Administrative Review Report

Prairie Catholic Schools

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/21/2023	03/27/2024
On-Site Review	03/27/2024	03/28/2024
Site Selection Worksheet	12/21/2023	12/27/2023
Entrance Conference	03/27/2024	03/27/2024
Exit Conference	03/28/2024	03/28/2024

Commendations:

Our sincere thanks to the staff at Prairie Catholic 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 to be receptive to feedback and technical assistance. Thank you for sending documentation ahead of the onsite visit in a timely manner and for the quick responses to questions.

Special thanks to the school nutrition professionals for preparing and serving delicious, nutritious meals to students. The kitchen was neat and tidy, and all storage areas were clean and organized. The meal service line was appealing and decorated seasonally, and during both meal service observations, everyone interacted positively and practiced good manners. The school nutrition professionals asked questions reflective of their desires to continuously improve the school meal programs. Well done!

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 will offer School Nutrition Summer Training online and in person. Find more information on these training opportunities on the DPI School Nutrition Training Webpage.

It is highly recommended that the authorized representative and food service director use the Calendar of Program Requirements to help keep track of tasks and due dates. The digital version of the calendar has links included, though it could also be printed and written on as tasks are completed. The calendar is designed to be fairly comprehensive and is generally organized in the order that things must be completed each year.

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)
Question #	305

Corrective Action History		Finding: The SFA has an Unpaid Meal Charge Policy in place, however, is not following this policy. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016) Corrective Action: Provide a timeline of when the policy will be updated and implemented and how households will be notified annually.

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
Question #	700

Corrective Action History		Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). Corrective Action 1: Review the Annual Food Service Financial Report webcast on the DPI website and upload the certificate of completion into SNACS. Corrective Action 2: Notate the updates required on the Annual Financial Report Template to show the revenues and expenses broken out by program and category. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
Question #	777

Corrective Action History		Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed to receive the funds. The SFA is not tracking the use of the funds on allowable costs separately. Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.

Form Name	Civil Rights (800 - 807)
Question #	801

Corrective Action History		Finding: The Public Release was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)). Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year and who will be responsible for this task.

Form Name	Civil Rights (800 - 807)
Question #	807

Corrective Action History		Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31, 2023, rather was completed on March 14, 2024.

		Corrective Action: Provide a statement of understanding that the PI-1441 form will be completed by the required date and who will be responsible for this task.
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
Corrective Action History		Finding: Current Local Wellness Policy (LWP) does not include all of the required content and is missing food and beverage marketing, nutrition promotion, triennial assessment, update/inform the public and the full nondiscrimination statement (7 CFR 210.31). Corrective Action: Provide updated or missing policy statement(s) and submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.
Form Name	Local School Wellness (1000 - 1006)	
Question #	1001	
Corrective Action History		Finding: The SFA does not make the Local Wellness Policy (LWP) publicly available in accordance with 7 CFR 210.31. Corrective Action: Notify the public of the LWP and upload documentation for how the public was notified.
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
Corrective Action History		Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years. Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website.
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
Corrective Action History		Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.
Form Name	Verification (207 - 215)	
Question #	208	
Corrective Action History		Finding: SFA did not complete a confirmation review before verifying application(s). Corrective Action: Watch The Verification Process and the Verification Collection Report (Part 2) upload the certificate of

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	completion and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.
Form Name	Meal Counting and Claiming (314 - 316)
Question #	314
Corrective Action History	Finding: It was observed that field trip meals are being counted before the students took the meal. Meals must be counted at the point of service (POS) where it can be accurately determined that a reimbursable meal has been served. Some meal count systems that are not acceptable include: • Attendance/classroom meal counts - meal counts prior to meal service are important for production purposes but do not provide an accurate count of meals served. • Tray or entrée counts - tray or entrée counts do not ensure all required components were on the tray, trays were not stuck together, or that each entrée was part of a reimbursable meal. • Backout counts - Counting the number of leftover meals from the starting meal count do not account for dropped trays, or that each entrée was part of a reimbursable meal. Corrective Action: Provide a statement of how this point of service will be corrected so that it accurately counts the meal as the meal is being served to the student.
Form Name	Civil Rights (809 - 810)
Question #	810
Corrective Action History	Finding: The correct non-discrimination statement was not included on all program materials. The SFA is electing to use the religious exemption to utilize the 2019 NDS. The following program materials contain the 2022 NDS and need to be changed to the 2019 NDS: • Civil Rights Complaint Procedure • Application Packet: Paper Application, FAQ, How to Apply • Sharing of Information with Other Programs fee waiver/letter • Household Benefit Eligibility Notification/Denial Letters • Verification Letters (We Must Check & We Have Checked) • Special Dietary Needs Accommodation Policy The following program materials were missing the NDS: • Local Wellness Policy • Unpaid Meal Charge Policy • District Website Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.
Form Name	Professional Standards (1210 - 1219)
Question #	1219
Corrective Action History	Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30), specifically the individuals responsible for manual meal counting at the end of the service line.

	Corrective Action: Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. This must include a minimum of civil rights training and training related to job duties.
Form Name	Food Safety & Buy American (1400 - 1403)
Question #	1400
Corrective Action History	Finding: Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). The SFA is missing the following site specific standard operating procedures (SOP): • Use of Milk Barrels • Breakfast (meals) in the classroom • Field Trip Meals Corrective Action: Update the food safety plan to include these site-specific SOPs and upload the updated food safety plan(s) into SNACS.
Site Name	Prairie Catholic Schools
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	401
Corrective Action History	Finding: One non-reimbursable meal was observed at Prairie Catholic School during breakfast meal service. A student selected Cinnamon Toast Crunch (1 oz eq grain), apple juice (1/2 cup fruit), and one-half of a banana (1/4 cup). One-half of a banana cannot count as a food item; therefore, the student's meal contained fewer than three food items and was not reimbursable. Corrective Action: Submit a statement of understanding that students must select three food items, one of which is ½ cup fruit, vegetable, or combination, under Offer versus Serve. Explain how these errors will be corrected and avoided in the future.
Site Name	Prairie Catholic Schools
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	409
Corrective Action History	Finding: Pillsbury mini cinnamon rolls and Kellogg's Nutri-Grain bars, both grain-based desserts, were served to preschool students and credited toward the grain component of the School Breakfast Program. Corrective Action: Submit a statement specifically explaining how the menu will be changed so that preschool students are no longer served grain-based desserts as creditable grains. Submit the Nutrition Facts label, ingredient list, crediting documentation, or recipe, if applicable, for any replacement items added to the planned menu.

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Site Name	Prairie Catholic Schools
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410

Corrective Action History		Finding: The daily minimum requirement for meat/meat alternate was not met for Preschool for lunch during the review period/day of review. The following represents the planned portion sizes: • Monday, February 5: Fully Cooked Pulled Pork, 1 ounce by weight (0.5 oz eq) • Tuesday, February 6: Ham, 97% Fat Free, Cooked, Sliced, 1 ounce by weight (0.75 oz eq) • Wednesday, February 7: Meat Sauce, 1/4 cup (0.5 oz eq) • Thursday, February 8: FC WG Golden Crispy Popcorn Chicken, 6 pieces (1 oz eq) The daily minimum requirement for Preschool is 1.5-ounce equivalents of meat/meat alternate. Corrective Action: Describe specifically how the daily minimum requirement for meat/meat alternate will be met for lunch on the days containing the shortages (e.g. portion sizes, additional menu items, product replacements, etc.).

Site Name	Prairie Catholic Schools
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	434

Corrective Action History		Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for Chicken Noodle Soup, Meat Sauce, Hot Cinnamon Apples, Ham Sandwich, and Hot Ham and Cheese Sandwich. Corrective Action: Submit standardized recipes for Chicken Noodle Soup, Meat Sauce, Hot Cinnamon Apples, Ham Sandwich, and Hot Ham and Cheese Sandwich. Be sure to include all requirements of a standardized recipe, including serving size and yield. 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).

Site Name	Prairie Catholic Schools
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	437

Corrective Action History		Finding 1: **Fiscal action is required for a repeat missing vegetable subgroup.** Therefore, fiscal action will be assessed on Monday, February 5, the day during the week of review with the lowest participation. **Sixty-four meals will be reclaimed at Prairie Catholic School.** Finding 2: The weekly minimum requirement for the beans and peas (legumes) vegetable subgroup was not met for the K-8

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age/grade group for lunch during the review period. The following represent the planned portion sizes:
- 0 cups
- The weekly minimum requirement for K-8 is 1/2 cup.

Finding 3: The weekly minimum requirement for the dark green vegetable subgroup was not met for the K-8 age/grade group for lunch during the review period. The following represent the planned portion sizes:
- Wednesday, February 7: California Blend Vegetables (1/8 cup broccoli)
- The weekly minimum requirement for K-8 is 1/2 cup.

Corrective Action: Describe specifically how the weekly minimum requirements for the beans and peas (legumes) and dark green vegetable subgroups will be met for lunch during the review period (e.g. portion sizes, additional menu items, product replacements, etc.).

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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
03/26/2024	4742		Administrative Review		Authorized Representative/Food Service Director
Comments					

Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "In A Nutshell- Training" document. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.). SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool are encouraged but not required.

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
03/26/2024	4741		Administrative Review		Authorized Representative/Food Service Director
Comments					

When an application(s) is chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application.

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
03/26/2024	4619		Administrative Review		Food Service Director
Comments					

If meals are provided to children on a field trip, they must meet daily meal pattern requirements. Specific procedures must be followed, including maintaining the temperature of time/temperature control for safety (TCS) food items, establishing a way to collect meal payments, and obtaining a count by eligibility category. If your school implements Offer versus Serve (OVS), it must continue to be implemented, to the extent possible, during field trip meals.

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
03/26/2024	4618	1100	Administrative Review	Prairie Catholic Schools	Authorized Representative
Comments					

It is the responsibility of the SFA to track exempt fundraiser, ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).

03/26/2024	4617	1106	Administrative Review	Prairie Catholic Schools	Authorized Representative

Comments

If an organization is selling foods or beverages that do not meet the Smart Snacks standards:
- These are considered exempt fundraisers. Each student organization may hold two exempt fundraisers per school per school year. Each exempt fundraiser may be no longer than two consecutive weeks in length.
- Exempt fundraisers cannot occur in the meal service area during mealtimes.
- Someone in the school must keep track of the exempt fundraisers.

03/26/2024	4737		Administrative Review		Authorized Representative

Comments

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months.
SFAs are required to inform families where to find free summer meals. It is recommended to share 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
- Check the Site Finder Map
  - Summer Meals Site Finder – English
  - Summer Meals Site Finder – Spanish
- Visit the Summer Food Service Program webpage

03/26/2024	4616		Administrative Review		Authorized Representative/Food Service Director

Comments

Supply Chain Assistance (SCA) Funds are to be exclusively used to purchase unprocessed or minimally processed domestic food products served in the National School Lunch (NSLP), School Breakfast (SBP), and Afterschool Snack (ASP) Programs. The USDA Allocation of Supply Chain Assistance Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers includes detailed information on allowable ways to utilize these funds.
SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. These funds must be tracked as they are used. DPI has developed a Supply Chain Assistance (SCA) Funds Expense Tracker that SFAs may use to track these funds, however, SFAs may use any form of tracking.
SCA funds are recorded under WUFAR code **717 Revenue Source - federal reimbursement and 547 Program/Project Code – National School Lunch (NSL).** Record the entire amount into **NSL revenue** on the AFR during the year it is received and **expense it to NSL "food"** as it is used. The NSL food expense may carry over into future AFR reporting year.

03/26/2024	4736		Administrative Review		Authorized Representative

Comments

All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available. SFAs must annually distribute the Public Release to:
- Local news media
- Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.)
- Local employment office
- Major employers contemplating or experiencing large layoffs

SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.

03/26/2024	4735		Administrative Review		Authorized Representative

Comments

For a snapshot of what the policy should include, see the Unpaid Meal Charges In a "Nutshell" For a comprehensive overview including best practices and helpful materials, see the Unpaid Meal Charges section of the Financial Management Webpage or the USDA Unpaid Meal Charges Webpage.

03/26/2024	4615		Administrative Review		Authorized Representative

Comments

The Menu Raw Food Costing Tool is a useful resource for determining if the cost of meals are sufficient to cover the cost of food and should be completed on a regular basis or when the SFA is made aware of significant changes in food cost.

03/26/2024	4734		Administrative Review		Authorized Representative

Comments

SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to unpaid meal charges. This policy must explain how the SFA will handle situations where children eligible to receive reduced-price or paid meals do not have money in their account or in-hand to cover the cost of their meal at the time of service. If a child has money to purchase a reduced-price or paid meal at the time of the meal service, the child must be provided a meal. SFA may not use the child's money to repay unpaid charges if the child intends to use the money to purchase that day's meal. This policy should be implemented and enforced SFA-wide and local discretion is allowed to vary policy based on student grade level. This policy must also be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported. Schools may not enlist the assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts. Polices regarding the collection of unpaid meal charges should be included in the written unpaid meal policy. SFAs are encouraged to review the policy on a regular basis (e.g., annually or biannually).

03/26/2024	4614		Administrative Review		Authorized Representative/Food Service Director

Comments

Food service programs must price adult meals above the overall cost of the student meals. Adult meal pricing must follow the minimum pricing guidelines in Food Nutrition Services Instruction 782-5. A *Wisconsin Adult Meal Pricing Worksheet* has been developed to assist the SFA in pricing adult meals.

03/26/2024	4613	700	Administrative Review	ALL	Authorized Representative

Comments

The Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR. All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its "yearly" reference period for nonprogram food compliance.
The categories of the AFR that should be addressed when tracking revenues and expenditures include:

- 'Labor' is expenses for all direct food service labor including both wages and fringe benefit costs.
- 'Other' is expenses for paper supplies, chemicals, equipment under $5000 (or your SFA's capitalization threshold), etc.
- 'Food' is expenses for edible food items and beverages.
- 'Equipment' is expenses for equipment purchases over $5000 or your SFA's capitalization threshold.
- 'Purchased Services' is for services you pay someone to provide such as equipment repair, health inspections, etc.
- 'Nonprogram Foods' is expenses for any food items served that are not claimed as part of the reimbursable meal. This would include adult meals, a la carte, and caterings.
- When revenues are recorded from the federal reimbursement payments, record the full reimbursement based on the printed claim form and not what is deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling, and processing fees for USDA Foods. The amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools.

03/26/2024	4612	712	Administrative Review	ALL	Authorized Representative/Food Service Director

Comments

For both public and private schools in Wisconsin, any indirect type costs assessed to food service must be supported with documentation. Examples of supporting documentation for costs assessed to the nonprofit food service account could include:

- Rent – consultation with knowledgeable resource person on appropriate charges per facility (i.e., local reality broker who has knowledge of current rates for rent of similar facilities).
- Utility charges - separately metered or current usage study by the local utility company.

- <u>Labor expenditures</u> – a time study based on actual amount of time worked specifically for the purpose of school food service.
- <u>Printing/publishing</u> – documentation of actual costs or documentation to support how these costs were prorated from the district's total costs, based on volume.
- <u>Waste disposal services, extermination services, and laundry services</u> - documentation of actual costs or documentation to support how these costs were prorated from the district's total.

03/26/2024	4611	434	Administrative Review	Prairie Catholic Schools	Food Service Director

Comments

A Spaghetti and Meat Sauce recipe (Healthier Kansas Recipe 170) is not standardized to the operation.
- Based on production records, the Public Health Nutritionist determined the yield to be 80 cups of Meat Sauce
  - $([21 \times 0.25] + [73 \times 0.75] + [16 \times 0.75] + [8 \times 1.0]) = 80$
- When prepared with 17.5 pounds of ground beef with no more than 15% fat, 210 ounces of lean meat is divided by 80 cups and yields 2.625 ounce equivalents per cup.
- A 3/4 cup serving provides 1.75 oz eq MMA and 1/4 cup of red/orange vegetable, and a 1/4 cup serving provides 0.5 oz eq MMA.

03/26/2024	4610	434	Administrative Review	Prairie Catholic Schools	Food Service Director

Comments

Use of standardized recipes is another important part of USDA School Meals Programs. Any menu item that has more than one ingredient must have a standardized recipe. This is defined as one that has been tried, tested, evaluated, and adapted for use by your food service. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used. This will be a continuous work in progress as you modify older recipes and update with current ingredients in stock. Continue to use the resources on our website regarding recipe standardization. These include a checklist for pieces of information needed to standardize a recipe, tools to help analyze the meal component contribution, nutrient analysis tools, and templates to organize all information once obtained. These are found on the Standardized Recipes webpage (https://dpi.wi.gov/schoolnutrition/national-school-lunch-program/menu-planning/recipes). We encourage viewing the webcast, What's the Yield with Standardized Recipes, which guides the viewer through the recipe standardization process (https://media.dpi.wi.gov/school-nutrition/whats-yield-with-standardized-recipes/story_html5.html).

03/26/2024	4609	433	Administrative Review	Prairie Catholic Schools	Food Service Director

Comments

Maintain crediting information by securing a PFS directly from the manufacturer or saving a CN label directly off the packaging. 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. These records should be reviewed and updated at least twice per year and as new products are purchased. 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. The manufacturer may provide two PFSs for Documenting Grains based on ounce equivalent or grains/breads servings. Maintain one of two copies that aligns with the menu planner's intention for meal pattern contributions and food items in the School Breakfast Program (SBP), as applicable.

03/26/2024	4608	430	Administrative Review	Prairie Catholic Schools	Food Service Director

Comments

The current production record template is outdated and uses language that is no longer applicable (e.g. Enhanced Food Based Menu Planning). While there is no required production record template, examples that may be used are available for download from Production Records webpage in Microsoft Excel or PDF file formats (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records).

03/26/2024	4607	410	Administrative Review	Prairie Catholic Schools	Food Service Director

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Comments					
The vegetable subgroups are categorized based on nutrient composition. In order to ensure that students get a variety of nutrients each week, the lunch meal pattern requires the menu planner to offer students a certain amount of each vegetable subgroup over the course of the week. Refer to the Vegetable Subgroups handout (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf) to identify vegetables in each subgroup.					
03/26/2024	4605	409	Administrative Review	Prairie Catholic Schools	Food Service Director
Comments					
Grain-based desserts are not creditable towards the grains component under the preschool meal pattern. Grain-based desserts include foods such as cookies, sweet pie crusts, doughnuts, granola bars, cereal bars, toaster pastries, cakes, and brownies. For a complete list of foods considered to be grain-based desserts, please refer to the Grain-Based Desserts resource. (https://www.fns.usda.gov/tn/grain-based-desserts-cacfp).					
03/26/2024	4604	800	Administrative Review	ALL	Food Service Director/Authorized Representative
Comments					
If electing to use the religious exemption to use the 2019 nondiscrimination statement, all program materials must be consistent with this statement.					
03/25/2024	4602		Administrative Review		Authorized Representative/Food Service Director
Comments					
At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodations that provide notice and information to parents and guardians regarding how to request a meal accommodation and their right to file a grievance and participate in the grievance process. However, we highly recommend School Districts develop a written meal accommodation policy to ensure clear communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination. It is best practice that this procedure/policy be communicated to the households annually.					
03/25/2024	4601	1005	Administrative Review	ALL	Authorized Representative
Comments					
SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). The assessment must measure LWP compliance, goal and outcome progress, and how the policy compares to the model policy. FNS recommends the WellSAT Tool as a resource to conduct the LWP triennial assessment. Assessment results and findings must be released to the public as a written report. There is no required template for this report.					
03/25/2024	4600	1000	Administrative Review	ALL	Authorized Representative
Comments					
SFAs are required to have language in their LWP that relates to all the content areas listed in the LWP Checklist found on the Local Wellness Policy section of the DPI SNT website.					