

Administrative Review Report

D.C. Everest School District

Review Schedule:

| Schedule Type | Start Date | End Date |
|--------------------------|------------|------------|
| Off-Site Review | 10/10/2024 | 12/05/2024 |
| On-Site Review | 12/03/2024 | 12/05/2024 |
| Site Selection Worksheet | 10/10/2024 | 11/29/2024 |
| Entrance Conference | 12/03/2024 | 12/03/2024 |
| Exit Conference | 12/05/2024 | 12/05/2024 |

Commendations:

From Public Health Nutritionists:

Thank you to all staff at D.C. Everest School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director and School Nutrition Supervisor for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Everyone was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultants:

Our sincere thanks to the staff at D.C. Everest School District for your warm welcome. We appreciate the time and efforts spent preparing for and participating in the administrative review. We recognize and appreciate your willingness to continuously learn about the USDA School Meals Programs and be receptive to feedback and technical assistance. Thank you for providing documentation timely and for the quick response to questions.

A special thank you to the staff at all three schools we visited. We were impressed with how well all staff work as a team to maintain a quality lunch program. All three schools maintain a very clean and pleasant environment, had friendly smiles for the students, and greeted them by name. They very obviously take a lot of pride in their work! The cafeteria spaces were bright and welcoming, and we appreciated the quality and variety of the fruit and vegetable options. The student grown lettuce at the high school was delicious!

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

Recommendations:

The [DPI School Nutrition webpage](#) has helpful information regarding all school nutrition requirements. Most information is found in the [Program Requirements](#) section. In addition, the [School Nutrition Training Webpage](#) has an Online Learning Library and lists upcoming workshops.

Improve the quality of school meals and support your local community by incorporating farm to school (F2S) activities in school meal programs. Consider joining the WI Farm to School (F2S) Recognition Program. There are four levels of recognition with prizes given for each level of completion. Learn more and sign-up on the [F2S webpage](#).

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Findings and Corrective Action:

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| Site Name | | |
| Form Name | Certification and Benefit Issuance (100 - 121) | |
| Question # | 113 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | <p>Flagged 12/03/2024 04:22 PM</p> | <p>Finding 1: Per disclosure requirements in CFR 245.6(i) and the Eligibility Manual, the SFA must have systems in place to limit number of authorized individuals who have access to the benefit issuance system.</p> <p>Finding 2: A disclosure agreement should be completed by non-foodservice staff receiving student eligibility information.</p> <p>Corrective Action 1: Review who within the district has access to the benefit issuance system. Determine who has a "legitimate need to know" and upload in SNACS the final list of individuals who will maintain access.</p> <p>Corrective Action 2: Provide a statement in SNACS indicating that applicable staff have signed Disclosure Agreements. Signed agreements will be maintained on site.</p> |
| Site Name | | |
| Form Name | Maintenance of Non-Profit School Food Service Account (700 - 705, 777) | |
| Question # | 777 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | <p>Flagged 12/03/2024 04:39 PM</p> | <p>Finding: SCA Funds were used for unallowable office supply expenses in the amount of \$133.85.</p> <p>Corrective Action: Upload into SNACS a ledger entry showing the office supply charge removed from SCA ledger and \$133.85 spent on an allowable SCA expense.</p> <p>CORRECTED ONSITE; NO FURTHER ACTION NEEDED</p> |
| Site Name | | |
| Form Name | Civil Rights (800 - 806) | |
| Question # | 806 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |

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| Corrective Action History | Flagged 12/03/2024 04:45 PM | <p>Finding: The correct USDA Civil Rights Training was not provided to all staff who interact with program participants including teachers or staff who administer breakfast in the classroom (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: https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html). Upload a document or sign in sheet with the names and dates the training was completed. It is recommended to add USDA Civil Rights training to the School District's online training platform.</p> |
| Site Name | | |
| Form Name | Certification and Benefit Issuance (124 - 142) | |
| Question # | 126 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | Flagged 12/04/2024 02:02 PM | <p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). Two household's meal benefits were incorrectly calculated. Details and technical assistance were provided by the NPC.</p> <p>Corrective Action: Notify the households of the correct meal benefit, per program requirements. Upload a copy of the letter into SNACS notifying the household of the change in benefit. Provide a statement that the Benefit Issuance List will be updated 10 days after the family has been notified of the change.</p> <p>CORRECTED ONSITE; NO FURTHER ACTION NEEDED</p> |
| Site Name | | |
| Form Name | Certification and Benefit Issuance (124 - 142) | |
| Question # | 127 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | CAP Submitted | |
| Corrective Action History | Flagged 12/03/2024 04:32 PM | <p>Finding: Applications with a reported annual income were observed to be converted to a monthly income. Eligibility should be determined by the frequency listed on the application. Applications with more than one income frequency were observed to be annualized correctly.</p> <p>Corrective Action: Provide a statement of understanding that eligibility should be determined by the frequency listed on the application.</p> <p>CORRECTED ONSITE; NO FURTHER ACTION NEEDED</p> |

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| 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 | Flagged 12/03/2024 04:49 PM | <p>Finding: The correct non-discrimination statement was not included on all program materials (Free/Reduced Price Eligibility Notification Letters, Direct Certification Notification Letters, Printed Menu - Shortened Statement)</p> <p>Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of each of the items listed above.</p> |
| Site Name | | |
| Form Name | Food Safety & Buy American (1400 - 1403) | |
| Question # | 1400 | |
| TA Log # | TA Log# exists | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | Flagged 12/04/2024 02:08 PM | <p>Finding 1: Field Trip SOP was missing from the Food Safety Plans. This SOP (32) is found in the new Site-Specific Food Safety Plan Template for Wisconsin School Food Authorities - Updated April 2024</p> <p>Finding 2: Product is stored on the floor, therefore making proper cleaning and pest control difficult.</p> <p>Corrective Action 1: Add Field Trip SOP to the Food Safety Plans. Upload a copy of the SOP into SNACS.</p> <p>Corrective Action 2: Provide a statement that all products will be stored a minimum of 6 inches off the floor per the SFA's SOP.</p> |
| Site Name | Rothschild Elementary | |
| Form Name | Meal Counting and Claiming - Day of Review (317-321) | |
| Question # | 320 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | Flagged 12/05/2024 10:11 AM | <p>Finding: Meals for field trips are being counted using the order form and entered into the POS before the field trip. Meals must be counted as they are given to a student.</p> |

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| | | Corrective Action: Provide a statement describing how field trip meals will be counted as they are given to a student and entered into the POS after being properly counted. |
| Site Name | Rothschild Elementary | |
| Form Name | Meal Components and Quantities - Day of Review (400-408) | |
| Question # | 401 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | Flagged 12/05/2024 12:46 PM | <p>Finding: Non-reimbursable meals served during lunch meal service.</p> <p>Under Offer Versus Serve, 7 CFR 210.10(e) , students must select ½ cup fruit, vegetable or combination for a reimbursable meal .</p> <p>Three non-reimbursable meals were observed at Rothschild Elementary School during lunch meal service on December 5, 2024. The meals did not contain the required ½ cup fruit, vegetable, or combination.</p> <p>Corrective Action: Submit a statement which indicates understanding that under Offer versus Serve students must select three full components, one of which is ½ cup fruit, vegetable, or combination. Additionally, in this statement explain how this error will be corrected and avoided in the future.</p> |
| | | |
| Site Name | D.C. Everest Middle School | |
| Form Name | Meal Components and Quantities - Day of Review (400-408) | |
| Question # | 401 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | Flagged 12/03/2024 01:11 PM | <p>Finding: Non-reimbursable meals served during lunch meal service.</p> <p>Under Offer Versus Serve, 7 CFR 210.10(e) , students must select ½ cup fruit, vegetable or combination for a reimbursable meal .</p> <p>Nine non-reimbursable meals were observed at D.C. Everest Middle School during lunch meal service on December 3, 2024. The meals did not contain the required ½ cup fruit, vegetable, or combination.</p> |
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| | | Corrective Action: Submit a statement which indicates understanding that under Offer versus Serve, students must select three full components, one of which is ½ cup fruit, vegetable, or combination. Additionally, in this statement explain how this error will be corrected and avoided in the future. |
| Site Name | D.C. Everest Senior High | |
| Form Name | Meal Components and Quantities - Day of Review (400-408) | |
| Question # | 404 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | <p>Flagged 12/04/2024 01:24 PM</p> | <p>Finding: Missing salad bar signage and portion size studies. Per 7 CFR 210.10(a)(2) schools must identify, near or at the beginning of the serving lines, the food items that constitute the unit-priced reimbursable school meals.</p> <p>D.C. Everest Senior High School offers a self-service salad bar without portion-measuring utensils or signage to demonstrate proper portion sizes. Salad bar signage templates are available on the DPI Signage page and may be used if desired. (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage).</p> <p>Additionally, no portion size studies had been conducted to determine the portion size needed for items that do not fit nicely into a portion-measuring utensil, such as celery sticks and cherry tomatoes. Procedures for conducting a portion size study can be found on the DPI Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning).</p> <p>Corrective action: Upload a photo of posted salad bar signage as well as documentation of the portion size studies for celery sticks and cherry tomatoes into SNACS.</p> |
| Site Name | Rothschild Elementary | |
| Form Name | Meal Components and Quantities - Day of Review (400-408) | |
| Question # | 404 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | <p>Flagged 12/05/2024 12:11 PM</p> | <p>Finding: Missing salad bar signage and portion size studies.</p> |

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| | | <p>Per 7 CFR 210.10(a)(2) schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s). Rothschild Elementary School offers a self-service salad bar without portion-measuring utensils or signage to demonstrate proper portion sizes. Salad bar signage templates are available on the DPI Signage page and may be used if desired (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage).</p> <p>Additionally, no portion size studies had been conducted to determine the portion size needed for items that do not fit nicely into a portion-measuring utensil, such as fresh broccoli and bell peppers. Procedures for conducting a portion size study can be found on the DPI Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage).</p> <p>Corrective action: Upload a photo of posted salad bar signage as well as documentation of the portion size studies for fresh broccoli and bell peppers into SNACS.</p> |
| Site Name | D.C. Everest Middle School | |
| Form Name | Meal Components and Quantities - Day of Review (400-408) | |
| Question # | 404 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | <p>Flagged</p> <p>12/03/2024 01:35 PM</p> | <p>Finding: Missing salad bar signage and portion size studies.</p> <p>Per 7 CFR 210.10(a)(2) schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s). D.C. Everest Middle School offers a self-service salad bar without portion-measuring utensils or signage to demonstrate proper portion sizes. Salad bar signage templates are available on the DPI Signage page and may be used if desired (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage).</p> <p>Additionally, no portion size studies had been conducted to determine the portion size needed for items that do not fit nicely into a portion-measuring utensil, such as carrots and cucumbers. Procedures for conducting a portion size study can be found on the DPI Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/signage).</p> <p>Corrective action: Upload a photo of posted salad bar</p> |

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| | | signage as well as documentation of the portion size studies for carrots and cucumber slices into SNACS. |
| Site Name | Rothschild Elementary | |
| Form Name | Meal Components and Quantities - Review Period (409-412, 430-437) | |
| Question # | 410 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | <p>Flagged 12/05/2024 10:24 AM</p> | <p>Finding: Daily vegetable shortage at lunch for the K-5 age/grade group during the week of review.</p> <p>Per 7 CFR 210.10(c) , the daily minimum requirement for K-5 age/grade group is 3/4 cup.</p> <p>The following represents the planned portion sizes at Rothschild Elementary on Friday, November 15, 2024:</p> <ul style="list-style-type: none"> -Steamed Peas (1/4 cup) -Tossed Salad (1/2 cup of romaine) - Leafy greens credit as half of the volume measured; one half-cup of romaine credits at 1/4 cup of dark green vegetable. <p>Repeat daily vegetable shortages or violations at lunch during subsequent Administrative Reviews may be subject to fiscal action.</p> <p>Corrective Action : Submit a statement describing how the daily minimum requirement for vegetables will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p> |
| Site Name | D.C. Everest Middle School | |
| Form Name | Smart Snacks (1104 - 1107) | |
| Question # | 1105 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | CAP Submitted | |
| Corrective Action History | <p>Flagged 12/03/2024 12:49 PM</p> | <p>Finding: Smart Snacks Non-Compliant Food Sale (General Standards).</p> <p>Per 7CFR 210.11(c) , all competitive food sold to students on the school campus during the school day must meet specific nutrition standards. A food must be a whole grain-rich product; have a fruit, vegetable, dairy product, or protein</p> |

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| | | <p>food as the first ingredient; or be a combination food with at least $\frac{1}{4}$ cup fruit and/or vegetable.</p> <p>The Minute Maid Frozen Lemonade does not meet the Smart Snacks general standards; the first ingredient listed on the nutrition facts label of Minute Maid Frozen Lemonade is water, followed by sugar.</p> <p>Corrective Action: Remove Minute Maid Frozen Lemonade from inventory. Submit a statement into SNACS when this is completed.</p> |
| | <p>CAP Submitted Kelli Oligney 12/06/2024 01:14 PM</p> | <p>Frozen Minute Maid Lemonade has been removed from inventory.</p> |
| Site Name | D.C. Everest Middle School | |
| Form Name | Water (1300) | |
| Question # | 1300 | |
| TA Log # | No TA Log# found | |
| Due Date | | |
| Corrective Action Status | Flagged | |
| Corrective Action History | <p>Flagged 12/03/2024 04:58 PM</p> | <p>Finding: Free, potable water was not accessible to students during breakfast and/or lunch meal service (7 CFR 220.8 and 7 CFR 210.10). DPI observed a dirty mop bucket partially blocking the water fountains in the cafeteria. In addition, the water fountains were dirty. Fountains that are not properly maintained become breeding grounds for pathogens, creating a health risk.</p> <p>Corrective Action: Upload into SNACS a photo of the cleaned water fountains.</p> |

Technical Assistance:

Comments

During the week of review, it appeared as though only one milk type (1% white) was offered to students on 11/13 at breakfast, because no skim chocolate milk was recorded on the production record. After discussion with the kitchen coordinator, there was a misunderstanding that the milk variety must be documented even if students did not select the chocolate milk offered. The breakfast menu on this day was cereal, where all students selected white milk (even though chocolate milk was available). TA was provided that each milk type offered must be documented on the production record regardless of if students select it.

Comments

Procurement for the Construction Project at the Senior High School to remodel the serving area was reviewed by NPCs and Procurement Specialists. It was determined that procurement regulations were followed, and all costs were allowable expenses to the nonprofit foodservice account.

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Comments

At Rothschild Elementary, it was observed that students were only seated for 11-14 minutes after receiving their meal and they appeared very rushed to eat. Wellness Policy 8510, under Standards and Guidelines for School Meals, states *the district is committed to ensuring that students are provided at least ten (10) minutes to eat breakfast and at least twenty (20) minutes to eat lunch after being seated.* This guideline follows recommendations from the USDA and Centers for Disease Control. It is recommended that strategies to increase seat time be explored. The most successful strategy seen at other schools is to have recess before lunch. Another strategy is to have children remain for a 20-minute seat time before going outside. More strategies and benefits are found at https://www.cdc.gov/healthy-schools/media/pdfs/310518-A_FS_SchoolLunchUpdate_508.pdf.

Comments

Universal Free Breakfast is a model in which breakfast is free for all children but claimed in the Free/Reduced/Paid categories. Absorbing the cost of paid breakfast is an allowable expense to the nonprofit foodservice account. Universal free breakfast can be beneficial for schools with a higher Free and Reduced-Price percentage. For more information on Universal Free Breakfast or Community Eligibility Provision (where all meals are free for all students) see the [DPI School Nutrition Webpage](#).

Comments

The USDA does not require a specific form for requesting meal modifications; however, the DPI form is recommended. Whichever form is used, it must include the USDA required information to ensure the child receives a safe meal:

1. Disability as it relates to the diet
2. Foods to be omitted
3. Foods to be substituted
4. Signed by a state authorized medical authority (provider who is able to write prescriptions in Wisconsin) or a Registered Dietitian.

Comments

A sharing table is a designated table or container for food and beverage items that students do not intend to consume. It is intended to reduce food waste in the child nutrition programs (CNP).

Food on a sharing table may be given to students during the same meal period, later during the school day, or during a subsequent school day. Food on a sharing table may not be consumed by adults. Food may also be returned to the kitchen and re-served in CNP during another meal service (non-TCS items only), or food may be donated to a non-profit organization.

Only unopened, pre-packaged items and whole fruits or vegetables are allowed on the sharing table. Whole fruits and vegetables with edible peels must be washed and wrapped. Time and Temperature Controlled for Safety (TCS) foods are not allowed.

It is recommended that the legal entity (e.g., school board, administrator) should state, in writing, that sharing tables are allowed at specified schools, and that they accept liability in the event of foodborne illness or injury. In addition, parents and guardians should be informed in writing of the SFA's sharing table policy so they can discuss with their children. Of particular importance is communicating the potential risk for cross-contact of allergens on the table.

If the SFA decides to utilize a sharing table or container, the following is required:

A designated food handler or trained supervising adult must frequently monitor the sharing table, ensuring only allowable food items are shared and inspect food items for wholesomeness.

The table or container must be clearly labeled with its purpose and instructions.

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Food service must add the Sharing or No Thank You Tables Standard Operating Procedure to their food safety plan, which is found in the [Sharing or No Thank You Tables Toolkit](#).

Comments

It is recommended to revise temperature logs to indicate the acceptable temperature range. In addition, add a space for corrective action should the temperatures fall out of range. Ensure employees are trained on the new forms and corrective action to take, if needed.

Comments

Verification results were entered in the wrong box on the Verification Collection Report. Technical assistance was provided and this was corrected on-site. No further action needed.

Comments

Per USDA Memo SP 40-2019 and its corresponding Q&A, pureed fruit that is included in a smoothie is credited as the volume when pureed, not the volume of whole fruit before being processed into a smoothie recipe. Thus, a yield study should be completed for any fruit that is credited toward the meal pattern.

For example, when 1 cup of canned pineapple is blended into a smoothie recipe, it may not credit as a full cup of fruit, but whatever the pureed volume result measures. In addition, all pureed fruit must be counted as juice.

The [Offering Smoothies as Part of the Reimbursable Meal](https://fns-prod.azureedge.us/sites/default/files/resource-files/smoothies%20-guide.pdf) resource (<https://fns-prod.azureedge.us/sites/default/files/resource-files/smoothies%20-guide.pdf>) further describes how smoothies can be incorporated in a complete breakfast.

Comments

Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes.

Production records currently have all the requirements; however, the planned/actual quantity prepared in bulk units at breakfast is not recorded, and at lunch the number of individual servings planned is listed in this column. For example:

- 16 pounds of peas is the unit listed for actual number of servings prepared, when this is the appropriate unit to list in the bulk units column. In the actual number of servings prepared column, the number of 1/2 cup servings that are prepared from 16 pounds of peas should be indicated.
- The prepared/actual quantity prepared in bulk units column communicates how many cases, bags, pounds, or items are needed to prepare the planned number of portions. For example, if the plan is to serve 209 half cup servings of peas, 16 pounds should be documented in the prepared/actual quantity prepared in bulk units to communicate to production staff how many pounds they will need to get the planned number of servings.
- The unit to document leftovers is up to the discretion of the SFA and what makes sense for the production and forecasting; whether this is documented in bulk quantity, or the number of portions.
- Additionally, each menu item on the production record must indicate a recipe name/reference number or product name/number/description. For each product or food item, include brand name, accurate product number, recipe number, or form (canned, fresh, frozen/steamed, etc.). For example:
 - please indicate the product number for the mac and cheese listed on the production record.
 - For the chicken club wrap, a recipe number should be included in the menu item description for reference purposes during preparation.

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Comments

Inform families where to find free summer meals outside of the community by sharing the following in an end of year newsletter and on the SFA website.

To find free summer meal locations:

- Call 211 to locate meals in the area
- Text 'food' (in English or Spanish) to 304-304

Comments

Policy 8500 and 8510 are currently receiving board approval. These policies are acceptable for SY 2024-25. For SY 2025-26, review NEOLA policies to ensure most current policy is in place.

Comments

The Application Packet and the Unpaid Meal Charges Policy can be distributed to families through the registration process or email as long as the SFA can ensure that every family receives the documents. It is not a requirement to mail paper documents.

Comments

When Infinite Campus extends benefits based on student address, please review the benefit extension and follow up with families for any extensions that appear questionable, to ensure the students live at the same address.

Comments

At DC Everest Middle School, it was observed that between lunches, there was no food service staff at the POS. Adults were entering their number into the POS, then leaving. It is recommended to assign a staff member to monitor the POS between lunches.

Comments

Per 7 CFR 210.21(d), SFAs must purchase, to the maximum extent practicable, domestic commodities or products. When purchasing a non-domestic item, SFAs must maintain documentation demonstrating the exception, except when the item purchased is found on the FAR at 48 CFR 25.104 when using an exception under paragraph (d)(5)(i).

The following products were identified in the SFA's storage area as non-domestic and not documented:

- Pineapple Juice (Philippines)
- Broccoli (Mexico)

Comments

Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes.

Production records are currently missing a column to detail the planned/actual quantity prepared in bulk units. The prepared/actual quantity prepared in bulk units column communicates how many cases, bags, pounds, or items are needed to prepare the planned number of portions. For example, if the plan is to serve 48 half cup servings of baked beans, 2.5- #10 cans should be documented in the prepared/actual quantity prepared in bulk units to communicate to production staff how many cans they will need to get the planned number of servings.

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The unit to document leftovers is up to the discretion of the SFA and what makes sense for the production and forecasting, whether this is documented in bulk quantity, or the number of portions.