

## Administrative Review Technical Assistance Summary

SFA Name:	Tigerton School District
SFA Code/ID Number:	585740
Administrative Review Conducted on:	December 14,2017
SFA Contact Name and title:	Benjamin Rayome
CNR Reviewer:	Jane Carney

### Commendations & Suggestions

Outstanding job meeting all of the requirements for breakfast. All daily and weekly meal component and food quantity requirements were met for the week of menu review for breakfast.
There were no resource management findings. Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for paid student lunches.
Although Amy is a new to being a Food Service Manager her knowledge of the position is remarkable. She has set herself up with as much training as possible. She is very excited to continue to improve the Districts program
The food service staff is friendly and are doing their best to help Amy with the vast experience they bring to the District.
The District is not only teaching the younger students the proper etiquette in the lunch room they are also encouraging the students to exercise before breakfast. The students walk in the multi purpose room while they are waiting for breakfast to start.

### Other areas of Technical Assistance (Does NOT require SFA Response)

Menu Review- technical assistance was provided in an email to the SFA with the lunch menu review results. Suggestions were provided to bring the menus into compliance.
Menu Review- standardize your recipes so that true yields and portion sizes can be determined. The baked apple recipe does not include a total yield. To be standardized recipes must include: <ul style="list-style-type: none"> <li>• All ingredients in recipe.</li> <li>• Correct measures and specific weight/measure of each ingredient.</li> <li>• Serving/portion size(s) for each age/grade group.</li> <li>• The true yield made by recipe.</li> <li>• Clear and complete preparations steps / directions.</li> </ul>
Resource Management - Nonprogram Food Revenue Tool The SFA did not complete the Nonprogram Food Revenue Tool prior to the review. During the review, the SFA completed the tool and it showed the SFA was in compliance. The Nonprogram Food Revenue Tool must be completed every year, and nonprogram food prices increased if the tool shows noncompliance. Additional technical assistance on completing the tool was provided in an email to the SFA.
Resource Management - Adult Meals The SFA has underpriced adult lunches and breakfasts. Adult meals should be priced at least at the student price plus per-meal reimbursements and the value of commodities received. In the current year, the SFA priced adult lunches at \$3.55, but should have charged at least \$3.57 (\$2.90 student price + \$.39 federal reimbursement + \$.2325 value of commodities + \$.0482 state reimbursement). Adult breakfasts are priced at \$2.15, but the SFA should be charging at least \$2.17 (\$2.09 federal reimbursement + \$.08137 state reimbursement). Although the price deficiency is small, the SFA should raise adult meal prices and remember to round up when determining adult meal prices in the future.
Food Safety - technical assistance was provided regarding the placement of the most current food safety inspection. It must be posted in a public place, not in the kitchen or food service manager's office.

Wellness Policy - technical assistance was provided regarding where to find the Wellness Policy Assessment Tool on the DPI website.

Certification and Benefit Issuance - technical assistance was provided regarding completing household applications. When on pay frequency is listed, that should be used to determine the application. If more than one pay frequency is listed, the income would need to be annualized. The computer is determining the application correctly for one pay frequency. The sponsor should transfer that information rather than putting the annualized income amount.

Food Safety - technical assistance was provided regarding the required components of a food safety plan. The SFA was missing all menu items categorized according to the Process Approach.

