

Administrative Review Report

Lighthouse Church, Inc.

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/24/2023	03/20/2023
On-Site Review	03/21/2023	03/23/2023
Site Selection Worksheet	10/02/2022	10/31/2022
Entrance Conference	03/21/2023	03/21/2023
Exit Conference	03/29/2023	03/29/2023

Commendations:

From the Public Health Nutritionist:

Thank you to all staff at Lighthouse Christian School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant:

Thank you to the school nutrition staff at Lighthouse Christian School for everything you do for your students. We appreciated your cooperation and willingness to learn during the Administrative Review process. Thank you for giving your students the opportunity to receive nutritious breakfasts, lunches, and snacks as part of the USDA School Nutrition Programs!

Recommendations:

Due to the number of repeat findings from the previous Administrative Review, the DPI reviewer discussed opening the review period to the entire month of February with DPI management. Upon review of the February menu, meals appeared to contain all components; however, obtaining standardized recipes from the vendor and determining portion sizes would be difficult. As Lighthouse plans to end the vended meal contract at the end of month to start self-operation, the DPI will not pursue opening the review period beyond the original review week.

If Lighthouse continues to work with the vendor after the end of March, there will be a significant amount of work on standardized recipes, meal pattern components, crediting, and transport sheets that will need to occur to bring the NSLP/SBP into compliance with regulations.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/28/2023 09:22 PM</p>	<p>Finding: The SFA has received Supply Chain Assistance Funds and not in compliance with the Attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on, the funds are used on unallowable costs and/or the funds are not being tracked separately.</p> <p>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.</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 03/29/2023 11:23 AM</p>	<p>Finding: On the day of review, it was observed that the SFA allows students who brought a meal from home to receive a milk or fruit item separate from a reimbursable meal at no cost. The SFA is not tracking the milks taken by these students separately from milks taken as part of a reimbursable meal, and is not tracking the other food items taken at all. These foods provided separate from a reimbursable meal are considered nonprogram foods, and they must generate revenue for the foodservice account in accordance with 7 CFR 210.14.</p> <p>Corrective Action: Submit a statement of understanding that the SFA will immediately cease offering a la carte milks and other food items free of charge. If the SFA would like to continue to offer these items to students, submit a plan for what items will be sold, how the price will be determined, and how payment will be collected.</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 03/29/2023 12:04 PM</p>	<p>Finding: Adult meal prices are not set according to FNS Instruction 782-5 Rev. 1 and do not cover all costs associated with providing the meal.</p> <p>Corrective Action 1: Utilizing the Wisconsin Adult Meal Pricing Guide on the Financial Management web-page on the SNT website, determine the minimum price required for adult meals at your SFA. The minimum price should cover the cost of the meal provided by the vendor, the cost of a carton of milk, and the cost of labor associated with serving the meal. Notify SFA staff and update prices by the corrective action due date.</p> <p>Corrective Action 2: Upload the calculations used to determine the adult meal price and a copy of the communication sent to staff into SNACS.</p> <p>Corrective Action 3: Update the online contract with the updated adult meal price.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	

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Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/21/2023 10:45 AM</p>	<p>Finding: The Public Release did not include the required information.</p> <p>Corrective Action: Provide a statement of understanding that the Public Release template for CEP Schools found on the DPI website (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/cep-public-release.docx) will be used moving forward in years that the SFA is enrolled in CEP to ensure the proper information is made available to the public.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/22/2023 02:50 PM</p>	<p>Finding: Civil Rights training did not occur or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p>Corrective Action: Provide the civil rights training to all staff that interact with program applicants found on the DPI website (all teachers who take meal counts for breakfast in the classroom). Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/22/2023 09:29 AM</p>	<p>Finding: SFA has completed a triennial assessment of the Local Wellness Policy (LWP), but did not complete both the LWP Report Card and the WellSAT 3.0 to meet this requirement.</p> <p>Corrective Action: Complete the LWP Report Card portion of the Local Wellness Policy assessment and upload into SNACS.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1006	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/22/2023 09:30 AM</p>	<p>Finding: The SFA did not share the results of the Local Wellness Policy (LWP) assessment with the public per 7 CFR 210.31.</p> <p>Corrective Action: Notify the public of the results of the LWP assessment and upload a copy of the documentation to support this or the appropriate Web site URL linking to the assessment.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	

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Question #	1601	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/28/2023 09:23 AM</p>	<p>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).</p> <p>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.</p>
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	<p>Flagged 03/21/2023 10:13 PM</p>	<p>Finding: The non-discrimination statement was not included on all required program materials (Local Wellness Policy, Menu).</p> <p>Corrective Action: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1214	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/21/2023 10:04 PM</p>	<p>Finding: The School Nutrition Program Director did not complete the 12 hours of annual continuing education/training for the current school year and was unable to provide a training plan on how this will be met (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for how the 12 hours of continuing education/training will be met for the current school year.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1215	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/21/2023 09:56 AM</p>	<p>Finding: The School Nutrition Program Manager did not complete the 10 hours of continuing education/training for the current school year and was unable to provide a training plan on how this will be met (7 CFR 210.30).</p> <p>Corrective Action: Provide a training plan for how the 10 hours of continuing education/training will be met for the current school year.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1216	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/21/2023 09:58 AM</p>	<p>Finding: The school nutrition program staff did not complete the required training hours for the current school year and was unable to provide a training plan for the current school year (7 CFR 210.30).</p> <p>Corrective Action: Review the School Nutrition Team Professional Standards webpage for annual training requirements for school food service staff. Provide a training plan for how each staff member that is not in compliance will meet the the required training hours for the current school year.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/21/2023 10:05 AM</p>	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx) and upload into SNACS.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/27/2023 10:32 AM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> -Bananas (Mexico) -Mixed Fruit (Thailand) <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products; bananas and mixed fruit. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).</p>
Site Name		
Form Name	Reporting and Recordkeeping (1500 - 1501)	
Question #	1501	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	

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Corrective Action History	Flagged 03/28/2023 04:08 PM	<p>Finding: SFA is not maintaining program records and documentation for three years plus the current school year per 7 CFR 210.23(c) requirements (Meal counts from K-8 and pre-school/daycare are taken on separate forms. The counts are consolidated on another document and the originals are discarded, Afterschool Snack production records are kept for current school year but not for 3 years).</p> <p>Corrective Action: Provide a statement of how the record retention requirements will be met moving forward.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	320	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/28/2023 09:46 AM	<p>Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). Day of review meal counts are not combined and recorded correctly. There are two errors on the lunch count tally sheets: 1) The number "51" is repeated on the sheet, resulting in a total count of 101 lunches per completed "count box." The SFA is claiming 100 meals per "count box." 2) The number "66" is entered where there should instead be a "63". This could result in misinterpretation of the daily count and overclaiming.</p> <p>Corrective Action: Correct the meal counting process to ensure meal counts are correctly counted. Upload a copy of the corrected lunch count tally sheets to SNACS.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/29/2023 10:39 AM	<p>Finding: SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. Meal counts by eligibility category were not correctly reported on the monthly breakfast claim.</p> <p>Corrective Action: Upload monthly edit checks for breakfast for September 2022 through March 2023 into SNACS. Fiscal action may apply.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #		
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/27/2023 10:56 AM	<p>Finding: The daily minimum requirement for the meat/meat alternate component was not met for preschool-8 th grade for lunch during the day of review (3/21). The chicken fajita meat used in the chicken wrap did not have acceptable crediting documentation (i.e., a Child Nutrition label or Product Formulation Statement). The only other meat/meat alternate was 1 Tbsp. of shredded cheddar cheese in the wrap crediting as 0.25 oz eq. meat/meat alternate. The daily minimum requirement for the K-8 age/grade group is 1.0 oz eq. meat/meat alternate and for the preschool age/grade group 1.5 oz eq. meat/meat alternate.</p> <p>Fiscal action is required for any repeat daily meat/meat alternate shortage violations from the previous Administrative Review. As this is a repeat finding at lunch, fiscal action will be assessed on Tuesday (3/21), the day of the onsite review with the meat/meat alternate shortage. 180 lunch meals will</p>

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		be reclaimed. Corrective Action: Describe specifically how the daily minimum requirement for the meat/meat alternate component will be met for lunch during the day containing the shortage (3/21)(e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 04/04/2023 07:33 AM	<p>Finding: The infant and preschool meal patterns require cereal to contain no more than 6 grams of total sugars per dry ounce. Honey Nut Cheerios do not meet the sugar limit requirement. The DPI reviewer intervened on the day of onsite review to prevent infant and preschool students from receiving Honey Nut Cheerios, but this needs to be permanently corrected in the future. For more information, including the sugar limit charts, the calculation formula, and cereals that meet the sugar requirements, please refer to the Choose Breakfast Cereals That Are Lower in Sugar resource (https://www.fns.usda.gov/tn/choose-breakfast-cereals-are-lower-sugar).</p> <p>Corrective Action: Discontinue serving Honey Nut Cheerios as it exceeds the sugar limit and replace it with a variety that meets the sugar limit. Submit the Nutrition Facts labels for all cereals served to preschool students.</p>
Site Name	Lighthouse Christian 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	CAP Submitted	
Corrective Action History	Flagged 04/04/2023 07:52 AM	<p>Finding: 3 non-reimbursable meals were observed at lunch service on 3/21/23. The meals did not contain the required ½ cup fruit, vegetable, or combination under Offer versus Serve. All lunch meals served on 3/21/23 are non-reimbursable due to a repeat meat/meat alternate shortage so, this error does not cause further deduction.</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select three full components, one of which is ½ cup fruit, vegetable, or combination, under Offer versus Serve. Additionally, in this statement explain how this error will be corrected and avoided in the future.</p>
Site Name	Lighthouse Christian 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	CAP Submitted	
Corrective Action History	Flagged 03/27/2023 10:01 AM	<p>Finding: Signage was not posted in the preschool hallway to show students what makes up a reimbursable meal at breakfast and lunch. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select to make a reimbursable meal. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage). Lighthouse may consider posting breakfast and lunch signage on the daycare welcome board in the</p>

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		preschool hallway. Corrective Action: Submit a picture of breakfast and lunch signage posted in the preschool hallway.
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/27/2023 09:33 AM	<p>Finding: The allowable milk types for children 2 years old through 4K, that are not co-mingled with K-8 students are unflavored low-fat (1%) and fat-free (skim) milk. Flavored (chocolate) milk cannot be served to this age group. The DPI reviewer intervened on the day of onsite review to prevent 4K students from receiving chocolate milk, but this needs to be permanently corrected for the future.</p> <p>Corrective Action: Submit a statement explaining your understanding of the allowable milk types for preschool students and that you will discontinue use of flavored milk for this age group.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 04/04/2023 07:25 AM	<p>Finding: During meal observation, the DPI reviewer was unable to confirm the portion size of the chicken fajita meat in the chicken wrap as the school kitchen did not have a scale to confirm the portion size. This resulted in a meat/meat alternate insufficiency. Serving sites should have proper portion tools onsite, including a digital scale, measuring cups, and dishers (i.e., #8 scoop or 4 fl. oz portion server) to confirm correct portion sizes and meal pattern compliance. Please view the What's the Scoop on Portion Control e-Learning (https://media.dpi.wi.gov/school-nutrition/portion-control/index.html#/) to understand the importance of portion control.</p> <p>Corrective Action: Please upload receipts for the purchase of portion control tools, including a digital scale, measuring cups, and dishers.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 04/04/2023 07:24 AM	<p>Finding: On Monday (2/13), Tuesday (2/14) and Friday (2/17), the K-8 and preschool lunch meals were missing the required grains component. Fiscal action is required for any meals missing a component. Therefore, fiscal action will be assessed for 557 K-8 and preschool lunch meals on Monday, 2/13 (189 meals), Tuesday, 2/14 (183 meals), and Friday, 2/17 (185 meals), the days missing the required grains component.</p> <p>Corrective Action: Submit a statement explaining how the missing grains component will be corrected during the days containing the deficiencies</p>

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		(2/13, 2/14, and 2/17). Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/27/2023 08:14 AM</p>	<p>Finding: There was a weekly grain shortage at breakfast during the week of review (2/13-2/17/23). Only 7.0 oz eq. grain was offered over the course of the week, which does not meet the minimum 8.0 oz. eq. grain requirement at breakfast for the K-8 meal pattern. Minimum grains offered during the week of review include:</p> <ul style="list-style-type: none"> -Monday (2/13): Granola (1 oz eq.) and Yogurt (1 oz eq.) = 2.0 oz eq. grain -Tuesday (2/14): Honey Nut Cheerios – 1 oz eq. grain - Wednesday (2/15): Bagel – 2 oz eq. grain - Thursday (2/16): Muffin – 1 oz eq. grain - Friday (2/17): Honey Nut Cheerios – 1 oz eq. grain <p>Fiscal action is required for any repeat weekly grain shortage violations from the previous Administrative Review. As this is a repeat finding at breakfast, fiscal action will be assessed on Thursday (2/16), the day during the week of review with the lowest breakfast participation. 45 breakfast meals will be reclaimed.</p> <p>Corrective Action: Submit a statement explaining how this weekly grain shortage at breakfast will be corrected during the week of review (2/13-2/17). Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	411	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/23/2023 07:43 AM</p>	<p>Finding: The breakfast menu states that students may select one OR the other of the available ½ cup fruit offerings. The K-8 breakfast meal pattern requires that students have access to and the option to select 1 cup of fruit. The breakfast menu should be changed to show that students can select both ½ cup fruit offerings, if they choose.</p> <p>Corrective Action: Submit an updated breakfast menu for March or April showing that students may select both fruit offerings at breakfast.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	412	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/27/2023 09:23 AM</p>	<p>Finding: As the entity who holds the contract with the DPI for the National School Lunch Program (NSLP) and School Breakfast Program (SBP), the school must have a general understanding of the NSLP/SBP meal pattern requirements to ensure all meals served to students are reimbursable.</p> <p>DPI is requiring the following training for the Nutrition Specialist and all other staff who are responsible for determining reimbursable meals.</p> <p>-Breakfast Meal Pattern webcast (https://media.dpi.wi.gov/school-nutrition/breakfast-meal-pattern/story.html)</p> <p>-Lunch Meal Pattern webcast (https://media.dpi.wi.gov/school-nutrition/lunch-meal-pattern/story.html)</p> <p>-Preschool Meal Pattern webcast (https://media.dpi.wi.gov/school-nutrition/preschool-meal-pattern/story.html)</p> <p>-Offer versus Serve webcast (https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story.html)</p> <p>Corrective Action: Have staff responsible for determining reimbursable meals attend training on the NSLP, SBP, and preschool meal patterns and Offer versus Serve. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/27/2023 10:39 AM</p>	<p>Finding: There were no infant meal forms on-file for the week of review (2/13-2/17) or days of onsite (3/21-3/22). Infant meal forms are required as documentation that the school is serving reimbursable meals that contain all required meal pattern components. Meals for one infant were claimed during the month of review. The SFA has photos of the child eating meals on the days claimed. These will be accepted for the review month; however, going forward infant meals must be documented on the DPI Infant Meal Form (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/infant-meal-form.pdf) .</p> <p>Corrective Action: Submit completed infant meal forms for one week, showing all infants are now being served meals that meet the meal pattern requirements.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2023 07:22 AM</p>	<p>Finding: The daily minimum requirement for the vegetable component was not met for the K-8 age/grade group at lunch during the review period (2/13-2/17). The following represent the planned portion sizes:</p> <p>-Monday (2/13): Peas, ½ cup vegetable</p> <p>The daily minimum requirement for K-8 age/grade group at lunch is ¾ cup vegetable.</p> <p>Fiscal action is required for any repeat daily vegetable shortage violations from the previous Administrative Review. Fiscal action is already</p>

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		<p>being assessed for Monday (2/13) as this meal was also missing the required grains component.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for the vegetable component will be met for lunch during the day containing the shortage (2/13) (e.g., portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	432	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/23/2023 07:53 AM</p>	<p>Finding: The vendor is not completing transport sheets. Instead, the school is documenting what they are sent on the production record template. The production records completed by the school supported what was offered for breakfast and lunch during the review period. However, if the school continues with the current vendor, the vendor must start completing a transport sheet that is sent with the food delivery daily. The production records were missing the following items: -Temperatures of food upon arrival from vendor and upon service -Total milk usage (i.e., leftover milk)</p> <p>Corrective Action: Submit one full week of completed production records, including temperatures of food upon arrival and upon service and milk usage. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	433	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>04/04/2023 07:28 AM</p>	<p>Finding: The daily minimum requirement for the grains and meat/alternate components were not met for the preschool-8 th grade students for lunch during the review period (2/13-2/17). The following represent the planned portion sizes:</p> <p>-Wednesday (2/15): Garlic Chicken/WG Rice, unable to determine meat/meat alternate or grains component contributions</p> <p>-Thursday (2/16): WG Turkey Wrap, unable to determine meat/meat alternate component contribution</p> <p>The recipe for the Garlic Chicken with WG Rice did not specify a portion size. Lighthouse portioned the dish in 1 cup portions; however, because the dish contains multiple components (chicken and rice) it is impossible to determine the portions of rice and chicken in 1 cup. Because the DPI reviewer is unable to determine the portion sizes of chicken and rice, there is a meat/meat alternate and grains component insufficiency on 2/15.</p> <p>The vendor did not formally measure the weight of the cheese slice used in the WG Turkey Wrap and could not produce crediting documentation for the turkey slices used in the wrap. Because the DPI reviewer is unable to determine the creditable meat/meat alternate amount, there is a meat/meat alternate component insufficiency on 2/16.</p> <p>Fiscal action is required for any repeat daily grains and meat/meat alternate shortage violations from the previous Administrative Review. Therefore, fiscal action will be assessed for 186 preschool-8 th grade lunch meals on 2/15, the day with the repeat meat/meat alternate and grain shortages and 165 preschool-8 th grade lunch meals on 2/16, the day with the repeat meat/meat alternate shortage.</p> <p>Corrective Action: Lighthouse stated on 3/22 that they will discontinue their vended meals contract at the end of March and will start self-operation. Please submit a Menu Planning Worksheet for breakfast (</p>

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		<p>https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/menu-planning-worksheet-breakfast.doc) and lunch (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/menu-planning-worksheet-lunch-k-8.doc) for one full week in April that shows that all entrée items meet the minimum component requirements.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	434	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2023 07:20 AM</p>	<p>Finding: Standardized recipes are required for all menu items that have more than one ingredient. All standardized recipes must include detailed information about the specific ingredients, portion size(s), equipment, and procedures used to prepare the recipes. Without a detailed standardized recipe, crediting of menu items towards meal pattern requirements cannot be determined.</p> <p>Recipes that were submitted were missing the following information:</p> <ul style="list-style-type: none"> -Detailed step-by-step instructions based on the kitchen where the recipe is prepared -Serving size based on crediting and meal patterns -Total recipe yield, total recipe by weight, volume, number of pans, and pan size <p>For standardized recipe templates and a list of requirements, see the Standardized Recipe webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes).</p> <p>Corrective Action: As of 3/22, Lighthouse stated they will discontinue their vended meal contract to start self-operation. Therefore, please submit a standardized recipe for a menu item that has two or more ingredients using the DPI Standardized Recipe template, including all required pieces of information for the new menu week requested.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2023 07:30 AM</p>	<p>Finding: There was a weekly grain and meat/meat alternate shortage for the week of review (2/13-2/17) with the daily alternate menu option. Each day, a SunWise SunButter and Jelly sandwich is offered to K-8 students crediting as 1.0 oz eq. meat/meat alternate and 1.5 oz eq. grain. Although this meets the daily meat/meat alternate and grain requirements for K-8 students, this will not meet the weekly requirements. The sandwich provides 5 oz eq. meat/meat alternate weekly while 9 oz eq. meat/meat alternate is required. The sandwich provides 7.5 oz eq. grain weekly while 8.0 oz eq. grain is required.</p> <p>Fiscal action is required for a repeat weekly meat/meat alternate shortage violation from the previous Administrative Review. Fiscal action is being assessed for all lunches during the review week so, no additional fiscal action will be taken for this shortage.</p> <p>Corrective Action: State what will be done to the menu during the week of review (2/13-2/17), so the alternate entrée provides 9.0 oz eq. meat/meat alternate weekly and 8.0 oz eq. grain weekly.</p>
Site Name	Lighthouse Christian School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	

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Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/27/2023 09:12 AM</p>	<p>Finding: There was a weekly beans/peas/legumes vegetable subgroup shortage at lunch during the week of review (2/13-2/17). No beans/peas/legumes were offered over the course of the week, which does not meet the minimum ½ cup beans/peas/legumes requirement for the K-8 age/grade group meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly beans/peas/legume subgroup shortage will be corrected during the week of review (2/13-2/17). Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Lighthouse Christian School	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/21/2023 03:28 PM</p>	<p>Finding: The nondiscrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students at the daycare/pre-school, as they do not use the cafeteria (FNS Instruction 113).</p> <p>Corrective Action: Provide a statement and or image of how the "And Justice for All" poster will be made visible to students and families at the daycare/pre-school</p>
Site Name	Lighthouse Christian School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 03/21/2023 10:20 AM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. If corrected onsite, no further action required.</p>
Site Name	Lighthouse Christian School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/21/2023 03:22 PM</p>	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site specific SOP's for Time/Temperature Control (SFA kept milk out of temperature control during service and returned leftover milks to refrigeration before being corrected. SFA food safety plan states they will use temperature control for food safety).</p> <p>Corrective Action: Modify the SOP so that it aligns with actual practices, or adjust practices to align with the SOP as written. Submit a copy of the updated SOP or a</p>

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		statement describing how practices will be adjusted to be compliant with the established SOP.
Site Name	Lighthouse Christian School	
Form Name	Afterschool Snack Program	
Question #	4	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/28/2023 04:23 PM</p>	<p>Finding 1: Afterschool Snack counts were incorrectly claimed due to an error in the SFAs Excel spreadsheet used for tracking meals served (7 CFR 210.10). 1,961 snacks were counted for the review period and 2,083 snacks were claimed.</p> <p>Corrective Action 1: Correct the issue and provide 30 consecutive operating days of ASP point of sale snack counts. Fiscal Action will apply to any overclaimed snacks.</p> <p>Finding 2: Snacks are provided and claimed for preschool and daycare students who do not qualify to participate in the Afterschool Snack Program since the snack is provided within the school day (2:00-2:30pm).</p> <p>Corrective Action 2: Discontinue claiming snacks for the preschool and daycare students. Provide a statement of understanding of which students are able to participate and be claimed. Fiscal action will apply to snacks served and claimed for ineligible students during the current school year.</p>
Site Name	Lighthouse Christian School	
Form Name	Afterschool Snack Program	
Question #	5	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged 03/22/2023 12:39 PM</p>	<p>Finding: Snack counts for the day of review are not reasonable compared to the review period. Corrective Action: Provide an explanation for why the snack counts on Tuesday, March 21 are lower than days within the review period (February 2023).</p>
Site Name	Lighthouse Christian School	
Form Name	Afterschool Snack Program	
Question #	6	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/22/2023 02:38 PM</p>	<p>Finding: Snacks provided for the Afterschool Snack Program for school age students were not offered in the minimum portion sizes for fruit .A 1/2 cup is planned/provided, but 3/4 cup is what is required per the meal pattern. This was corrected on the day of observation.</p> <p>Corrective Action: Review the Afterschool Snack Program meal pattern on the Afterschool Snack webpage at https://dpi.wi.gov/school-nutrition/programs/afterschool-snack. Provide an updated Afterschool Snack menu that includes two different components each day with the minimum portion sizes required per the meal pattern.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
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04/04/2023	3356	410	Administrative Review	Lighthouse Christian School	FSD				
Comments									
					Created By	Created Date			
Technical Assistance: The following resources may be helpful for ensuring all meals are reimbursable. -Half-Cup Crediting of Fruits and Vegetables Handout (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/half-cup-fruit-veg.pdf) -Meal Components e-Learning courses - in English and Spanish (https://dpi.wi.gov/school-nutrition/training/online-learning#food-components:~:text=GOALS%3A%20Elective-,Food%20Components,-Title%20/%20Description) -Institute of Child Nutrition Spanish resources (https://theicn.org/espanol/) -The USDA Food Buying Guide (https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs)								4/4/2023 7:45:07 AM	
04/04/2023	3355	433	Administrative Review	Lighthouse Christian School	FSD				
Comments									
					Created By	Created Date			
Technical Assistance: The following menu items credit differently than noted on production records: -4 oz. yogurt cup credits as 1 oz eq. meat/meat alternate (M/MA) -1 cup Honey Nut Cheerios credits as 1.0 oz eq. grain -56 g bagel credits as 2.0 oz eq. grain								4/4/2023 7:44:23 AM	
04/04/2023	3354	431	Administrative Review	Lighthouse Christian School	FSD				
Comments									
					Created By	Created Date			
Technical Assistance: Please make the following updates to the production records going forward: -Add alternate entrée, SunWise SunButter and Jelly sandwich to daily lunch production record -Add the cereal type served to preschoolers at breakfast -Include both milk types (unflavored skim and 1%) available at breakfast -Update the yogurt serving size from 2 oz to 4 oz -Update the quantity prepared (in purchase units) for milk from gallons to half-pints at lunch served to 2-year-olds through 8th graders								4/4/2023 7:43:24 AM	
04/04/2023	3353	411	Administrative Review	Lighthouse Christian School	FSD				
Comments									
					Created By	Created Date			
Technical Assistance: When Lighthouse starts self-operation of school meal programs, the DPI recommends use of a 3, 4, or 5-week cycle menu. Using a cycle menu may ease the burden of menu planning and help ensure meal pattern requirements are met after a compliant cycle has been established. For more information, visit the Cycle Menu webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/cycle-menu). Please work with the DPI reviewer to ensure a compliant cycle menu is established.								4/4/2023 7:42:18 AM	
03/27/2023	3288	406	Administrative Review	Lighthouse Christian School	FSD				
Comments									
					Created By	Created Date			
Technical Assistance: The minimum required portion size for milk for ages 1-2 is 4 fluid ounces. Currently, Lighthouse portions milk for 1-year-olds in 4 fluid ounce cups. To serve a full 4 fluid ounces, the cups need to be filled completely to the top. This poses a challenge to students for drinking and spilling. Lighthouse should purchase larger cups, such as 6 fluid ounce cups and then measure 4 fluid ounces of milk into the larger cups so, it is easier for the students to handle the 4 fluid ounce portion. This would also ensure that students receive 4 fluid ounces of milk.								3/27/2023 10:09:37 AM	
03/22/2023	3294	1601	Administrative Review	ALL	FSD				
Comments									
					Created By	Created Date			
USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: •Promotion of the summer meals locator on the DPI Summer Meals webpage •Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 304-304 to locate meals in the area •Promotion of the USDA Summer Food website (http://www.fns.usda.gov/summerfoodrocks) 7 CFR 210.12(d)								3/28/2023 9:41:37 AM	
03/21/2023	3215	1214	Administrative Review	ALL	FSD				

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Comments						Created By	Created Date
<p>•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 (Foodservice Directors are required to complete 12 hours of annual training). A summary of the training requirement is provided in this "In A Nutshell- Training" document: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-training-in-a-nutshell.pdf •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</p>							3/21/2023 9:57:12 PM
03/21/2023	3214	1407	Administrative Review	Lighthouse Christian School	FSD		
Comments						Created By	Created Date
<p>Mechanical refrigeration is not the only form of acceptable temperature control for cold TCS foods, though this is the most desirable and reliable form of temperature control. The site-specific SOPs in the school's food safety plan must reflect what the procedures are for temperature control. This includes specifying if/how ice will be used as a means of temperature control when TCS food items are out on the serving line (such as an ice-lined insulated container used to display string cheese during lunch service). If using ice for temperature control, it is important to have a diligent person monitoring this to ensure the ice is effectively maintaining the TCS food items at 41 degrees or below. Because of this, lack of mechanical refrigeration for cold TCS food items being served does not automatically mean that Time as a Public Health Control applies--an alternative form of temperature control (such as ice) could be used. If the unserved cold TCS food items held under temperature control (mechanical refrigeration or ice) are temped at the end of meal service and are at 41 degrees or below, the items can be returned to the main cooler and saved for future use. If the TCS food items are above 41 degrees at the end of meal service, they must be discarded. NOTE: any TCS items on a sharing or "no thank you" table at the end of meal service cannot be saved for future service in Child Nutrition Programs regardless of their temperature or collection from students into temperature control.</p>							3/21/2023 8:47:13 PM
03/21/2023	3295	4	Administrative Review	Lighthouse Christian School	FSD		
Comments						Created By	Created Date
<p>The Afterschool Snack Program must include: • Organized, structured, and supervised environment with educational or enrichment activities must be provided. • Enrichment activity must be inclusive to all students. • Reimbursable snacks should be served every day the educational or enrichment programs are offered. • Snack must be served after the school day has ended. • Only students participating in the afterschool enrichment programs may be offered a snack.</p>							3/28/2023 9:54:36 AM