancakes or sandwich roasted potatoes fruit salad bar chilled milk 12	Beef tips w/ gravy Or chicken breast Mashed potatoes Squash w/ apples Roll Salad bar/ fruit/ chilled milk 13	Tomato soup Grilled cheese or sandwich Hot veggie Salad bar Fruit Chilled milk 14	diced chicken and gravy or sandwich mashed potatoes hot veggie/dinner roll salad bar fruit/ chilled milk 15	
Chicken noodle soup Deli sandwich hot veggie Salad bar Fruit Chilled milk 18	Walking taco or sandwich corn Salad bar Fruit Chilled milk 19	Hamburger or chicken patty on bun baked beans salad bar fruit chilled milk 20	lasagna w/ noodles or sandw breadstick hot veggie salad bar fruit chilled milk 21	pizza or sandwich hot veggie fruit salad bar chilled milk 22	
chicken penne/ or sandwich pizza bread stick fruit salad bar chilled milk 25	Baked taquito or sandwich tortilla chips corn salad bar fruit chilled milk 26	corn dog or hot dog taller tots fruit salad bar chilled milk 27	Fish sticks or chicken Nuggets Brown rice Hot-veggie Salad bar Fruit Chilled milk 28	pizza or sandwich hot veggie fruit salad bar chilled milk 29	

Production Records

- Completed breakfast and lunch production records from the week of review *and* day of observation
- Before sending, ask yourself...
 - Are these from a full, five-day week?
 - Are all five days from the review period?
 - Is everything filled in (including alternate entrée options)?
 - Did I include all grade groups served at the review site?
 - Am I forgetting any supplementary records (such as garden bar, or condiment record)?

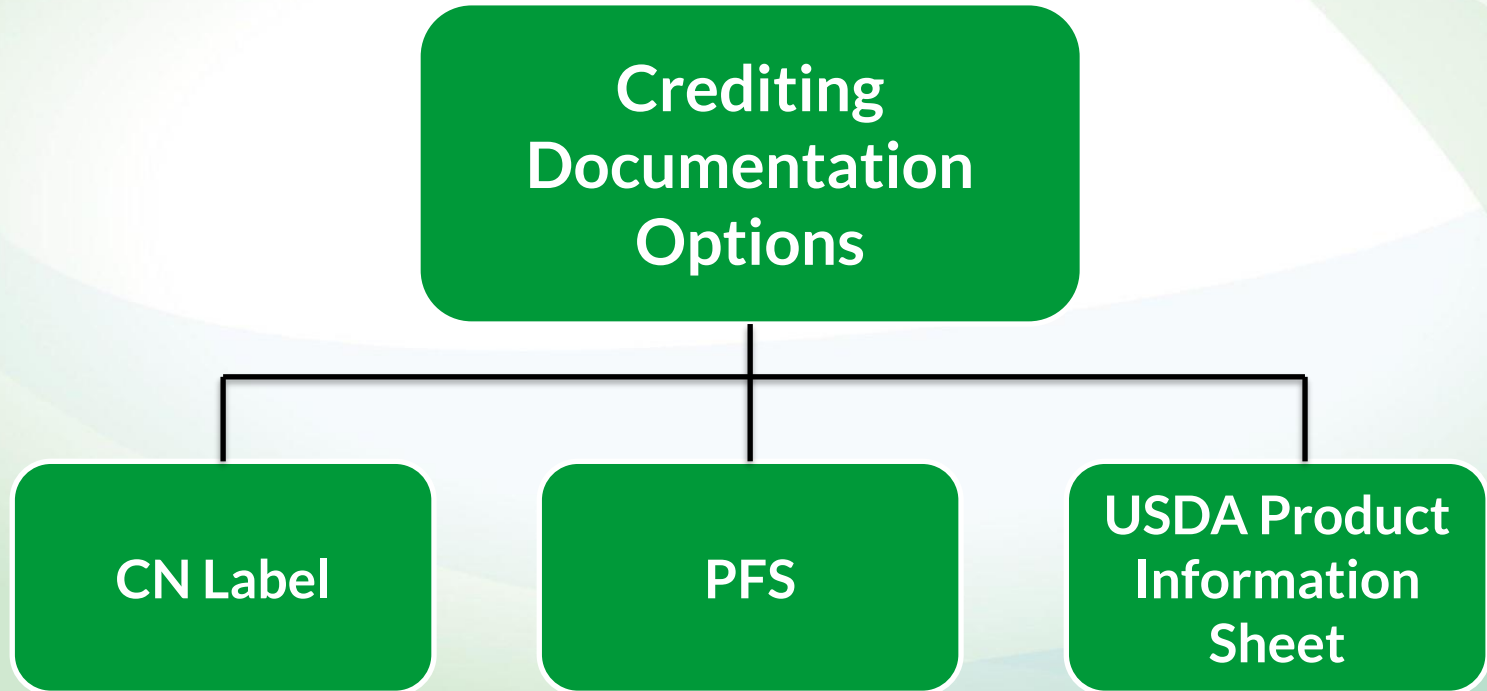
Standardized Recipes



Recipes are required for any menu item with more than one ingredient. A Standardized Recipe must include:

- Recipe name
- Recipe number/category/meal
- Ingredients listed by form and any pre-preparation needed
- Specific total weight and/or volume of each ingredient
- Detailed instructions of how to prepare
- Serving size for single portion
- Recipe yield
- Equipment and utensils used

Documentation for Processed Products



Documentation for Processed Products: Examples CN Label



Documentation for Processed Products: Examples Product Formulation Statement

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/M) Products

Provide a copy of the label in addition to the following information on company letterhead signed by an official representative of the company.

Product Name: _____ Code No.: _____

Manufacturer: _____ Case/Pack/Count/Portion/Size: _____

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount *
		X		
		X		
		X		
A. Total Creditable Amount!				

*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the Food Buying Guide yield.

II. Alternate Protein Product (APP)

If the product contains APP please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		+ by 18	
		X		+ by 18	
		X		+ by 18	
B. Total Creditable Amount!					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz)					

*Percent of Protein As-Is is provided on the attached APP documentation.

**18 is the percent of protein when fully hydrated.

***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.

¹Total Creditable Amount must be rounded down to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do not round up. If you are also crediting APP, you do not need to round down in box A until after you have added the creditable APP amount from box B.

Total weight (per portion) of product as purchased _____

Total creditable amount of product (per portion) _____
(Reminder: Total creditable amount cannot count for more than the total weight of product)

I certify that the above information is true and correct and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of equivalent meat/meat alternate when prepared according to directions.



I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation..

Signature _____ Title _____

Printed Name _____ Date _____ Phone Number _____

Documentation for Processed Products: Examples

USDA Product Information Sheet

UNITED STATES DEPARTMENT OF AGRICULTURE		
USDA Foods Product Information Sheet		
For Child Nutrition Programs		
	100011—Cheese, Cheddar, White, Reduced Fat, Shredded Category: Meat/Meat Alternate	
PRODUCT DESCRIPTION		
This item is a Grade A or higher white cheddar cheese with a reduced fat profile. This product is shredded and contains six 5-pound bags per case.		
CREDITING/YIELD		
<ul style="list-style-type: none">One case yields 480 1-ounce portions of cheese.CN Crediting: 1 ounce cheese credits as 1 oz equivalent meat/meat alternate.		
CULINARY TIPS AND RECIPES		
<ul style="list-style-type: none">Cheddar cheese can be used as an ingredient in a variety of recipes such as casseroles, quesadillas or baked chicken dishes.Use shredded cheese as a topping for healthy dishes such as salad, baked potatoes, or burritos.Use reduced fat cheese in place of regular cheese to lower calories, fat, and saturated fat in menus.For more culinary techniques and recipe ideas, visit NFSMI or Team Nutrition.		
FOOD SAFETY INFORMATION		
<ul style="list-style-type: none">For more information on safe storage and cooking temperatures, and safe handling practices please refer to: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.		
NUTRITION FACTS		
Serving size: 1 ounce (28 g) cheddar cheese, reduced fat		
Amount Per Serving		
Calories 80		
Total Fat 6g		
Saturated Fat 4g		
Trans Fat 0g		
Cholesterol 20mg		
Sodium 200mg		
Total Carbohydrate 1g		
Dietary Fiber 0g		
Sugars 0g		
Protein 7g		
Source: USDA Foods Vendor Labels		
Allergen Information: Please refer to allergen statement on the outside of the product package for vendor-specific information. For more information, please contact the product manufacturer.		
Nutrient values in this section are from the USDA National Nutrient Database for Standard Reference or are representative values from USDA Foods vendor labels. Please refer to the product's Nutrition Facts label or ingredient list for product-specific information.		

Documentation for Processed Products: Examples

WI State Processed Product Information Sheet

C308 TURKEY MEATBALLS JTM FOOD GROUP

Servings per Case: 185

Portion Size: Five .52-oz. cooked turkey meatballs provide 2.0 oz. equivalent meat for Child Nutrition Meal Pattern Requirements.

Case Net Weight: 30 pounds.

Pack Size: Six 5-pound bags of meatballs per case.

Nutrition Information: See next page.

Cooking Instructions: See next page.

Commercial Equivalent Code: 5052CE

Please note: the turkey meatballs are an all-meat product—no soy added. The processor recommends heating the meatballs in the sauce that will be used to serve it in. If that is not possible, make sure to heat in steamer or covered pan with water in the pan. Do NOT overcook!

Documentation for Processed Products: Examples USDA's Exhibit A (crediting grain products)

Exhibit A: Grain Requirements For Child Nutrition Programs^{1,2}

Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

Food Products per Group	Ounce Equivalent (oz eq)	Minimum Serving Size
Group A	Ounce Equivalent (oz eq) for Group A	Minimum Serving Size for Group A
Bread type coating Bread sticks (hard) Chow Mein noodles Savory Crackers (saltines and snack crackers) CROUTONS Pretzels (hard) Stuffing (dry) <i>Note: weights apply to bread in stuffing</i>	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz	1 serving = 20 gm or 0.7 oz 3/4 serving = 15 gm or 0.5 oz 1/2 serving = 10 gm or 0.4 oz 1/4 serving = 5 gm or 0.2 oz
Group B	Ounce Equivalent (oz eq) for Group B	Minimum Serving Size for Group B
Bagels Batter type coating Biscuits Breads - all (for example sliced, French, Italian) Buns (hamburger and hot dog) Sweet Crackers ⁵ (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25	1 serving = 25 gm or 0.9 oz 3/4 serving = 19 gm or 0.7 oz 1/2 serving = 13 gm or 0.5 oz 1/4 serving = 6 gm or 0.2 oz
Group C	Ounce Equivalent (oz eq) for Group C	Minimum Serving Size for Group C
Cookies ⁵ (plain - includes vanilla wafers) Cornbread Corn muffins Croissants Pancakes Pie crust (dessert pies ³ , cobbler ³ , fruit turnovers ³ , and meats/meat alternate pies) Waffles	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz	1 serving = 31 gm or 1.1 oz 3/4 serving = 23 gm or 0.8 oz 1/2 serving = 16 gm or 0.6 oz 1/4 serving = 8 gm or 0.3 oz
Group D	Ounce Equivalent (oz eq) for Group D	Minimum Serving Size for Group D
Doughnuts ⁴ (cake and yeast raised, unfrosted) Cereal bars, breakfast bars, granola bars ⁴ (plain) Muffins (all except corn)	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz	1 serving = 50 gm or 1.8 oz 3/4 serving = 38 gm or 1.3 oz 1/2 serving = 25 gm or 0.9 oz

PRODUCT DESCRIPTION:

Featuring an improved crust, cheese melt, and sauce, your students will find a lot to love about our new Signature Stuffed Crust Pizza!

- 51% whole grain.
- Improved cheese for a quality melt that fills the crust cavity.
- A completely new crust that delivers more consistent performance.
- New great tasting sauce.
- Coined turkey pepperoni.

MENU APPLICATIONS:

- Serve with fruit and milk for a complete meal.

CHILD NUTRITION INFORMATION:

091290 -Each 5.32 oz. Stuffed Crust Pizza with Turkey and Beef Pepperoni provides 2.00 oz. equivalent meat/meat alternate, 2.00 oz equivalent grains, and 1/8 cup red/orange vegetable for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 08-14.)

HARD BID SPECIFICATIONS:

7" 51% WG Stuffed Crust Turkey Pepperoni Pizza must provide 2.00 oz. equivalent meat/meat alternate, 2.00 oz. of equivalent grains, 1/8 cups red/orange vegetables. Portion to provide a minimum of 330 calories with no more than 18 fat grams. Must contain a minimum of 3 grams of fiber and less than 730 of sodium. Case pack of 96 per case.

CN Label required. Acceptable Brand:

PREP INSTRUCTIONS:

COOKING GUIDELINES: COOK BEFORE EATING. Place frozen pizzas on prepared pan. Preheat oven. Rotate pan one half turn to prevent cheese from burning. **CONVECTION OVEN:** Bake at 350°F for 13 to 16 minutes. **CONVENTIONAL OVEN:** 425°F for 15 to 20 minutes. **NOTE: FOR FOOD SAFETY AND QUALITY COOK BEFORE EATING TO AN INTERNAL TEMPERATURE OF 160°F.** Due to variances in oven regulators, cooking time and temperature may require adjustments. Refrigerate or discard any unused portion.

Cooking Method	Temp	Time	Instructions
Convection Oven	350 °F	13-16 MINUTES	Cook before serving
Conventional Oven	425 °F	15-20 MINUTES	

SHIPPING INFO / SHELF LIFE:

SHIPPING INFO:	
GTIN (Case):	10072180786507
Gross Weight:	33.83
Net Weight:	31.92
Each Weight:	5.32
Cube:	1.70
Dimensions (LxWxH):	19.81 x 13.31 x 11.13
Cases/Pallet:	42
Tie:	6
High:	7
SHELF LIFE:	300

ALLERGENS:

Contains
Milk or its Derivatives, Wheat or its Derivatives, and Soy or its Derivatives.

**INGREDIENTS:**

INGREDIENTS: CRUST: BAKED DOUGH (WHITE WHOLE WHEAT FLOUR, WATER, ENRICHED FLOUR [WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID], SUGAR, YEAST, VEGETABLE OIL [SOYBEAN AND/OR CANOLA OIL], CONTAINS 2% OR LESS OF: WHEAT GLUTEN, LEAVENING [SODIUM ACID PYROPHOSPHATE, SODIUM BICARBONATE, MONOCALCIUM PHOSPHATE, CALCIUM LACTATE], SEA SALT, CORN STARCH, DEFATTED SOY FLOUR, DOUGH CONDITIONER [WHEAT STARCH, L-CYSTEINE HYDROCHLORIDE, AMMONIUM SULFATE], ENZYMES [CONTAINS WHEAT]), RESTRICTED MELT CHEESE (PART SKIM MOZZARELLA CHEESE [CULTURED PASTEURIZED MILK, SALT, ENZYMES], MODIFIED FOOD STARCH, METHYLCELLULOSE); TOPPING: LOW MOISTURE PART SKIM MOZZARELLA CHEESE (CULTURED PASTEURIZED PART SKIM MILK, SALT, ENZYMES), TURKEY AND BEEF PEPPERONI (TURKEY, BEEF, SALT, SPICES, DEXTROSE, LACTIC ACID STARTER CULTURE, OLEORESIN OF PAPRIKA, FLAVORING, SODIUM NITRITE, NATURAL SMOKE FLAVOR, BHA, BHT, CITRIC ACID), BUTTER FLAVORED OIL WITH GARLIC (LIQUID AND HYDROGENATED SOYBEAN OIL, NATURAL GARLIC FLAVOR), SALT, ARTIFICIAL FLAVOR, SOY LECITHIN, BETA CAROTENE [COLOR], VITAMIN A PALMITATE); SAUCE: TOMATOES (WATER, TOMATO PASTE [NOT LESS THAN 28% SOLUBLE SOLIDS], MODIFIED FOOD STARCH, SUGAR, CONTAINS 2% OR LESS OF: DEXTROSE, SALT, SPICE, ONION, DEHYDRATED ROMANO CHEESE (CULTURED PASTEURIZED SHEEP'S AND COW'S MILK, SALT, ENZYMES), GARLIC POWDER, PAPRIKA, CITRIC ACID, BEET POWDER.

Product Specification Sheets and Product Bid Sheets:

NOT adequate crediting documentation!

Information contained in this document is believed to be accurate and offered in good faith for the benefit of the customer. Nutrition data is calculated and offered for information purposes; some variation can occur depending on several factors. This document may contain proprietary confidential, trade secret or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited and may be a violation of law.

Karen Winder

Karen Winder, RD, MPH, LD
Sr Director, Scientific & Regulatory Affairs

Fiscal Action



Smart Snacks: Documentation

- Complete labels
- Smart Snacks calculator printouts
- Copies from the Smart Snacks Recipe Analyzer Tool
- Fundraiser tracking tool

Product Labels



Nutrition Facts

Serving Size 1 pouch

Amount Per Serving

Calories 100 Calories from Fat 35

% Daily Value

Total Fat 4g 6%

Saturated Fat 0.5g 3%

Trans Fat 0g

Polyunsaturated Fat 1g

Monounsaturated Fat 2g

Cholesterol 0mg 0%

Sodium 170mg 7%

Potassium mg %

Total Carbohydrate 14g 5%

Dietary Fiber 1g 4%

Sugars 0g

Protein 2g

Calcium 2% Iron 4%

Thiamine 6% Riboflavin 6%

Niacin 6% Folate 6%

* Percent Daily Values are based on a 2,000 calorie diet.

Nutrition Facts are based on our current data. However, because the data may change from time to time, this information may not always be identical to the Nutrition Facts table found on the labels of products.

Formula effective date: 05/05/2017

Information is true and accurate as of: 05/09/2018

INGREDIENTS

MADE WITH SMILES AND WHOLE WHEAT FLOUR, ENRICHED WHEAT FLOUR (FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), CHEDDAR CHEESE ([CULTURED MILK, SALT, ENZYMES], ANNATTO), CANOLA AND/OR SUNFLOWER OIL, SALT, CONTAINS 2% OR LESS OF: YEAST EXTRACT, PAPRIKA, SPICES, CELERY, BAKING SODA, MONOCALCIUM PHOSPHATE, ONION POWDER. CONTAINS: WHEAT, MILK.

Smart Snacks Calculator Printout



SMART SNACKS
PRODUCT CALCULATOR

ALLIANCE FOR A
HEALTHIER
GENERATION

✔ **Your product is compliant!**

Your whole grain product meets all nutrient standards for entrees or snack foods.

Brand	Serving Size
<input type="text"/>	<input type="text" value="21.26 g"/>
Product	First Ingredient
<input type="text"/>	<input type="text"/>

The person or group responsible for the point of sale to students on campus should verify a product's compliance and print their own Calculator results for documentation intended for compliance purposes. Results from this calculator have been determined by the USDA to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.

[START OVER](#) [NEXT STEP](#)

Smart Snacks: Check Your Beverages!



- Vending machines with non-compliant products must be turned off during the school day
- Beverages must meet Smart Snacks standards for the youngest grade group that has access to them

Smart Snacks: Fundraisers

- Track all food related fundraisers
- Two exempt (non-Smart Snacks compliant) fundraisers are allowed per school year
- DPI has a template tracking tool on the Smart Snacks webpage



Buy American

Non-compliant products require a **Non-Compliant Product Form or Tracking Sheet**

1	Date: _____	Non-domestic Agricultural Product: _____
	Storage Area: _____ (examples: dry storage, cooler, freezer)	Country of Origin (be specific): _____ _____ (examples: grown in Brazil, manufactured in Korea, processed in China, packed in Mexico)
<p>Reason for exception to Buy American provision (check box if applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cost Analysis – Price of domestic (alternative) was not reasonable; chose non-domestic product <input type="checkbox"/> Seasonality – Non-domestic product not available during the following months: _____ otherwise product will be purchased domestically <input type="checkbox"/> Availability – Non-domestic product not grown domestically <input type="checkbox"/> Substitution – Distributor substituted the domestic to non-domestic item for the following reason: _____ <input type="checkbox"/> Distribution – Distributor carries the non-domestic item for the following reason: _____ <input type="checkbox"/> Other Reason – School selected non-domestic item for the following reason: _____ 		
Additional notes: _____		

Buy American



Protein/Proteína 0g			
Vitamin/Vitamina A 6%	*	Vitamin/Vitamina C 2%	
Calcium/Calcio 0%	*	Iron/Hierro 0%	
Folate (Folic Acid)/Ácido Fólico 0%			
*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs. *Los porcentajes de Valores Diarios están basados en una dieta de 2,000 calorías. Sus valores diarios pueden ser mayores o menores dependiendo de sus necesidades calóricas:			
	Calories/Calorías:	2,000	2,500
Total Fat/Greasa Total	Less than/Menos de	65g	80g
Saturated Fat/Greasa Saturada	Less than/Menos de	20g	25g
Cholesterol/Colesterol	Less than/Menos de	300mg	300mg
Sodium/Sodio	Less than/Menos de	2,400mg	2,400mg
Potassium/Potasio		3,500mg	3,500mg
Total Carbohydrate/Carbohidrato Total		300g	370g
Dietary Fiber/Fibra Dietética		25g	30g
Calories per gram/Calorías por gramo:			
Fat/Greasa 9 • Carbohydrate/Carbohidrato 4 • Protein/Proteína 4			

INGREDIENTS: PEACHES, WATER, SUGAR
INGREDIENTES: DURAZNOS, AGUA, AZÚCAR

Marketed by / Comercializado por
Independent Marketing Alliance

HOUSTON, TX 77019
Product of USA / Producto de EE.UU.



Buy American

Manufactured in,
packed in,
distributed by, etc.
is **not** sufficient

Nutrition Facts

Serving Size 1/2 cup (125g)

Servings Per Container about 24

Amount Per Serving

Calories 60 **Calories from Fat 15**

% Daily Value*

Total Fat 1.5g **2%**

Saturated Fat 0g **0%**

Trans Fat 0g

Cholesterol 0mg **0%**

Sodium 10mg **1%**

Potassium 160mg **5%**

Total Carbohydrate 9g **3%**

Dietary Fiber 2g **8%**

Sugars 7g

Protein 2g

Vitamin A 0% • Vitamin C 6%

Calcium 0% • Iron 2%

*Percent Daily Values are based on a diet of 2,000 calories per day. Your daily values may be higher or lower depending on your calorie needs:

	Calories: 2,000	2,500
Total Fat	Less than 65g	80g
Saturated Fat	Less than 20g	25g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Potassium	3,500mg	3,500mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g

Calories per gram:

Fat 9 • Carbohydrate 4 • Protein 4

INGREDIENTS: CORN, WATER

NOT A SODIUM FREE FOOD
DISTRIBUTED BY:
SENECA FOODS CORP.
MARION, NY 14505-0997

Ensuring Meal Components & Quantities

- Ensure minimums are met



2 oz eq grain



2 oz eq M/MA



1 cup milk



1 cup fruit



1 cup vegetable

Meal Pattern Component	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Fruits (cups) ^{a,c}	Weekly: 2 ½ cups Daily: ½ cup			Weekly: 5 cups Daily: 1 cup
Vegetables (cups) ^{a,c,d}	Weekly: 3 ¾ cups Daily: ¾ cup			Weekly: 5 cups Daily: 1 cup
Dark green ^e	½ cup			½ cup
Red/Orange ^e	¾ cup			1 ½ cup
Beans and peas ^e (legumes)	½ cup			½ cup
Starchy	½ cup			½ cup
Other ^e	½ cup			¾ cup
Additional Vegetables to Reach Total ^f	1 cup			1 ½ cups
Grains (oz eq) ^{b,g}	Weekly: ≥8oz eq Daily: 1 oz eq			Weekly: ≥10oz eq Daily: 2 oz eq
Meats/Meat Alternates (oz eq) ^b	Weekly: ≥8oz eq Daily: 1 oz eq	Weekly: ≥9oz eq Daily: 1 oz eq		Weekly: ≥10oz eq Daily: 2 oz eq
Fluid milk (cups) ^h	1 cup daily for all age-grade groups			
Other Specifications: Daily Amount Based on the Average for a 5-Day Week				
Min-max calories (kcal) ^{j,l}	550-650	600-700	600-650	750-850
Saturated fat (% of total calories) ^j	<10			
Sodium Target 1 (mg) ^k	≤1,230	≤1,360	<1,230	≤1,420
Trans fat ^l	0 grams/serving			


OVS & Signage Requirements

Signage must:






- Identify what constitutes a reimbursable breakfast and lunch
- Be posted at or near the beginning of the service line
- Include the required wording to select at least $\frac{1}{2}$ cup of fruit, vegetable, or a combination

Today's Breakfast Choices
Build a complete meal by selecting at least 3 items, including $\frac{1}{2}$ cup of fruit, vegetable, or fruit/vegetable combination.

 Fruit/Vegetable/Juice _____ 1 item (s) _____ 1 item (s) _____ 1 item (s) _____ 1 item (s) May Select _____ Item (s)	 Milk _____ 1 Item _____ 1 Item _____ 1 Item _____ 1 Item May Select _____ Item (s)
Notes: _____ _____ _____ May Select _____	 Grains/Breakfast Entrees _____ 1 item (s) _____ 1 item (s) _____ 1 item (s) May Select _____

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Today's Breakfast
Choose at least 3 items, including $\frac{1}{2}$ cup fruit and/or vegetable

Grain and Meat/Meat Alternate Choices:   _____ = __ item(s) _____ = __ item(s) _____ = __ item(s) _____ = __ item(s)
Fruit and/or Vegetable Choices:   _____ = __ item(s) _____ = __ item(s) _____ = __ item(s)
Milk Choices:  _____ = __ item(s) _____ = __ item(s) _____ = __ item(s)

Onsite Observation: Storage Areas



The PHN will review food items in all storage areas (dry storage, coolers, and freezers) to:

- Ensure products match documentation sent
- Check that products meet the Buy American Provision

Onsite Observation: Meal Preparation

- Standardized recipes
 - Ingredients weighed or measured
- Products
 - Same in practice as in recipe
- Serving size
 - Proper portioning tools used



Onsite Observation: Meal Service

- All components available
- Minimum requirements met grade group
- Offer versus Serve (OVS) implemented properly
- Reimbursable meals



Common Finding: Incorrect or Unacceptable Crediting Documentation

- CN labels sent from the internet or have a water mark label (without bill of lading). CN labels must come directly from the box.

You may send a picture, the actual CN label, or a scanned copy from your package.

- Grain product labels sent without the ingredients list.
- A meat/meat alternate product without an ingredient list.
- Product specification sheets sent instead of a Product Formulation Statement.

RFS# AV976

40067 Palitos de Pan Tostado Francés Grano Integral Glaseado Canela

ENTRÉE ESSENTIALS®

French Toast Sticks Whole Grain Cinnamon Glazed

ITEM NO: 118006130

1 00 58257 40067 9

KEEP FROZEN

100/2.9 oz Servings NET WT 18.12 lbs

BID DESCRIPTION:
Whole Grain Cinnamon Glazed French Toast Sticks: CN labeled. Bread dipped in egg batter and glazed with cinnamon and sugar mixture. Fully cooked, oven-baked and lightly browned appearance. Individually quick frozen (IQF). Assured by CN label to provide 1.0 oz. equivalent meat alternate and 1.50 oz. equivalent grains. Packed in 18.12 lb. case, 100/2.9 oz. servings per case.

Product to be Cargill Kitchen Solutions/Sunny Fresh Foods Label Code 40067.

CN CONTRIBUTION	CN 087134
Each 3-stick serving (2.9 oz.) of Whole Grain Cinnamon Glazed French Toast Sticks provides 1.00 oz. equivalent meat alternate and 1.50 oz. equivalent grains for the CNHS Nutrition Pattern Requirements.	

	Amount	% DV
Portion Size	2.9 oz.	
Calories	230	
Protein	9g	
Total Fat	8g	13%
Saturated Fat	1.5g	8%
Trans Fat	0g	
Carbohydrates	30g	10%
Total Dietary Fiber	3g	11%
Cholesterol	115mg	38%
Calcium	89mg	8%
Iron	1.8mg	18%
Sodium	330mg	14%
Vitamin A	193IU	4%
Vitamin C	3.6mg	6%
Molasses	41%	
Sugars	9g	

Alan Arthur, Regulatory Affairs Manager DATE: 8/7/2013

Common Finding: Incomplete or Inaccurate Production Records

- Production Record template is missing required fields.
- Production Records are incomplete or inaccurate, missing critical data.

Lunch Production Record											
Student Meals K-8		Student Meals 9-12		Adult Meals		Bag/Field Trip Meals		Total Meals		Date: <u>1-30-17</u>	
Meals Planned										Site: <u>XYZ Elementary School</u>	
Meals Served		<u>392</u>		<u>8</u>				<u>400</u>		Offer vs Serve: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Notes											

Menu Item <small>List the recipe/recipe# or product brand name and description. List all menu items offered with the reimbursable meal.</small>	HAACP Process	Grades K-8					Grades 9-12					Total		
		Planned Serving Size	Crediting	Vegetable Subgroup	Planned # of Servings	Actual # of Servings Prepared	Planned Serving Size	Crediting	Vegetable Subgroup	Planned # of Servings	Actual # of Servings Prepared	Total Planned Quantity	Actual Quantity Prepared	Leftover
Ham Chs											234	288	46 #	
Pretzel Bun											334		46 #	
Potato Wedges											75#	53#	17#	
Cherry Tomato												5#	0	
Cakes												7 1/4#	0	
Applesauce											250	250	0	
PBJ											77	77	0	
Yogurt											31	24	7 #	
1% (low-fat) unflavored milk		1/2 pint	1 cup			1/2 pint	1 cup				41			
Skim (fat-free) unflavored milk		1/2 pint	1 cup			1/2 pint	1 cup				73			
Skim (fat-free) chocolate milk		1/2 pint	1 cup			1/2 pint	1 cup				332			
Other milk type:		1/2 pint	1 cup			1/2 pint	1 cup							

Check this box if milk recipe by milk type was developed and it is updated each semester. Make any changes in the first column to specify milk types available (a minimum of 2) and record total milk usage in the "Actual # of Servings Prepared" Column.

Adapted from the production record template of the Washington State Office of Superintendent of Public Instruction – November 2015
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Common Finding: Missing or Inaccurate Standardized Recipes

- Recipes not standardized or are missing key information..

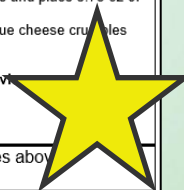
- Beef
- Tomato sauce
- Tomato paste
- Salt
- Pepper



Put together and bake for 20 minutes.

RECIPE NAME: Buffalo Chicken Wrap																
Grade Group: K-8					Grade Group: 9-12											
Number of Portions: 100					Number of Portions: 50											
Portion Size: ½ wrap					Portion Size: 1 wrap											
Serving Utensil: Gloved hand					Serving Utensil: Gloved hand											
Servings Per Pan:					Servings Per Pan:											
Ingredients:					Weight		Measure		Procedure:							
Chicken fajita strips, WI Processed C520, Goldkist/Pilgrim's Pride, Commercially Eq. Code: 1325					11 ¼ lb				HACCP Process: <input type="checkbox"/> #1 No Cook <input checked="" type="checkbox"/> #2 Cook & Serve Same Day <input type="checkbox"/> #3 Includes Cooling Step							
Flour Tortilla, whole-grain rich, 3 oz					150 oz		100 each									
Blue cheese crumbles					¼ lb 1 oz		3 ¾ cups									
Hot sauce							1 cup									
Lettuce, iceberg, shredded							3 qt ½ cups		1. Roast chicken fajita strips according to manufacturer's instructions and hold hot. CCP: Hold at 135° F or higher. 2. Just before serving, lay wrap on tray or plate and place 3.75 oz of chicken on each wrap. 3. Top with ½ cup shredded lettuce, 1 Tbsp blue cheese crumbles and 1 tsp hot sauce. 4. Wrap tightly and serve immediately. CCP: Hold at 135° F or higher for hot service.							
Total Yield					Number of Pans:					Equipment (if not specified in procedures above):						
Weight:		Measure (volume):			Pan Size:											
Meal Component Contribution/Nutrition Analysis Based on Portion Size																
Specify the grade group in the columns:					Grade Group: K-8					Grade Group: 9-12						
Meat/Meat Alternate					1.75 oz eq.					3.5 oz eq.						
Vegetable Subgroups					DG	B/P	R/O	S	O	%	DG	B/P	R/O	S	O	%
Fruits																
Grains					1.5 oz eq.					3 oz eq.						
Calories					183					365						
Saturated Fat (g)					0.79					1.58						
Sodium (mg)					720					1440						

File No: WIDPI-14
Adapted from: Charles County Public Schools, Maryland



Common Finding: Missing or Inaccurate Buy American Documentation

- Products with no “Country of Origin” label, including those items marked as “manufactured in,” “packed in,” or “distributed by” without also displaying the Country of Origin.
- Missing or inaccurate Buy American Non-compliant Product tracking tool.

Nutrition Facts

Serving Size 1/2 cup (125g)
Servings Per Container about 24

Amount Per Serving

Calories 60 **Calories from Fat 15**

% Daily Value*	
Total Fat 1.5g	2%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 10mg	1%
Potassium 160mg	5%
Total Carbohydrate 9g	3%
Dietary Fiber 2g	8%
Sugars 7g	
Protein 2g	

Vitamin A 0% • Vitamin C 6%

Calcium 0% • Iron 2%

*Percent Daily Values are based on a diet of 2,000 calories.
Your daily values may be higher or lower depending on your caloric needs.

	Calories: 2,000	2,500
Total Fat	Less than 6g	8g
Saturated Fat	Less than 2g	2g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Potassium	3,500mg	3,500mg
Total Carbohydrate	30g	37g
Dietary Fiber	2g	3g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

INGREDIENTS: CORN, WATER.

DISTRIBUTED BY:
SENECA FOODS CORP.
MARION, NY 14505-0997

Common Findings: Day(s) of Meal Observation

- OVS improperly implemented
- Lack of meal pattern understanding
- No (or incomplete) signage



Exit Conference

Commendations

Technical Assistance & Findings

Corrective Action & Due Date

Signatures

Corrective Action

Types of Corrective Action

Submit a
Statement

Watch a
Webcast

Submit
Additional
Documents

Develop or
Revise a
Policy

Closure

Corrective
Action

Fiscal Action
(\$600
Disregard)

Closure
Letter



School Nutrition Accountability Software (SNACS)









<https://dpi.wi.gov/school-nutrition/snacs>

SNACS Tips & Reminders

1. Each staff member that will access SNACS needs their own WAMS ID
2. DPI will add the first user only
3. How-to Guides are available on the SNACS webpage under Administrative Reviews
4. Scan multiple documents into a single PDF OR use a PDF Merger to combine multiple electronic documents
5. Use clear and descriptive file names – avoid special characters (such as commas)

SNACS How-to Guides:

- [SNACS and the Administrative Review In a Nutshell](#) 
- [Using SNACS for the Administrative Review](#) 
- [Adding a New User](#) 
- [Uploading Documentation](#) 
- [How to Read an AR Report](#) 
- [Submitting Corrective Action](#) 

Thank You!

Thank you for serving healthy, nutritious meals to the students of Wisconsin!

We appreciate all that you do.

<https://dpi.wi.gov/school-nutrition>

Certificate of Completion



Click for
[Certificate of
Completion](#)

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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.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

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