

Administrative Review Report

St. Ann's School

Review Schedule:

Schedule Type	Start Date	End Date
On-Site Review	03/05/2024	03/05/2024

Commendations:

Our sincere thanks to the staff at St. Ann's School for your warm welcome. We appreciate the time and efforts spent preparing for and participating in the administrative review. The staff members serving lunch do an excellent job providing quality customer service to the students. They greet the children by name and help them build a complete and customized meal. The Food Service Director takes pride in preparing meals from scratch making a visually appealing and nutritious lunch. Staff encourage students to come back through the line for additional fruits and vegetables which many children did.

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](#).

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	110	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/07/2024 09:25 AM</p>	<p>Finding: The SFA's direct certification notification letter does not include all required information including: information on how households that qualify can to opt out of Summer EBT.</p> <p>Corrective Action 1: Provide a statement that the SNT template letter will be used, or upload a corrected letter template for direct certification notification to the household into SNACS.</p> <p>Corrective Action 2: Provide the Summer EBT opt out information to all households that qualified for free or reduced meals in SY 2023-2024. Upload copy of what was communicated to households in SNACS.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	777	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/05/2024 01:06 PM</p>	<p>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 tracked separately.</p> <p>Corrective Action: 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 03/05/2024 12:51 PM</p>	<p>Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p>

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		<p>Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year.</p> <p>Corrective Action 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/06/2024 03:24 PM</p>	<p>Finding: The SFA did provide a written copy of procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the Template Civil Rights Complaint Procedures develop procedures for the SFA and upload into SNACS.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/06/2024 03:26 PM</p>	<p>Finding: Documentation was not available to support that the Civil Rights 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: 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	Civil Rights (800 - 807)	
Question #	807	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 03/06/2024 03:20 PM	Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was not provided at time of the Administrative Review. Corrective Action: Complete the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/05/2024 09:39 AM	Finding: Current Local Wellness Policy (LWP) does not include all of the required content. The leadership, marketing sections were missing, along with the 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.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1002	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/05/2024 12:52 PM	Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated. Corrective Action: Provide a plan on when and how the LWP will be reviewed and updated by the LWP committee.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1003	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/05/2024 12:54 PM	Finding: SFA did not include a diverse group of stakeholders to participate in the committee update and review the LWP per 7 CFR 210.31.

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		Corrective Action: Provide a statement of understanding that the LWP committee must include a diverse group of stakeholders in the review and update of the LWP.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/05/2024 12:56 PM	Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee. Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.
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 03/05/2024 12:57 PM	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.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/07/2024 09:50 AM	Finding: The non-discrimination statement was not included on all required program materials. The denial letter contains the shortened statement and is required to have the full non-discrimination statement. Lunch menu that is posted does not contain the non-discrimination statement. Shorten statement may be used on the school menu.

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		Corrective Action: Add the discrimination statement to required program materials and upload updated materials into SNACS.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/05/2024 04:14 PM</p>	<p>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).</p> <p>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.</p>
Site Name	Saint Ann Sch	
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</p> <p>03/06/2024 09:12 AM</p>	<p>Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization and use all resources available to you. Visit our Standardized Recipes webpage for additional tools and resources or contact a Public Health Nutritionist for assistance</p> <p>A few recipes used during the review week lacked pieces of information necessary for standardized recipes. Standardized recipes are required for all menu items that have more than one ingredient (e.g., grilled cheese, peanut butter and jelly sandwich). All standardized recipes must include detailed information about the specific ingredients, equipment, and procedures used to prepare the recipes. A standardized recipe has been tried, tested, evaluated, and adapted for use by your foodservice operation. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used, which is crucial for crediting school food service recipes. Recipes should be standardized in each production</p>

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	<p>kitchen to reflect the products and practices that are used in that kitchen. This same process must be done to standardize USDA quantity recipes, especially when substitutions are made. Instructions for standardizing recipes and recipe templates can be found on the Standardized Recipes webpage.</p> <p>Finding: Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the ham, cheese, and turkey sandwiches. Additionally, required information was lacking from other recipes, including procedures (Cheese Quesadilla), total yield (refried beans, spanish rice), and number of portions. This information is required to ensure that a recipe yields the same consistent, high quality yield, nutrients, and component crediting per portion.</p> <p>Corrective Action: Submit a standardized recipe for each of the recipes above, making sure to include:</p> <ol style="list-style-type: none"> 1. All sandwich varieties (turkey, ham, and cheese) as individual recipes, 2. Procedures for the Cheese Quesadilla and revisions to weight and measurements to reflect actual preparation, 3. Revisions to the Taco Seasoning Mix to include a single protein (chicken, beef, etc) and procedures for cooking the protein, and 4. Accurate number of portions, portion sizes, and total yields for all recipes.
Site Name	Saint Ann Sch
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	436
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 03/06/2024 09:14 AM</p> <p>Finding: At least 80% of the grains offered weekly on each serving line must be whole grain-rich. Only 64.3% of products offered on main lunch line during the week of review were whole grain-rich.</p> <p>Mon: Breaded chicken (1.0 oz eq WGR) + Enriched bun (1.25 oz eq)</p> <p>Tues: Brown rice (0.5 oz eq WGR) + Enriched corn chips (1.25 oz eq)</p>

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	<p>Wed: French Toast Sticks (2.0 oz eq WGR)</p> <p>Thurs: Pizza (2.0 oz eq WGR)</p> <p>Fri: Breaded Fish (1.25 oz eq WGR) + Enriched bun (1.25 oz eq)</p> <p>Total grains: 10.5 oz eq; total WGR: 6.75 oz eq</p> <p>%WGR: 6.75 oz eq / 10.5 oz eq x 100% = 64.3% WGR</p> <p>Corrective Action: Describe how the menu would be changed to comply with the 80% whole grain-rich requirement. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation for items that would be planned in place of enriched grain items.</p>
Site Name	Saint Ann Sch
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	437
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged</p> <p>03/06/2024 09:15 AM</p> <p>Finding: The weekly minimum requirement for the beans/peas/legumes vegetable subgroup was not met for K-8 at lunch during the review period. The following represent the planned portion sizes:</p> <p>Tues: Refried beans (Recipe credits as 1/4 cup B/P/L)</p> <p>The weekly minimum requirement for K-8 meal pattern is 1/2 cup.</p> <p>Corrective Action: Describe specifically how the weekly minimum requirement for the beans/peas/legumes subgroup will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	Saint Ann Sch
Form Name	Offer vs Serve (500-502)
Question #	500
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged

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<p>Corrective Action History</p>	<p>Flagged 03/06/2024 08:39 AM</p>	<p>The planned menu for the day of onsite review for the vegetable component was 1/2 cup of corn and 1/4 cup refried beans for a total of 3/4 cup. Before meal service, State Agency staff noticed that a 3 oz spoodle (3/8 cup) was set out for corn. Staff reported using a 3 oz spoodle to limit the volume served because if students take the entrée, the two vegetables, and the fruit they thought that was too much volume and resulted in too much food waste. They reported that if a student declined the beans, they would provide a heaping 3 oz spoodle of corn. Additionally, staff thought that the students must take 1/2 cup of fruit and 1/2 cup vegetable for a total of 1 cup under offer versus serve. SA provided TA on the planned menu and Offer versus Serve (OVS) and a 4 oz spoodle was set out for the corn. While the planned and offered menu must meet all daily minimum requirements for each of the five meal components, under Offer versus Serve (OVS) students may decline two components, as long as one of the components selected is a 1/2 cup fruit and/or vegetable; not 1 cup.</p> <p>Finding: Food service staff were unclear about the Offer versus Serve (OVS) requirements for lunch. Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements. OVS resources on WI DPI's Menu planning webpage may be used as training resources. The Meal Pattern e-learning resources may also be helpful.</p> <p>Corrective Action: Have staff responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
<p>Site Name</p>	<p>Saint Ann Sch</p>	
<p>Form Name</p>	<p>Food Safety, Storage and Buy American (1404-1411)</p>	
<p>Question #</p>	<p>1409</p>	
<p>TA Log #</p>	<p>No TA Log# found</p>	
<p>Due Date</p>	<p></p>	
<p>Corrective Action Status</p>	<p>Flagged</p>	
<p>Corrective Action History</p>	<p>Flagged 03/07/2024 08:52 AM</p>	<p>Finding: SFAs must ensure that food storage, preparation and service is in accordance with the state and local sanitation and health laws and regulations (7 CFR 210.13). The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas. The following food storage violations were observed leftover frozen food was stored in single use plastic food containers (i.e. larger sour cream containers). According to the WI Food Code "Single-use articles" includes items such as wax paper, butcher paper, plastic wrap, formed aluminum FOOD containers, jars, plastic tubs or buckets, bread</p>

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		<p>wrappers, pickle barrels, ketchup bottles, and number 10 cans do not meet the materials, durability, strength, and cleanability specifications under §§ 4-101.11, 4-201.11, and 4-202.11 for multiuse.</p> <p>Corrective Action: Discontinue the use of single use plastic food containers and submit a statement of how leftover foods will be stored moving forward to ensure thier safety.</p>
Site Name	Saint Ann Sch	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/05/2024 02:33 PM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <p>Canned Pineapple Tidbits (Thailand) Canned Mandarin Oranges (Spain)</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products listed above. Noncompliant Product List templates can be found on the Buy American webpage.</p>
Site Name	Saint Ann Sch	
Form Name	Special Milk Program	
Question #	2	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>03/06/2024 03:30 PM</p>	<p>Finding: The milk counting and claiming system does not result in accurate milk counts (7 CFR 215.10).</p> <p>Corrective Action: Correct the milk counting process to ensure milks are correctly counted. Submit a statement describing the corrected system along with a timeline for implementation.</p>
Site Name	Saint Ann Sch	
Form Name	Special Milk Program	
Question #	5	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	<p>Flagged 03/06/2024 03:41 PM</p>	<p>Finding: The milk counting and claiming system does not result in accurate milk counts. The point of service (POS) did not provide a reliable or accurate milk count due to 1/2 pints served not counted at the time of service. Current process is to store 1/2 cartons in classroom refrigerator and as used up the number is recorded on a tracking sheet.</p> <p>Corrective Action: Correct the POS to ensure accurate counts are tracked. Then submit 30 consecutive operating days of milk counts. Clean counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.</p>
Site Name	Saint Ann Sch	
Form Name	Special Milk Program	
Question #	7	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/06/2024 03:49 PM</p>	<p>Finding: The SFA does not follow HACCP principles and applicable sanitation and health standards, including proper milk storage cleaning and temperature monitoring and recording. Current process is to store several 1/2 pint cartons of milk in a small refrigerator in the 4K classroom. Temperature of refrigerator is not monitored and any unused milk should be stored in the milk cooler instead of classroom refrigerator to ensure safety.</p> <p>Corrective Action: Provide a statement of how the food safety concerns identified will be corrected.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/05/2024	4444	1501	Administrative Review	ALL	FSD			

Recordkeeping

- All program records related to the school nutrition programs must be kept for a period of three years after submission of the final claim for reimbursement for the fiscal year. If audit findings have not been resolved, the three-year period is extended as long as required for resolution of audit issues. Refer to 7 CFR 210.23 (c) and 7 CFR 210.15 (b). This includes free, reduced-price, and denied applications, DC documents, and verification documents.
- Other examples of program records that must be kept for three years plus the current year are:
 - Claims for Reimbursement (including supporting documentation, such as point-of-service benefit issuance rosters);
 - Meal count participation data by school;
 - Documentation of edit checks, on-site reviews, internal controls, October enrollment, free and reduced price eligible data;
 - If applicable, currently approved and denied certification documentation for free and reduced price lunches and a description of the verification activities,

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- Records to demonstrate the school food authority's compliance with the professional standards for school nutrition program directors, managers and personnel established
- Agreements and free and reduced price policy statements;
- Approved and denied free and reduced price meal applications;
- Procedures and documentation for direct certification for free meals, if applicable;
- Procedures for alternate point-of-service meal counts, if applicable;
- Menu and food production records and, if applicable, nutrient analysis records;
- All documentation provided in support of the Resource Management Section (including appropriate records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements);
- Documentation associated with the local school wellness policy;

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4416

1106

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FSD

Smart Snacks

Currently, fundraisers are held by a student mom group, but outside of the school day according to the office secretary. If fundraisers are held during the school day at any point, 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>).

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FSD

Summer EBT

Households that qualify for free or reduced price meals automatically qualify for Summer-EBT. SFAs are required to communicate to households how to opt out of Summer EBT. The following language is required to be included in notification of eligibility letters: Summer EBT: Because your child(ren) qualify for free or reduced price meals this school year, they are also eligible to receive Summer EBT benefits for this upcoming summer. Summer EBT provides funds for each eligible child to help with costs of food during the summer months. To learn more about this program, to update your contact information, or to opt out of receiving these benefits visit Summer EBT Benefit Management. <https://schoolpebt.wi.gov/s/SummerBenefitInfo>

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FSD

Civil Rights Complaints Procedures

All SFAs must have procedures in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service or State Agency within 5 days. SFAs are strongly encouraged to adopt the DPI SNT template civil rights complaint procedures. The template procedures are located here: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>

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FSD

Civil Rights Non-Discrimination Statement

The non-discrimination must be included on letters, menus, website, and other documents used to convey program information to the public. The current 2022 NDS statement must be used (<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>). When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach

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materials when notifying households of benefits. Private Religious SFAs utilizing the exemption may continue to use the 2015 version of the NDS. Please ensure the food safety webpage includes the NDS on the webpage.

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Civil rights training must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program. The required civil rights training is available on the SNT website, as well as a sign in sheet. (FNS Instruction-113-1).

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Local Wellness Policy

The SFA must review and update the local school wellness policy (LWP) on a periodic basis. The frequency of updates is a local decision and is based on the content and structure of the plan (7 CFR 210.31). SFAs are required to actively seek members for the wellness committee that represent a diverse group and to the extent possible, allow them to participate. SFAs must document stakeholders invited to participate in the committee and their relationship to the SFA. SFAs are encouraged to notify key stakeholders through various methods of communication (7 CFR 210.31). An assessment of the Local Wellness Policy (LWP) must be conducted once every three years. The LWP Assessment includes: a report that describes the extent to which schools comply with the LWP; the progress made toward attaining the goals of the LWP; and the extent to which the LWP compares to a model policy. To meet this requirement, the report card includes completion of the WellSAT 3.0 tool (for comparison to model policies) and a self assessment of the policy (for compliance with and progress toward the goals of the policy). These tools are located on the Local Wellness Policy webpage. Retain a copy of the assessment report and documentation regarding the public notification (7 CFR 210.31). The SFA must inform and update the public about the assessment of the implementation of Local Wellness Policy (LWP). SFAs are required to retain a copy of the assessment and documentation regarding the public notification. SFAs may use a variety of methods to notify the public including: mailing flyers, newsletters, emails, website postings, and newspaper articles and/or posting to the school/district's website.

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The SFA must inform the public about the content, implementation of, and updates to the LWP on an annual basis. SFAs may use a variety of methods to notify the public about the LWP. This may include mailing flyers, newsletters, emails, newspaper articles and/or posting to school/district's website. The SFA must retain documentation regarding the notification (7 CFR 210.31). Please ensure the Local Wellness Policy is posted on the website once it goes live again.

03/05/2024	4451	810	Administrative Review	ALL	FSD		
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Non-discrimination Statement (NDS) • When including the non-discrimination statement on letters, menus, websites, and documents used to convey program information, it is necessary to use the most current full official statement. The full non-discrimination statement was revised by the USDA in 2022. The abbreviated statement remains the same. • The abbreviated statement, "This institution is an equal opportunity provider", is only used when space is limited, such as printed menus. All non-discrimination statements must be in the same size font as document's main text. Statement words and formatting cannot be altered. • Additional languages are found on the USDA FNS Non-discrimination webpage.

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The USDA Food Buying Guide (FBG) contains yield and crediting information for foods with a standard of identity (<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>). 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 USDA Food Buying Guide (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. When you are unable to obtain crediting documentation through your distributor, reach out to manufacturers directly to obtain the required documentation. Some manufacturers provide product formulation statements directly on their webpage; i.e. Pepsico and Jennie-O. For USDA products, USDA Product Information Sheets may be used and retained for records (<https://www.fns.usda.gov/usda-fis/usda-foods-product-information-sheets>).

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4431

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FSD

The National School Lunch Program (NSLP) places importance on the nutritional quality of meals served to students. In the context of corn products, it's crucial to distinguish between enriched, nixtamalized, and plain corn products to ensure compliance with NSLP meal pattern requirements. Enriched corn products, such as cornmeal or corn flour, have undergone a process where essential nutrients like folic acid, iron, niacin, riboflavin, and thiamine are added. These enrichments enhance the nutritional value of a corn product, making it a creditable Enriched Grain product under the NSLP meal pattern. Nixtamalized corn products are likewise creditable towards the grain component. Nixtamalization is a traditional process involving soaking dried maize (corn) in an alkaline solution (typically, "limewater" or "slaked lime"), which enhances the bioavailability of certain vitamins and minerals. However, nixtamalized corn products meet the Whole Grain-Rich (WGR) criteria in addition to being creditable towards the grain component in the NSLP meal pattern. Creditable grain items are made from grains that are whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product. Plain corn products, which lack enrichment or nixtamalization, do not meet the nutritional criteria required for a creditable grain product under the NSLP meal pattern. To be creditable towards the grain component, corn products should either be enriched or nixtamalized to ensure they contribute positively to the overall nutritional quality of the meal.

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Administrative Review

FSD

Production records are intended to be useful tools to record production information. The production record template is currently not being referenced and utilized in the kitchen before, during, or after meal service. As an example, amounts of foods are prepared based on best guess and portion sizes and amounts planned do not always match up to the planned production record. When quantities are not prepared according to the plan, the actual quantity prepared needs to be documented on the production records. Additionally, an old version of the DPI production record from 2013 is being utilized and outdated. An updated template (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/production-record-lunch-one-grade-group-with-temp.xlsx>) and a copy of the Production Record Requirements may be found on our webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records>).

03/05/2024

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Administrative Review

FSD

The printed menu should list all components included with the reimbursable meal. Currently, milk and fruit are not listed on the menu. It may either be listed daily or may be listed in one place on the menu and include a statement that says that a variety of milk and fruit are offered daily as part of the reimbursable meal.

Administrative Review Report

St. Ann's School

Special Milk Program

- The Special Milk Program (SMP) provides milk to children in schools, childcare institutions, and summer camps that do not participate in other Federal child nutrition meal service programs.
- Schools in the NSLP or SBP also may participate in the SMP to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the school meal programs [The Special Milk Program](#) page of the DPI SNT website has important information regarding pricing plans, civil rights requirements, counting and claiming, and procurement.