

Administrative Review Report

Tigerton School District

Commendations:

From the Nutrition Program Consultant:

Our sincere thanks to the Food Service Director, Administrative Staff and school nutrition staff of Tigerton School District. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review, gathering requested documentation and answering all of our questions. Thank you for being receptive to feedback. Thank you for all of your diligent work to feed the students nutritious meals!

From the Public Health Nutritionist:

Thank you to all the staff at Tigerton School District for your warm welcome and cooperation in helping us complete the Administrative Review. Your time and patience in working through this review is greatly appreciated. Thank you to the Food Service Director and school nutrition professionals for being available during the on-site portion of the review, and helping us to gather the needed documentation and information for our visit. Thank you for your continued commitment to providing nutritious meals to students!

Recommendations:

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>).

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/15/2025 08:41 AM</p>	<p>Finding: The SFA has an Unpaid Meal Charge Policy in place, however the school practices being implemented do not align with the policy.</p> <p>Corrective Action: Since the SFA operated CEP, update the policy to remove any information regarding student meal eligibility. There is no meal eligibility status tied to students enrolled at CEP schools for meals. Include information regarding a la carte purchases only with cash in hand or in account. Upload a copy of the updated Unpaid Meal Charge Policy on the school website and upload a copy in SNACS. Submit a statement this has been completed.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/15/2025 08:48 AM</p>	<p>Finding: SFA is not charging adequately for labor when invoicing catering events.</p> <p>Corrective Action: Update catering invoice to include a line item for labor. Add a 10% markup to the subtotal to cover any overhead costs. In SNACS, upload a copy of a catering invoice for an event in January or February 2025. Submit a statement this has been uploaded.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	711	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 01/15/2025 11:00 AM</p>	<p>Finding: Nonprogram Food Calculator Tool was completed but missing the daycare and adult breakfasts and lunches.</p> <p>Corrective Action: All Nonprogram Foods must be added to the Nonprogram Food Calculator Tool annually to determine if the prices set are covering the raw food cost, labor cost, and any other costs incurred. Update the Nonprogram Food Calculator Tool to include the daycare and adult meals. Submit a statement of understanding that this tool will be completed annually and all Nonprogram Food selling prices will be adjusted to ensure federal reimbursement isn't being used to cover the cost of Nonprogram Foods.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/13/2025 09:16 PM	<p>Finding: Current Local Wellness Policy (LWP) does not include the complete USDA Non-Discrimination statement (7 CFR 210.31).</p> <p>Corrective Action: Update the policy to include the full non-discrimination statement. Upload the updated Local Wellness Policy to the school website. Submit a statement when this has been completed.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/15/2025 07:43 AM	<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 by uploading a copy of the completed Report Card to the school website. Provide a link to this document on the district website.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	316	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/15/2025 10:45 AM	<p>Finding: The SFA is not using the edit check report, Accuclaim, for the monthly claims. This is a consolidation error and fiscal action will be calculated for the Severe Need School Breakfast Program and the National School Lunch Program for September – December 2024.</p> <p>Corrective Action: Submit a statement that you will use the Accuclaim report to complete the monthly claims every month.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/14/2025 12:25 PM	<p>Finding: SFA has a sharing table and is allowing re-service of non-temperature control for safety foods which is allowable. However, there is no Standard Operating Procedure (SOP) on file.</p> <p>Corrective Action: Using the standard operating procedure from the DPI SNT website, adapt a procedure and add it to the Food Safety Manual. Submit a statement this has been completed.</p>
Site Name	Tigerton High/Middle School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	

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Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 02/04/2025 03:06 PM</p> <p>Finding 1: Breakfast signage was posted but did not specify how to count each food item or communicate what students must select for a reimbursable meal.</p> <p>Though breakfast signage was posted, it was in the back of the cafeteria. Onsite observation indicated that the signage was not effective in showing students the number of required items needed for the reimbursable meal. This led to food waste, as many items were left on the no thank you table.</p> <p>Finding 2: 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 line(s), the food items that constitute the unit-priced reimbursable school meal(s). Tigerton Middle School/High School offers a self-service garden bar without portion-measuring utensils or signage to demonstrate proper portion sizes.</p> <p>Additionally, no recent 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 cucumbers, cauliflower, carrots, bell peppers, tomatoes, spinach and romaine lettuce. 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 1: Post signage for breakfast, take a photo and upload into SNACS – you can order breakfast signage from our Signage webpage.</p> <p>Corrective Action 2: Upload photos of posted garden bar signage as well as documentation of the portion size studies for cucumbers, cauliflower, carrots, bell peppers, tomatoes, spinach and romaine lettuce into SNACS.</p>
Site Name	Tigerton High/Middle School
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 02/05/2025 10:22 AM</p> <p>Finding 1: Daily and weekly meat/meat alternate and grain shortages at lunch for grades 6-8 during the week of review. Per 7 CFR 210.10(c)- Lunch, the daily minimum requirement for 6-8 grade group is 1oz equivalent meat/meat alternate (MMA) and 1oz eq grain per day. The weekly minimum requirement \geq 9oz eq meat/meat alternate is \geq 8oz eq grains.</p> <p>Finding 2: Daily and weekly meat/meat alternate and grain shortage at lunch for the 9-12 age group during the week of review. Per 7 CFR 210.10(c)-Lunch, the daily minimum requirement for 9-12 grade group is 2oz equivalent meat/meat alternate and 2oz eq grain per day. The weekly minimum requirement is \geq 10oz eq meat/meat alternate and \geq 10oz eq grains.</p> <p>Finding 3: 80% whole grain-rich requirement not met at Lunch during the week of review.</p> <p>Finding 4: Missing Beans/Peas/Lentils vegetable subgroup at lunch for the 6-8 and 9-12 grade groups during week of review.</p> <p>Please see the supplemental document in SNACS titled "Question 410" for additional information regarding these findings.</p> <p>Corrective Action 1: Submit a lunch menu planning worksheet for December 9-13 showing how requirements for MMA, grains, and the B/P/L vegetable subgroup will be met for lunch during the week of review for both 6-8 and 9-12 meal patterns (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). Indicate specifically which grains are whole grain-rich to ensure that 80% of all grains offered meet the whole grain-rich requirement. NOTE: If items are added to the menu to meet meal pattern requirements, crediting documentation must be uploaded for these additional items if not previously included with crediting documentation for the week of review. The</p>

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	meal pattern chart and menu planning worksheets can be found on the Menu Planning webpage. Corrective Action 2: Staff responsible for menu planning, including substitutions, must watch the Lunch Meal Pattern webcast . Upload certificates of completion for each school nutrition professional in the Documents tab of SNACS. If the training is completed as a group, provide information detailing when and were the training was held, and who attended into SNACS. Corrective Action 3: The next time diced ham is thawed and prepared, weigh the amount of cooked diced ham in a 2 fluid ounce (1/4 cup) spoodle to determine the weight of the planned serving and report this finding to the SA.
Site Name	Tigerton High/Middle School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	431
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 02/04/2025 03:46 PM</p> <p>Finding: Incomplete/inaccurate breakfast and lunch production records during the week of review. Per 7 CFR 210.10(a)(3), records must show how the meals offered contribute to the required meal components and food quantities for each age/grade group every day.</p> <p>The following were not consistently filled in daily on lunch production records:</p> <ul style="list-style-type: none"> • Substitutions and/or additions to the planned menu were not consistently documented • Menu item and recipe name/reference number or product name/description. Be more specific with accurate products used • Planned serving size. Be sure to plan and measure servings based on how they credit toward the meal pattern. As a reminder, there is a difference between weight (ounces) and volume (fluid ounces). Spoodles, which are used to measure volume, are often referred to as a "4 oz spoodle" for example. A 4 oz or 1/2 cup spoodle is actually 4 fluid oz rather than 4 oz by weight. This is an important distinction as the weight of the contents of the spoodle can vary significantly (think about the difference in weight between 1/2 cup of popped popcorn vs. 1/2 cup of peas). • Planned/actual quantity prepared in bulk units (example: # of cans, bags, boxes, pounds): Recorded for many items, but not in the correct column. This is currently documented in the "Planned/Actual Number of Servings Prepared". • Milk types available and actual usage by type is incorrectly filled out. It is currently being documented that 1% unflavored and skim chocolate milk are being offered. Per onsite observation and review of milk invoices, 1% unflavored and 1% chocolate milk are being purchased and offered. <p>The following were not consistently filled in daily on breakfast production records:</p> <ul style="list-style-type: none"> • Substitutions and/or additions to the planned menu were not consistently documented • Inaccurate planned serving sizes. For example, the 4.5 oz applesauce cup is documented as a 4 oz planned serving, and the 1.16 oz Ocean Spray Cranberry packet is documented as a 2 oz planned serving size. • Milk types and actual usage (see lunch). Additionally, on Friday 12/13, planned and leftover quantities were not documented. <p>Garden Bar:</p> <ul style="list-style-type: none"> • Each day during the week of review and the day of review, there were items on the garden bar where the amount leftover was greater than the planned/actual quantity prepared. <p>Corrective Action: Upload one full week of completed breakfast, lunch, and garden bar production records, including all requirements recorded daily into SNACS. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p> <p>Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p>
Site Name	Tigerton High/Middle School
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)

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Question #	434	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/04/2025 03:49 PM</p>	<p>Finding: Recipes are not standardized or are missing. Per 7 CFR 210.10 (c)(5), all schools must develop and follow standardized recipes. Standardized recipes are required for all menu items made in-house with more than one ingredient. The recipes being used should be revised to align with current practices and available products. Quantity recipes will only be standardized once they have been tried, tested, and adapted to your food service operation. A standardized recipe has been tried, tested, and evaluated at least three times to ensure it is adapted for consistent use in your food service operation. When prepared using the exact procedures, equipment, and ingredients, standardized recipes produce consistent quality and yield, which is crucial for accurately crediting school food service recipes. Each production kitchen should standardize recipes to reflect the products and practices utilized in that specific kitchen. While onsite, some recipes were being used, however the recipes were not standardized and not reflective of the current products available. Failure to adjust these recipes based on actual kitchen practices could result in further quantity shortages. Therefore, it is essential to update these recipes to accurately represent kitchen procedures.</p> <p>During the week of review, the following recipes were not standardized and/or missing:</p> <ul style="list-style-type: none"> • Coffee Cake - not standardized • Berry Patch Smoothie – quantity recipe • Banana Bread Squares – quantity recipe and not crediting as intended. Following the recipe as written provides 0.75 oz eq whole grain-rich, however, per the menu planning worksheet, the menu planner is intending on the recipe crediting as 1.0 oz eq grain item. TA provided onsite to increase the WGR flour by 1 oz to reach a 1.0 oz eq grain. • Sausage Breakfast sandwich – per school nutrition professionals, no recipe is utilized in practice to make this item • Sloppy Joe on a Bun – not standardized, verify total recipe yield • Cheesy Chicken Quesadilla –outdated recipe with incorrect products listed versus those currently being used <p>During the day of review the following recipes were not standardized and/or missing:</p> <ul style="list-style-type: none"> • Sunrise Luau Smoothie – quantity recipe • English Muffin Breakfast Sandwich – per school nutrition professionals, no recipe is utilized in practice to make this item <p>Corrective Action: Upload into SNACS a standardized recipe for each of the recipes above making sure to include the missing and/or inaccurate information. Be sure to include all requirements of a standardized recipe.</p> <p>Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
Site Name	Tigerton High/Middle School	
Form Name	Dietary Specifications and Nutrient Analysis (603-605)	
Question #	603	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/04/2025 03:58 PM</p>	<p>Finding: unacceptable crediting documentation. A portion of the crediting documentation submitted were not acceptable forms of documentation including product specification sheets, watermarked CN labels, or was outdated, with copies dated between 2014 and 2019. TA was provided prior to onsite review with request for acceptable and/or updated crediting documentation. Onsite, all crediting documentation required for the week of review was provided.</p> <p>Corrective Action: Submit a step-by-step procedure for reviewing and updating crediting documentation. The procedure must include when crediting documentation will be updated, by whom, where crediting documentation will be saved and/or stored, and how substitutions will be handled.</p>

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Site Name	Tigerton High/Middle School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/04/2025 04:02 PM	<p>Finding: SFA is not maintaining documentation for non-domestic products served in the school meal programs.</p> <p>Per 7 CFR 210.21(d), SFA's must purchase, to the maximum extent practicable, domestic commodities or products. When purchasing a non-domestic item, SFA's 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).</p> <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"> Bountiful Harvest Tropical Fruit Salad – Thailand Bountiful Harvest frozen cauliflower florets – Mexico Bountiful Harvest frozen broccoli florets – Mexico Admore Apple Juice – USA, China, Chile, Mexico, Turkey, Poland, Spain Admore Grape Juice – USA, Argentina, Chile <p>Corrective Action: Corrected on-site. No further CA submission required.</p>

Site Name	Tigerton High/Middle School	
Form Name	Wisconsin School Day Milk Program	
Question #	4	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 01/15/2025 10:51 AM	<p>Finding: The WSDMP claim for the 23-24 SY was incorrect. Reduced-eligible student milk was claimed under the juice category and should have been reported with the Free milk. Free and Reduced-eligible student milk is claimed under the WSDMP.</p> <p>Corrective Action: Email Jacque Darrow, accountant, with the correct claim numbers. Submit a statement this has been completed. Completed on-site. No further action required.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/14/2025	5648	1411	Administrative Review	Tigerton High/Middle School	FSD			

Comments

	Created By	Created Date
Per 7 CFR 210.21(d), SFAs are required to purchase domestic commodities or products to the maximum extent practicable. If a non-domestic item is purchased, SFAs must maintain documentation justifying the exception. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands). When using non-domestic products, the following information must be recorded on the Buy American Non-Compliant Product List: date, product name, country of origin, and reason for the exception (e.g., cost analysis, seasonality, availability, substitution, distribution, or other). A suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/procurement/buy-american). The following information must be recorded on a Buy American Non-Compliant Product List- Date, name of product, country of origin, reason (i.e. cost analysis seasonality, availability, substitution, distribution, other).		2/4/2025 4:01:17 PM

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Beginning July 1, 2025, non-domestic food purchases must not exceed 10 percent of a school food authority's total annual commercial food costs for the school year. A phased cap on non-domestic food purchases will be implemented as follows:								
<ul style="list-style-type: none"> 10% cap starting in the 2025-2026 school year (effective July 1, 2025). 8% cap starting in the 2028-2029 school year (effective July 1, 2028). 5% cap starting in the 2031-2032 school year (effective July 1, 2031). 								
States may grant temporary relief if schools are unable to meet the cap.								
01/14/2025	5647	1106	Administrative Review	Tigerton High/Middle School	FSD			
Comments								
				Created By		Created Date		
Tigerton School District does not have scheduled fundraisers for school year 2024-2025. Should the school food authority decide to hold a fundraiser, it will be important to determine an individual responsible for tracking the fundraisers and a procedure should be in place for student organizations to hold fundraisers. Per 7 CFR 210.11(b)(2) the school food authority is responsible for maintaining records documenting compliance with the Smart Snacks standards. Records must be kept for exempt and compliant fundraiser sales. More information on these regulations and tracking tools can be found on WI DPI's Smart Snacks webpage						2/4/2025 3:59:35 PM		
01/14/2025	5646	603	Administrative Review	Tigerton High/Middle School	FSD			
Comments								
				Created By		Created Date		
To claim Federal reimbursement, Child Nutrition Program operators must serve meals and snacks that meet the minimum meal pattern requirements of the respective Program(s). Crediting is the process designed by FNS to specify how individual food items contribute to the Child Nutrition Programs' meal patterns. Several factors impact how food products can credit toward reimbursable meals, such as volume, weight, and overall nutrient profile. The USDA Food Buying Guide (FBG) contains yield and crediting information for foods with a standard of identity (https://www.fns.usda.gov/tn/fbg). Fruits, vegetables, grains, meat/meat alternates (M/MA), and dairy can be credited using the FBG. Most fruits and vegetables credit by volume served and most M/MAs and grains credit by weight. If the product is not listed in the FBG, additional crediting documentation is required. Processed products not listed in the FBG require a Child Nutrition (CN) label, product formulation statement (PFS), or USDA Product Information Sheet to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. If a processed product does not have a CN label, PFS, USDA Product Information Sheet, and is not in the FBG, it may not credit toward the meal pattern. Additionally, food manufacturers continuously reformulate products used in schools. It is important to stay current with these changes and be confident that the documentation on file matches the products in stock. Maintain and organize this information in a manner that is easy to reference and update, such as a binder, file folders divided into categories or organized as digital files. These records should be reviewed and updated at least once per year and as new products are purchased. Any outdated documents can be stored separately but should follow record retention requirements and be kept for 3 years plus the current school year. More information about crediting documentation can be found on the Menu Planning webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#cnpfs).						2/4/2025 3:57:15 PM		
01/14/2025	5645	433	Administrative Review	Tigerton High/Middle School	FSD			
Comments								
				Created By		Created Date		
It is important to maintain clear and accurate production records and crediting documentation. The following illustrate discrepancies between what was listed on the production record and what was provided for crediting documentation for lunch during the week of review:						2/4/2025 3:51:44 PM		
<ul style="list-style-type: none"> 12/9: the production record document that Highliner Foods Fish Nuggets were served to grade 6-8 and Highliner Fish Wedges were served to grade 9-12. Crediting documentation was provided for Trident foods fish nuggets, and neither of these items were listed on the printed menu. Additionally on this day, the production record documents chicken nuggets from USDA Foods were planned and served. However, it lists the brand as Tyson when the current state processed brand is Goldkist. Crediting documentation for Goldkist chicken nuggets was submitted. 12/10: the production record documents JTM Foods for the BBQ shredded pork, but Smithfield was submitted. 								

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	<ul style="list-style-type: none"> 12/11: the production record documents Coyote Grill(USDA Foods) for the cheese quesadilla, however a recipe and crediting documentation for ingredients were submitted. Chicken nuggets were also served on this day, according to the production record, but not listed on the printed menu. 													
01/14/2025	5644	404	Administrative Review	Tigerton High/Middle School	FSD									
Comments														
					Created By	Created Date								
<p>Lunch Signage: As required by NSLP regulation 7 CFR 210.10(a)(2) schools must post signage near or at the beginning of serving lines to clearly identify the components of a reimbursable meal for both breakfast and lunch. The signage should be visible to students and must indicate the offered meal components, specifying what students need to select in order to make a reimbursable meal. For lunch, the signage should list the five components and explain that under Offer Versus Serve (OVS), students must select at least three full components, one of which must be at least ½ cup of fruit, vegetables, or a combination. Though lunch signage was posted, it was in the back of the cafeteria. It is recommended to reposition this closer to the meal service area. During the onsite observation, students were able to serve themselves sweet potato fries with tongs. TA was provided onsite that anytime there is a self-service item, the portion size needs to be clearly communicated to students.</p> <p>Breakfast Signage: As per 7 CFR 210.10(a)(2), signage must clearly indicate the food items and guide students on making reimbursable meal choices. The signage should be visible to students and must indicate the offered meal components, specifying what students need to select to make a reimbursable meal. A reminder: the menu planner must determine in advance whether items that credit as 2 oz eq count as one or two food items. For example, the 2 oz cereal bowls served on the during Week of Review credited as 2 oz equivalent, so it could be counted as either one or two food items.</p> <p>Garden Bar Signage: Per SP 41-2019, when vegetables on the garden bar/salad bar are used to meet the weekly vegetable requirements, portion sizes of at least 1 / 8 cup each should be communicated to students with signage. If vegetables on the garden bar are served with tongs, it is important to determine the number of vegetable pieces a student would have to take for the intended serving size. This can be determined by using the USDA Food Buying Guide. For example, a pound of baby carrots yields 6.45 (1/2c) servings; each serving weighs 2.48 oz (16 oz / 6.45 half cup servings). Have two separate staff members weigh out 2.48 oz of baby carrots three times each and take the average number of baby carrots. This is how many baby carrots are needed to make a 1/2 cup serving. Complete yield studies any time the size of the fruit and/or vegetable is changed (e.g. thicker baby carrots or grapes, thin carrots or small grapes). Communicate the serving size using the Salad Bar Signage Template or similar signage.</p>										2/4/2025 3:10:03 PM				
01/14/2025	5572		Administrative Review		FSD									
Comments														
					Created By	Created Date								
<p>Visiting school age students (4K-12) may receive a free reimbursable lunch or breakfast and may be claimed for reimbursement. For records retention, keep documentation to support the visiting student(s) received a reimbursable meal and when they visited.</p>										1/15/2025 11:34:16 AM				
01/14/2025	5571		Administrative Review		FSD									
Comments														
					Created By	Created Date								
<p>The Public Release is required to be posted three locations including the local grassroots organizations such as the library, post office, food pantry, thrift store, community program, unemployment office, WIC clinic, Planned Parenthood, temp agency or any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)). The Public Release may also be posted in the newspaper and newsletter.</p>										1/15/2025 11:23:14 AM				
01/14/2025	5570		Administrative Review		FSD									
Comments														
					Created By	Created Date								
<p>On or prior to April 1, 2025, conduct a Direct Certification run of the full enrollment of students in grades 4K-12 under their respective school codes (20 - Elementary and 40-MS/HS). Additionally, conduct a separate partial Direct Certification run of the daycare and 3K students. This will assist DPI in determining if a recalculation is possible to increase the Free claiming percentage and to determine if Tigerton wants to remind operating CEP as they were initially approved.</p>										1/15/2025 11:11:39 AM				

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01/14/2025	5569		Administrative Review		FSD				
Comments									
						Created By	Created Date		
Second meals sold at a bundled price is unallowable. All students are eligible for one reimbursable meal. If a student wants to purchase an extra entree or any additional foods or beverages offered on the line, they must pay a separate price for each item.							1/15/2025 11:07:50 AM		
01/14/2025	5568		Administrative Review		FSD				
Comments									
						Created By	Created Date		
By operating CEP, all meals are free for enrolled students. It is suggested to update the language in the School Breakfast Program outreach flyer to remind students that breakfast is free for all.							1/15/2025 11:05:38 AM		
01/14/2025	5567		Administrative Review		FSD				
Comments									
						Created By	Created Date		
The Summer Food Service Program is available to all children 18 and under, regardless of eligibility status. Households can visit www.wisummerfood.org , call 211, or text 'food' to 304-304 to find locations offering free summer meals.							1/15/2025 11:04:36 AM		