

Administrative Review Report

Immanuel Lutheran High School

Commendations:

Thank you to all staff at Immanuel Lutheran High School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director (FSD) and Authorized Representative (AR) for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions while reviewers were onsite; this greatly expedited the AR. Thank you to the other business office staff for being available during the onsite portion to help answer questions related to the financial aspects of the programs and to the president of the school for being a part of this review and wanting to make these programs as best as they can be. The FSD and AR were both very receptive to the reviewer's suggestions, and this was appreciated. We were also very impressed with the student helpers and their friendly smiles. They work together like a well-oiled machine! Thank you for serving healthy, nutritious meals to your students, it is clear that the students are benefitting from the care and work that is put in!

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 in 2024. 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.

Administrative Review Report

Immanuel Lutheran High School

Findings and Corrective Action:

Form Name	Verification (200 - 204)	
Question #	201	
Corrective Action History		<p><u>Finding:</u> The Online contact does not have the correct person listed as the Verifying Official. The Verifying Official is the person who completes the verification process for the SFA.</p> <p><u>Corrective Action:</u> Update the contract to accurately reflect who the Verifying Official is.</p>
Form Name	Verification (200 - 204)	
Question #	202	
Corrective Action History		<p><u>Finding:</u> The School Nutrition Contract does not have the correct person listed as the Confirming Official. The confirming official reviews each application selected for verification to ensure the initial determination was accurate. This must be done by an individual other than the one who made the initial determination.</p> <p><u>Corrective Action:</u> Update the School Nutrition Contract to accurately reflect who the Confirming Official is.</p>
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
Corrective Action History		<p><u>Finding:</u> The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p><u>Corrective Action:</u> Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
Corrective Action History		<p><u>Finding:</u> On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p><u>Corrective Action:</u> Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS or send to NPC. 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.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
Corrective Action History		<p><u>Finding 1:</u> 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> <p><u>Corrective Action 1a:</u> Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year.</p> <p><u>Corrective Action 1b:</u> 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> <p><u>Finding 2:</u> SFA is incorrectly charging nonprogram foods for non-enrolled students, staff and enrolled high school students housed on campus.</p> <p><u>Corrective Action 2:</u> The SFA must not include the charge for meals within the room and board fee. These meals must be billed or removed from the student account after the student receives the meal. Complete the Menu Raw Food Costing Tool for weekday meals and weekend meals, upload this into SNACS and provide documentation/invoices demonstrating meals will be charged separate from room and board.</p>
Form Name	Civil Rights (800 - 807)	
Question #	801	

Administrative Review Report

Immanuel Lutheran High School

Corrective Action History		<p><u>Finding:</u> 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)).</p> <p><u>Corrective Action:</u> Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
Form Name	Civil Rights (800 - 807)	
Question #	803	
Corrective Action History		<p><u>Findings:</u> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u> Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), develop procedures for the SFA and upload into SNACS.</p>
Form Name	Civil Rights (800 - 807)	
Question #	805	
Corrective Action History		<p><u>Finding:</u> The SFA does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs.</p> <p><u>Corrective Action:</u> Provide a timeline for when a Special Dietary Needs procedure will be put in place. Provide the name and title of the SFA representative that will ensure compliance. It is recommended that SFAs utilize the Special Dietary Needs Policy template.</p>
Form Name	Civil Rights (800 - 807)	
Question #	807	
Corrective Action History		<p><u>Finding:</u> The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31, however was completed on 1/8/2024.</p> <p><u>Corrective Action:</u> Submit a statement of understanding that the Civil Rights Compliance Self Evaluation Form (PI-1441) form will be completed by October 31 in subsequent school years.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
Corrective Action History		<p><u>Finding:</u> Current Local Wellness Policy (LWP) does not include all of the required content and is missing Foods Provided but Not Sold, Food and Beverage Marketing, Nutrition Promotion and the USDA nondiscrimination statement (7 CFR 210.31).</p> <p><u>Corrective Action:</u> 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.</p>
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
Corrective Action History		<p><u>Finding:</u> SFA has not completed the assessment of the Local Wellness Policy within the last three years.</p> <p><u>Corrective Action:</u> 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.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
Corrective Action History		<p><u>Finding:</u> 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><u>Corrective Action:</u> 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>

Administrative Review Report

Immanuel Lutheran High School

Site Name	Immanuel Lutheran High School	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	25	
Corrective Action History		<p><u>Finding:</u> Second servings and bonus items are given free of charge to students above and beyond their reimbursable meals. It was observed during the week of review that students are offered 2 slices of pizza (1 slice = 2 oz. eq. m/ma, 2 oz. eq. grain) or 2 breakfast burritos (1 oz. eq grain, 2.5 oz. eq m/ma). Offering seconds complicates production planning, burdens food cost, and increases dietary specifications. When students are not charged an a la carte price for second servings, the calories, saturated fat, and sodium of these portions must be included in the weekly dietary specifications. If students are still hungry, additional servings of fruit and non-starchy vegetables may be provided. Students may be served second entrees if they are charged a la carte pricing.</p> <p><u>Corrective Action:</u> Submit a statement of understanding that second servings free of charge to students is not allowable and that this practice will be discontinued.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
Corrective Action History		<p><u>Finding:</u> The SFA did not process all household applications in compliance with 7 CFR 245.6(a). See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected.</p> <p><u>Corrective Action:</u> Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.</p>
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
Corrective Action History		<p><u>Finding:</u> SFA is not following the current approved contract, the determining official, and hearing official are incorrect.</p> <p><u>Corrective Action:</u> Update the online contract and submit for approval.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
Corrective Action History		<p><u>Finding:</u> The non-discrimination statement was not included on all required program materials and is missing from the SFA website, the "We Have Checked" verification notification and the local wellness policy.</p> <p><u>Corrective Action:</u> Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
Corrective Action History		<p><u>Finding:</u> 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><u>Corrective Action:</u> Include all training hours completed this school year for each school food service employee onto the DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool and upload into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
Corrective Action History		<p><u>Finding:</u> 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 business manager, business administrative assistant and bookkeeper.</p> <p><u>Corrective Action:</u> 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>

Administrative Review Report

Immanuel Lutheran High School

Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
Corrective Action History		<p><u>Finding:</u> The SFA does not have signed employee reporting agreements on file.</p> <p><u>Corrective Action:</u> Have all school food service staff, including student workers, each sign an employee reporting agreement and upload these into SNACS.</p>
Site Name	Immanuel Lutheran High School	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
Corrective Action History		<p><u>Finding:</u> The 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 claim.</p> <p><u>Corrective Action:</u> (Non-systemic) Upload the January monthly edit check into SNACS.</p>
Site Name	Immanuel Lutheran High School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
Corrective Action History		<p><u>Finding:</u> Using the vegetables on the garden bar/salad bar to meet the weekly vegetable requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage.</p> <p>Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).</p> <p><u>Corrective Action:</u> Submit a picture of completed signage posted on the salad bar.</p>
Site Name	Immanuel Lutheran High School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
Corrective Action History		<p><u>Finding:</u> During the week of review, it was observed that milk usage was not documented on the grab and go breakfast production records. After discussing this with the FSD, it was determined that milk is not offered to students during the grab and go breakfast service. Students must have access to the milk component at breakfast in order to claim reimbursable meals, so this would be considered a missing component. Due to this finding, the review was opened up to the review period (December 2023) and subsequently the entire 2023-2024 school year. Upon review of SY 2023-2024 production records it was determined that milk has not been offered at the grab and go breakfast at all during the 2023-2024 school year (8/21/2023 – 1/15/2024). Fiscal action is required for a missing component. Therefore, fiscal action will be assessed for 846 9th-12th grade breakfast meals at Immanuel Lutheran High School.</p> <p><u>Corrective Action:</u> FSD addressed this prior to onsite visit. The milk component is now offered daily at the grab and go breakfast.</p>
Site Name	Immanuel Lutheran High School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
Corrective Action History		<p><u>Finding:</u> The following requirements were not consistently filled in daily on production records during the week of review:</p> <ul style="list-style-type: none"> ● Serving location ● Planned/actual number of servings column. ● Planned/actual quantity prepared in bulk. ● Milk usage – currently there is a “start planned serving” column and an “end” column but it’s unclear if that is accurately documenting usage ● Number of reimbursable meals forecasted.

Administrative Review Report

Immanuel Lutheran High School

		<ul style="list-style-type: none"> Meal pattern contribution on breakfast (main line) and lunch production records – breakfast cart production records meet this requirement Production records are intended to be useful tools to record information prior to production, during production, and following production. <p>Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p><u>Corrective Action:</u> Submit one full week of completed production records, including the required components listed above, recorded daily. 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	Immanuel Lutheran High School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
Corrective Action History		<p><u>Finding:</u> Recipes should be updated to reflect current practices and products. Standardized recipes exist, but many are not accurately reflecting what is happening in the kitchen:</p> <ul style="list-style-type: none"> BBQ meatballs – the indicated portion size is 4, 1-ounce meatballs, but the CN label indicates each meatball weighs 0.65 ounces. Cheesy potatoes – the recipe credits this menu item as ½ cup of starchy vegetables for a ½ cup serving. Since this recipe contains other ingredients that take up volume, it should only credit as 3/8 cup starchy vegetable. Breakfast burrito – the recipe indicates that each student gets 2 eggs, but the recipe only calls for 60 eggs for 45 servings. It also credits this item as 1 oz eq m/ma, but 60 eggs would contribute 2.5 oz eq m/ma toward the meal pattern. Turkey bacon melt – the recipe indicates that this item contributes 2 oz eq m/ma toward the meal pattern, but it actually credits as 1.75 oz eq. The recipe calls for 2 slices of USDA turkey (Per USDA fact sheet: 1.43 ounces by weight = 1 oz eq m/ma) and each slice weighs 1 ounce. If you take 2 ounces of turkey by weight (from 2 slices) divided by 1.43, the turkey contributes 1.39 oz eq (round down to 1.25 oz eq) toward the meal pattern, plus 0.5 oz eq from 1 slice of cheese = 1.75 oz eq. Lemon chicken – the recipe indicates that the serving size is 4 ounces, and that the recipe contributes 2 oz eq m/ma toward the meal pattern. FSD confirmed that the serving size is actually 10 pieces of chicken which would be 4.3 ounces. The recipe should be updated to reflect this. <p>For more information on what essential information must be on a standardized recipe, review the Standardized Recipes in a Nutshell document (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipes-in-a-nutshell.pdf)</p> <p><u>Corrective Action:</u> Please submit an updated recipe for BBQ meatballs, breakfast burritos, cheesy potatoes, lemon chicken, and turkey bacon melt.</p>
Site Name	Immanuel Lutheran High School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
Corrective Action History		<p><u>Finding:</u> For grades K-12, up to 2 oz eq of grain-based desserts per week are allowed in the NSLP. The menu for the week of review exceeded the grain-based dessert limit. Graham crackers (0.5 oz. eq. grains) are offered on the salad bar every day, so students have access to 2.5 oz. eq. of grain-based desserts weekly.</p> <p><u>Corrective Action:</u> Submit a statement that explains your plan to reduce the amount of grain-based desserts offered at lunch.</p>
Site Name	Immanuel Lutheran High School	
Form Name	Civil Rights (811-812)	
Question #	811	
Corrective Action History		<p><u>Finding:</u> The nondiscrimination "And Justice for All" poster was located in the meal service area and/or visible to students, however was not the correct version, the SFA has the 2015 poster up instead of the correct 2019 poster (FNS Instruction 113).</p>

Administrative Review Report

Immanuel Lutheran High School

		<u>Corrective Action:</u> Hang the correct 2019 USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Provide a statement or image of how this requirement will be met.
Site Name	Immanuel Lutheran High School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
Corrective Action History		<p><u>Finding:</u> The most recent food safety inspection report was not posted in a publicly visible location.</p> <p><u>Corrective Action:</u> 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	Immanuel Lutheran High School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
Corrective Action History		<p><u>Finding:</u> 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 (Guatemala) • Pineapple (Indonesia) <p><u>Corrective Action:</u> Complete and submit a Noncompliant Product List Form for the non-domestic products; bananas and pineapple. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/programrequirements/procurement/buy-american).</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
01/18/2024	4086	1400	Administrative Review	ALL	FSD
Comments					
All food service employees must have a signed Employee Reporting Agreement on file. The agreement helps ensure employees properly notify the person in charge when they experience specific illness symptoms or diagnoses. There are no requirements as to how frequently food service employees must sign an Employee Reporting Agreement form. It is best practice for each food service employee to annually review and sign an updated agreement to reinforce food safety reporting information.					
01/18/2024	4085		Administrative Review		FSD/AR
Comments					
Medical Statement for Special Dietary Needs - It is recommended, but not required, for SFAs to use the WI DPI Medical Statement - English (Spanish) (Hmong) for Special Dietary Needs found on the Special Dietary Needs webpage . At a minimum the statement must include:					
1. An explanation of how the child's physical or mental impairment restricts the child's diet					
2. The food(s) to be avoided					
3. The food or choice of foods that must be substituted.					
4. The statement must be signed by a state authorized medical practitioner, which is a health care provider that can write a prescription in the state of WI. This will be a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner.					
01/18/2024	4084		Administrative Review		FSD/AR
Comments					
The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars must accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan.					
Policy/Procedure Requirements- 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. The Special Dietary Needs Policy template can be used to create a policy/procedure for your school or district. This template should be modified to fit the needs of your school or district. If your district already has a policy in place, we recommend comparing it to this policy to ensure your policy includes all important information.					

Administrative Review Report

Immanuel Lutheran High School

01/18/2024	4083		Administrative Review		AR/FSD
Comments					
Civil rights training, such as the Civil Rights webcast , must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program including nonfood-service staff.					
01/18/2024	4082		Administrative Review		FSD
Comments					
The 2019 version of the AJFA poster (AD-475A) is located on the Office of the Assistant Secretary for Civil Rights website at: https://www.usda.gov/sites/default/files/documents/JFAGreen508.pdf . All "And Justice for All" posters must be printed at 11" width x 17" height. The minimum text size to be used on the posters is 14-point.					
01/18/2024	4081		Administrative Review		AR
Comments					
The information provided by the family on the free and reduced-price application is to be used only for determining eligibility for meal or milk benefits. Each school year, the SFA must seek written consent from the parent or guardian to use the information provided on the application or through DC for non-program purposes, such as fee waivers. Detailed consent must be obtained each school year. Find the Sharing of Information with Other Programs template on the Free and Reduced Meal Applications and Eligibility webpage. Also available in Spanish and Hmong .					
For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the <i>Disclosure Agreement</i> form should be signed and kept on file at the district. There are two template forms available on the Free and Reduced Meal Applications and Eligibility webpage. One for SFA staff one for outside agencies . Both Disclosure Agreement templates are available in English and Spanish.					
01/18/2024	4080		Administrative Review		AR
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 .					
01/18/2024	4079		Administrative Review		AR
Comments					
Per USDA policy memo SP 46-2016 , no later than July 1, 2017, all 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. Policies developed at the SFA level must be provided to the state agency during the administrative review.					
The 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. SFAs 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. Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left "unclaimed", they cannot be used to offset another student's negative account, unless paid households have chosen to donate those funds to the school food service account. Funds remaining in a reduced student account cannot be donated to the school food service account. Any funds left in a student meal account, which cannot be returned, must be turned over to the Wisconsin Department of Revenue as unclaimed property .					
This policy must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement.					
01/18/2024	4078		Administrative Review		AR
Comments					
All costs associated with nonprogram foods, including food, labor, equipment, and purchased services, must be covered by revenues received from the sale of those foods. This ensures nonprogram foods are not supported by reimbursable meals.					
SFAs are required to annually complete the DPI Non-program Food Revenue Tool or the USDA Non-program Food Revenue Tool . The DPI tool is recommended since it aids in calculating prices of nonprogram foods to ensure USDA revenue requirements are met as found in Non-program Foods Revenue Rule SP-20-2016 . A non-program foods deficit must receive a transfer of non-federal funds into the nonprofit food service account.					
01/18/2024	4077		Administrative Review		AR
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 SFA's first triennial assessment must be completed by June 30, 2020 (for SFAs that were participating in 2016-2017 school year). The assessment must measure LWP compliance, goal and outcome progress, and how the policy compares to the model policy. FNS recommends the Wellness School Assessment Tool (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.					

Administrative Review Report

Immanuel Lutheran High School

01/18/2024	4076		Administrative Review		AR
Comments					
Meals may ONLY be charged to a student upon receipt of a reimbursable meal. Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components and must be priced as a unit.					
01/18/2024	4075		Administrative Review		AR
Comments					
<p>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.</p> <p>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:</p> <p>To find free summer meal locations:</p> <ul style="list-style-type: none"> o Call 211 to locate meals in the area o Text 'food' (in English or Spanish) to 304-304 o Check the Site Finder Map <ul style="list-style-type: none"> ▪ Summer Meals Site Finder - English ▪ Summer Meals Site Finder - Spanish o Visit the Summer Food Service Program webpage 					
01/18/2024	4074		Administrative Review		AR
Comments					
<p>The categories of the AFR that should be addressed when tracking revenues and expenditures include:</p> <ul style="list-style-type: none"> • '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. <p>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.</p>					
01/18/2024	4073		Administrative Review		AR
Comments					
When a student deposits funds in their lunch account, which will be used for meal purchases, the amount received is not treated as revenue until the meal has been served to the student. The amount of funds on hand in student accounts is treated as a deposit or liability account in either the food service fund (Fund 50) or the general fund (Fund 10) until the meal is served, at which point the deposit account is converted to revenue. This amount should not be recorded as revenue or part of the fund balance on your AFR.					
01/18/2024	4072		Administrative Review		AR
Comments					
On the Annual Financial Report, 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 Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR.					
01/18/2024	4067		Administrative Review		FSD/AR
Comments					
SFAs are required to maintain documentation supporting food purchases that are allowable for Supply Chain Assistance (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 and would be best practice to track them on one tracking sheet instead of one tracking sheet per school year. 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.					
01/18/2024	4066		Administrative Review		FSD/AR
Comments					
The entire amount of supply chain assistance funds is entered 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.					

Administrative Review Report

Immanuel Lutheran High School

01/18/2024	4065	436	Administrative Review	Immanuel Lutheran High School	FSD
Comments					
The breakfast menu consistently offers more grains than the 10 oz eq weekly recommended maximum. During the week of review, students could select up to 21 oz eq grains for the week. When the amount of grains offered exceeds the recommended maximum, it is more likely that the dietary specifications for saturated fat, sodium, calories, and trans-fat are also exceeded. This practice may also contribute to higher food costs and more food waste for your SFA.					
01/18/2024	4064	431	Administrative Review	Immanuel Lutheran High School	FSD
Comments					
Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "apples/oranges", list both apples and oranges separately to clearly indicate what was served.					
01/17/2024	4063	404	Administrative Review	Immanuel Lutheran High School	FSD
Comments					
The National School Lunch Program (NSLP) regulation at 7 CFR 210.10(a)(2) requires that schools identify, near or at the beginning of serving lines, what constitutes the unit priced reimbursable meals at breakfast and lunch. While signage exists, it is recommended to update the current signage with something more visually appealing that clearly communicates the reimbursable meal components. Samples of signage that can be printed or updated and implemented in your school can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).					
01/17/2024	4062		Administrative Review		FSD/AR
Comments					
If electing to use the religious exemption to use the 2015 nondiscrimination statement, all program materials must be consistent with this statement.					
01/17/2024	4061	433	Administrative Review	Immanuel Lutheran High School	FSD
Comments					
There is a difference between product specification sheets and product formulation statements (PFS). A product specification sheet identifies specifics of the product such as product code, case weight, shelf life, and packing information. Product specification sheets are not acceptable forms of crediting documentation. A PFS is considered acceptable crediting documentation, and it shows exactly how a product contributes to the meal pattern with entries from the USDA Food Buying Guide (FBG). A PFS is required for processed products not listed in the FBG that do not have a Child Nutrition (CN) label or USDA Product Information Sheet.					
01/17/2024	4060	435	Administrative Review	Immanuel Lutheran High School	FSD
Comments					
Some Meat/Meat alternates (M/MA) do not credit ounce-for-ounce because they contain ingredients other than meat (e.g. water, fillers, breading). For example, USDA ham credits as 1 ounce equivalents (oz eq) for every 1.22 ounce by weight. Therefore, a 2 oz. serving (by weight) of USDA ham equals 1.64 (round down to 1.5) oz eq. Make sure to use current product information to determine the weight of each serving in order to meet the daily and weekly requirements.					
01/17/2024	4059	434	Administrative Review	Immanuel Lutheran High School	FSD
Comments					
Technical assistance was provided for the recipe standardization process. Standardized recipes exist; however, several menu items are listed on each recipe. For example – on the BBQ meatballs day the recipe lists meatballs, BBQ sauce, baby red potatoes, and mixed vegetables. It would be more practical to have a recipe for every individual menu item that contains 2 or more ingredients. So, there would be an individual recipe for: 1) BBQ meatballs, 2) roasted baby red potatoes, and 3) mixed vegetables. 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 (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes ; https://dpi.wi.gov/school-nutrition/directory).					
01/17/2024	4058	436	Administrative Review	Immanuel Lutheran High School	FSD
Comments					
80 percent of the weekly grains offered and credited in school meal programs must be whole grain-rich. Foods that meet the whole grain-rich criteria for the school meal programs must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. Frosted Flakes and Tootie Frooties are not whole-grain rich or enriched, so therefore they cannot be credited toward the meal pattern. Please discontinue serving these products.					

Administrative Review Report

Immanuel Lutheran High School

01/17/2024

4056

Administrative Review

FSD/AR

Comments

The confirming official reviews each application selected for verification to ensure the initial determination was accurate, a confirmation review does not need to happen with all applications after initial determination.